

Graduate Service Assistant (GSA)

Interested in gaining working knowledge and developing career skills? This Graduate Service Assistant position is for you! Serving as a Graduate Service Assistant (GSA), you will work with a UTSA 1882 Dual Language Partnership by offering support to the Executive Director. The UTSA 1882 Dual Language Partnership is a project that promotes dual language instruction at select San Antonio ISD campuses.

Primary Responsibilities:

Provide professional level support and perform various administrative tasks/projects that contribute to the mission of the 1882 Partnership. You will be responsible to a professional member of the UTSA Partnership who will supervise and train you.

Examples of Responsibilities:

- Perform in an administrative capacity, tasks related to the Partnership as assigned
- Assist in the collection of resources and materials
- Assist in specialized administrative or technical projects
- Prepare documents as needed

Knowledge, Skills and Abilities:

- Knowledge of program coordination with assistance from Director
- Skill in organizing resources and establishing priorities
- Skill in planning, organization, coordination of activities
- Skill in establishing and maintaining effective working relationships
- Skill in both verbal and written communication
- Skill in the use of personal computer and related software applications
- Skill in uploading social media photos/tweets as approved by Director

Minimum Qualifications:

- Currently a graduate student at UTSA
- Maintain a 3.00 cumulative GPA
- Must enroll in at least 1 credit hour during each fall/ spring semester during the appointment
- Review and adjust files to ensure record-keeping consistency
- Some data entry
- Occasionally moderate Zoom

Available:

1/18/22 through summer 2022 with potential for 2nd year renewal.

Pay:

\$14/hour for 19 hours a week.

Please email your resume and inquiry to Dr. Juanita (Johnnie) Santos (Juanita.santos@utsa.edu) to discuss this opportunity.