Management and Professional Services Job Duties

☐ Act as an intermediary with contractors, general public, university staff, faculty and or students.
☐ Act as director during absences.
☐ Advise and guide staff in performance of daily duties.
☐ Analyze and develop policies and procedures.
☐ Analyze processes and procedures for efficiency.
☐ Analyze, create, examine, evaluate, review and maintain organizational structure changes and reporting.
☐ Answer complex financial aid questions from staff, students and parents.
☐ Answer complex questions and research problems.
☐ Anticipate and plan for future conditions and demands.
☐ Appraise assigned staff accurately, thoughtfully, and in a timely manner.
☐ Approve leave forms and time sheet of employees.
☐ Approve major purchases for equipment and materials.
☐ Assess best use of departmental space.
☐ Assess departmental goals and objectives, and work procedures.
☐ Assess, develop, and implement strategic plan.
☐ Assist in determining alternative solutions.
☐ Assist in maintaining NCAA eligibility.
☐ Assist in pursuing grant funded programs.
☐ Assist supervisory staff with personnel issues, advising and approving actions.
☐ Assist with development of department standards and implement quality improvement activities.
☐ Assure compliance with state, federal, TSUS, and Texas State policies and procedures.
☐ Attend divisional staff development programs, regional/state conferences and workshops.
☐ Collaborate with public and private organizations to promote the university.
☐ Complete state and federal reports.
☐ Conduct audits.
☐ Conduct benchmarking and feedback exercises.
☐ Conduct criminal background checks on selected applicants.
☐ Conduct event and yearly assessment of programs and activities.
☐ Conduct exit interviews.
☐ Conduct job specification and pay plan maintenance activities.
- Conduct research, compile data, and prepare reports as requested.
- Conduct staff meetings.
- Conduct workshops and classroom presentations.
- Confirm I-9 forms are fully completed and verify identity and eligibility documents on new employees.
- Confirm salary review forms for correctness and compliance with policy.
- Consult with clients in project planning.
- Coordinate activities with federal, state and local agencies.
- Coordinate and produce publications for departmental use and distribution.
- Coordinate bid openings, evaluate bids, and assist with making award decisions.
- Coordinate internal and external audits.
- Coordinate process for short and long-range strategic planning.
- Create and update documentation of procedures.
- Create annual operational budgets.
- Create, develop, and review policies and procedures.
- Delegate work to staff and student workers.
- Deliver presentations at state, regional, and national meetings.
- Deliver training to a variety of audiences using adult training principles.
- Design and administer surveys to collect and analyze data and produce reports.
- Design, conduct and report results of studies.
- Design, develop, deliver and evaluate training and development programs.
- Determine specifications for projects and publications.
- Develop a marketing and promotions plan.
- Develop and administer departmental budget.
- Develop and assist with bid proposals.
- Develop and implement departmental strategic plan.
- Develop and implement policies and procedures.
- Develop and implement strategic plans, departmental goals, policies & procedures, and the departmental budget.
- Develop plans for improvement.
- Develop policies and coordinate procedures to ensure compliance with applicable regulations.
- Develop research design, survey instruments, data collection and analysis.
- Develop specifications and negotiate prices for services, supplies, equipment and furniture.
- Develop specifications by research data and referencing applicable codes, regulations and standards.
- Develop, administer, and coordinate assessment tools.
- Develop, monitor and evaluate long and short range plans.
☐ Develop, review, and approve annual budget recommendations.
☐ Gather information and/or compile data and statistics.
☐ Give presentations.
☐ Identify actual/potential problems and take corrective actions.
☐ Identify prospects and develop prospect profiles of potential major donors to the university’s Capital Campaign.
☐ Identify, cultivate, and solicit financial gifts for the university from Alumni, friends and corporations.
☐ Interview, hire, discipline, recommend promotion, dismissal, evaluate and counsel employees.
☐ Maintain relevant data and metrics on own and team’s performance.
☐ Negotiate and write contracts and agreements with outside entities.
☐ Oversee and coordinate university marketing/image initiative.
☐ Participate in long range university and department planning.
☐ Perform other duties as assigned
☐ Plan and implement compliance activities.
☐ Prepare budget justification for capital expenditures, new positions, reclassifications and related budgetary activities.
☐ Prepare budget transfers.
☐ Prepare complex financial statements/reports.
☐ Provide leadership, development and coordination to meet department’s mission and goals.
☐ Provide mentoring on job knowledge, consulting skills and customer service to others.
☐ Research and analyze legal sources such as statutes, case laws, opinions, articles, rules and regulations.
☐ Research regulations for compliance and operating procedures.
☐ Review and approve procurement requests, bids, contracts and accounts payable.
☐ Review and edit written drafts of letters, proposed policies, programs proposals, and other documents.
☐ Review specifications for goods and services by researching associated vendor data and referencing applicable codes, regulations and University standards.
☐ Verify accounting data for accuracy.
☐ Write and present professional papers to disseminate findings from the research projects.
☐ Write and revise training materials, activity reports, and public information releases.
☐ Write and update university and office policies.
☐ Write audit findings and recommendations.
☐ Perform duties associated with the management of a department unit: staff management, administration of policy & procedures, approve staff time entry and leave, insure compliance with all regulatory policy, conduct staff meetings, develop and manage department budgets, & manage procurement requests.

For additional assistance please contact performancegmt@txstate.edu or 512.245.2557. This information is available in alternate format upon request from the Office of Disability Services.