The Campus Recreation Communications Assistant positions are responsible for general marketing and communication projects in addition to a specialization in one of the following areas: copy writing & social media, design, photography/video editing and content management.

**Responsibilities**
- Staff Campus Recreation information tables and distribute promotional materials at various UTSA programs throughout the year;
- Attend ongoing and special events to document via photography/video;
- Print, cut, laminate, distribute/deliver posters and signage for departmental needs as directed;
- Participate in the brainstorming of ideas and design of various promotional materials;
- Work with others to execute risk reduction measures and provide care in emergency situations;
- Clearly articulate, enforce and educate patrons on all rules, policies and procedures;
- Provide customer service and respectfully manage disagreements;
- Actively participate in collaborative work and development;
- Perform other duties as assigned.

**Specialization Area**

**Graphic Design**

This specialization requires someone who is proficient in Adobe Creative Cloud design software. He or she will be able to manage time and work independently. They must possess great organizational skills, a keen attention to detail and the ability to be comfortable working on multiple projects with tight deadlines in a fast-pace team environment.
- Design promotional material (posters, print ads, brochures, event support (invitations, signage) utilizing Adobe Create Cloud software;
- Ability to reformat graphics for web;
- Work closely with the Assistant Director of Marketing & Communications to ensure a cohesive message and look across all design projects and materials;
- Maintain style formatting and design standards of Assistant Director of Marketing & Communications;
- Assist with preparation of projects;
- Prepare files for proofs, print and final outputs.

**Staff Standards**
- Consistently model positive and professional behavior, including on-line communities;
- Attend all staff meetings and educational trainings;
- Attend scheduled meetings with Student Marketing Coordinator, Graduate Assistant and Assistant Director;
- Check and respond to email and voicemail at least once per day;
- Maintain regular and frequent communication with Coordinator, Graduate Assistant and Assistant Director.

**Personal/Paraprofessional Development & Departmental Responsibilities**
- Attend all meetings and trainings on time, including August staff development, January staff development, etc.
- Balance time commitments;
- Recognize limitations and work to improve;
- Be receptive to paraprofessional and personal development;
- Challenge yourself to achieve higher levels of awareness of people’s perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.
Minimum Qualifications
• Proficient in Adobe Creative Cloud software including Photoshop, Illustrator, and InDesign;
• Submission of work samples;
• Must be currently enrolled at UTSA with a minimum overall GPA of 2.0;
• Must pass State of Texas criminal background check;
• First Aid, Adult CPR and AED certifications obtained within expected time-frame.
• UTSA employee compliance trainings and any additional program area certification/training completed within expected time-frame.

Working Conditions
• Maximum of 19 hours worked per week (average 15);
• Work will take place on the Main Campus in the Recreation Center and Field Complex;
• Work shifts include morning, afternoon, evening and weekend hours. Some required holiday hours.

Compensation
• Starting pay: $10.00+/hour based on experience.