POSITION OVERVIEW

The Coordinator for Operations and Assessment in the department of Student Involvement and Engagement (SI&E) oversees campus access initiatives. This role ensures adherence to policies and procedures while supporting student success. Additional responsibilities include managing business operations for the Bobcat Organization Hub, assisting with Market Days, providing support for department assessment activities, coordinating student travel forms, and overseeing policy-related forms and campus access requests in collaboration with the LBJSC event management team. This position will report directly to the Associate Director for Operations and Assessment.

JOB RESPONSIBILITIES OVERVIEW

- Develop and implement campus access efforts and services.
- Coordinate with LBJSC event management team on campus access requests.
- Manage business operations for the department side of the Bobcat Organization Hub.
- Assist in planning and executing Market Days.
- Provide support for department assessment activities.
- Pull data and reports on student engagement metrics.
- Manage student travel forms and student absence protocols.
- Responsible for the supervision, coaching, and performance management of student employees.
- Manage fee-funded budget accounts.
- Ensure fiscal responsibility, effective planning and use of resources, and compliance with applicable laws, regulations, and University policies and procedures.
- Create end-of-year reports for assigned functional area.
- Serve as a member of the Expressive Activities Team and as a resource related to expressive activity and associated federal law.
- Actively participate in departmental programs and projects designed to support the mission and goals of the university, division, and department.
- Serve on committees and task forces, as assigned.
- Other duties as requested or required, whether or not specifically mentioned in this job description.

BENEFITS:

- Group Insurance
- Paid Leave
- Longevity Pay
- Academic Release and Tuition Support
- Retirement
- Supplemental Retirement Savings
- Wellness Programs
- Work Life & Employee Assistance Program
- Employee Discount Program
- Mother-Friendly Worksite
- For more information click [here](#)

MONTHLY SALARY:

$3,500 - $3,833.33
ABOUT THE DIVISION OF STUDENT SUCCESS

The Division of Student Success contributes to the retention, graduation, and career development of a high quality, diverse student population through a student-centered and student learning approach. We provide thoughtfully curated spaces and deliver innovative co-curricular programs and services designed to foster inclusive student involvement, engagement, and a sense of belonging.

FOR INFORMATION ON APPLYING, PLEASE VISIT JOBS.HR.TXSTATE.EDU