**Texas State University**

**Dean of Students Office Announcement**

**NEW: Staff Attorney for Students**

The Dean of Students Office will be hiring a part time, Staff Attorney for Students who will have expertise in immigration issues. The Staff Attorney for Students provides advice and counsel to students regarding their personal legal issues, assists with the development of legal educational programming and reference materials for students, and provides guidance on educational policies and procedures. The Staff Attorney for Students does not represent students in court, advise students on issues adverse to Texas State University, or advise about matters regarding another Texas State student.

The timeline for hiring the Staff Attorney for Students is as follows:

Week of April 16 Finalize the job description for the position.

Week of April 23 Send request for a job audit to establish the position to Human Resources.

Week of May 7 Job audit complete and post position on the university job site and in appropriate network venues. Job will be posted for a minimum of 30 days and will remain posted until filled.

Week of June 3 Search committee formed to include students and staff. Search committee will develop the hiring matrix and begin reviewing applications.

Week of July 23 Interviews conducted for selected candidates.

Week of July 30 Background checks and other required processes will occur and an offer made to the selected candidate. Discussion and decisions will occur with selected candidate to determine employment begin date.

Week of August 27 Plan to begin employment of selected candidate.