

Digital Content Creator (1 open position)

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.
- Some remote work may be expected.

Hours:

- Approximately 15 – 19 hours per week
- ***Bring a copy of your accepted 2026-2027 Work-Study Award to interviews***

Pay:

- \$15.00 per hour

Work-Study:

- Applicants will need to have accepted their Work-Study Award to be considered for this position
- A copy of your accepted Fall 2026 Work-Study Award must be submitted after your interview and before employment can be offered

Employment Requirements

- Must be a current Honors College student
- Must be work study eligible
- Must pass State of Texas criminal background check
- Must be able to provide proof of right-to-work documents (I-9 compliance)

Experience and other Minimum Skills Required:

- Experience with Cascade (website operations software)
- Experience with digital content creation and software such as Canva and Adobe Express.
- Experience navigating social media platforms (i.e. Instagram, LinkedIn, etc.)
- **Photography and videography experience preferred. (Adobe Creative Suite, specifically Lightroom Classic, Photoshop, and Premiere Pro)**
- Proficient with common Microsoft Office products
- Ability to maintain confidentiality
- Ability to work with accuracy and attention to detail
- Ability to work independently
- Excellent people skills, organizational, and time management skills

Duties and Responsibilities

- Will report to the Program Coordinator over Communications & Recruitment
- Draft digital content such as flyers and social media posts.
- Assist website design and updates for the college.
- Assist with social media content creation and management (Instagram, LinkedIn etc.)
- Assists with taking and editing photos for events and other activities.
- Assist with collecting photos and information for student spotlights
- Performs administrative duties and other duties as assigned