

Student Assistant – Strategic Enrollment & Student Life Team (2 open positions)

Department: UT San Antonio Honors College

Location:

- Main Campus – GSR 2.210
- Applicants must be residing in San Antonio or able to easily commute to work on-site regularly.

Hours:

- Approximately 15 – 19 hours per week.
- Weekend and evening availability is required.
- **Bring a copy of your Fall 2026 Class Schedule to interviews**

Pay:

- \$15.00 per hour

Work-Study:

- Applicants must have accepted their Work-Study Award to be considered for this position.
- ***Bring a copy of your accepted 2026-2027 Work-Study Award to interviews***

Employment Requirements

- Must be a current Honors College student
- Must be work study eligible
- Must have weekend and evening availability for events.
- Must have a valid driver's license. *3 years of driving is preferred. (Our students drive a golf cart.)*
- Must pass State of Texas criminal background check
- Must be able to provide proof of right-to-work documents (I-9 compliance)

Experience and Skills Required:

- Excellent people skills, organizational, and time management skills
- Excellent customer service skills
- Proficient with common Microsoft Office products
- Ability to maintain confidentiality
- Ability to work with accuracy and attention to detail
- Ability to work independently

Duties and Responsibilities

- Assists with administrative tasks assigned by supervisor
 - Knowledge in Excel is preferred
- Helps with planning and executing Honors events, on and off campus.
 - Collect and upload event attendance in RowdyLink.
 - Transports materials and guests in golf cart.
 - May assist with content creation (flyers & social media posts) as needed.
- Assists with covering the front desk in GSR 2.210 as needed.