

# STUDENT INVOLVEMENT & ENGAGEMENT

## COORDINATOR, OPERATIONS & ASSESSMENT

### 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



✉ [getinvolved@txstate.edu](mailto:getinvolved@txstate.edu)

☎ 512.245.4428

[studentinvolvement.txstate.edu](http://studentinvolvement.txstate.edu)

# STUDENT INVOLVEMENT & ENGAGEMENT COORDINATOR, OPERATIONS & ASSESSMENT

## REQUIRED QUALIFICATIONS

- Bachelor's Degree
- Experience advising students in a higher education/university environment.
- Experience in campus access, event planning, coordinating, risk management, and program management.
- Experience in program and budget management and assessment.
- Proficiency using marketing (including social media), as it relates to the delivery of programs and services on a college campus.
- Ability to work in a crisis situation; experience advising students and chartered student organizations on risk management strategies and the importance of proactive event planning.
- Ability to coordinate a variety of work activities and work as part of a team.
- Availability to work evenings and weekends.

## PREFERRED QUALIFICATIONS

- Master's or equivalent degree in Higher Education, Student Affairs, or related field.
- Experience facilitating risk management and/or crisis response for events/programs.
- Experience conducting workshops or training sessions for college students.
- Experience building partnerships and collaborating across departments in a university setting.
- Experience attending student affairs.



## ABOUT TEXAS STATE UNIVERSITY

Texas State University encompasses two campuses and other locations across Central Texas and has seen the student body grow to more than 38,000 students including approximately 33,000 undergraduate and 5,000 graduate and post-baccalaureate students. This growth reflects the mission of the university to serve the citizens of Texas and to play a leading role in preparing the workforce for the coming decades. Closely mirroring the demographics of the State of Texas, 11 percent of the student body identifies as Black or African American, 39 percent Hispanic, 43 percent White, and 4 percent with another race or ethnicity. One percent of the student body is international. In addition, 96 percent of Texas State students are from Texas, coming from every county in the state. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 13th in the nation for total bachelors degrees awarded to Hispanic students. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation to faculty and students. For more information please visit the Texas State University website.

## 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](https://jobs.hr.txstate.edu)

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