☐ Acquire and install equipment in classrooms and offices.
☐ Act as office liaison with other departments.
☐ Address new students at orientation and registration events.
☐ Address questions from users, other technical staff, law enforcement, and external affiliates regarding information security incidents, issues and best practices.
☐ Administer a budget.
☐ Administer accounting system.
☐ Advise students, prospective students, and parents and assistance with academic progress.
☐ Advise administrators, faculty, staff, on curricular matters.
☐ Advise and counsel students on loan debt and loan repayment procedures.
☐ Advise and guide staff in performance of daily duties.
☐ Advise on research proposals, ensuring grant criteria are met.
☐ Advise prospective students who do not meet regular admission requirements of available options.
☐ Advise students, prospective students, and parents on topics related to academic majors and assistance with academic progress.
☐ Analyze and develop policies and procedures.
☐ Analyze and prepare catalogs for use.
☐ Analyze and process transfer credit.
☐ Analyze and repair or replace lighting fixtures such as lamps, switches, ballasts, contractors, controllers, and wiring; receptacles, circuit breakers, panel boards, switch gear, motor starters, and wiring connections.
☐ Analyze and resolve discrepancies.
☐ Analyze complex financial data and reports and make recommendations based on analysis.
☐ Analyze compliance and contract needs.
☐ Analyze crime and police service needs, prepare and delegate strategies and responses.
☐ Analyze processes and procedures for efficiency.
☐ Analyze user needs, new technologies and software.
☐ Analyze vehicle maintenance records to ensure proper fleet cost and budgetary preparations.
☐ Analyze, create, examine, evaluate, review and maintain organizational structure changes and reporting.
☐ Analyze, evaluate, examine and execute Personnel Change Request (PCR) transactions.
☐ Answer complex financial aid questions from staff, students and parents.
☐ Answer complex questions and research problems.
☐ Answer phone, e-mail, screen or transfer calls; take messages; refer to other offices as appropriate.
☐ Anticipate and plan for future conditions and demands.
☐ Anticipate, identify, communicate, resolve and/or escalate problems and issues.
☐ Appraise assigned staff accurately, thoughtfully, and in a timely manner.
☐ Approve course majors for each semester.
☐ Approve invoices for payment.
☐ Approve leave forms and time sheet of employees.
☐ Approve major purchases for equipment and materials.
☐ Approve petty cash payments.
☐ Approve requests to modify purchase orders.
☐ Approve requisitions and invoices for payment on accounts.
☐ Approve stock orders and quantity of items ordered.
☐ Arrange for classroom instructional and equipment needs.
☐ Assess best use of departmental space.
☐ Assess departmental goals and objectives, and work procedures.
☐ Assess, develop, and implement strategic plan.
☐ Assist customers.
☐ Assist faculty and staff with questions.
☐ Assist in budget preparation.
☐ Assist in compiling statistical data and developing information on spreadsheets.
☐ Assist in conducting assessment activities.
☐ Assist in conducting inventory.
☐ Assist in coordinating and preparing documents.
☐ Assist in coordination of office activities.
☐ Assist in determining alternative solutions.
☐ Assist in developing various reports, plans, budgets, and schedules.
☐ Assist in installation, configuration, upgrade and maintenance of application software and computer hardware.
☐ Assist in inventory tracking and control.
☐ Assist in maintaining NCAA eligibility.
☐ Assist in managing departmental budgets.
☐ Assist in preparing various activities and events.
☐ Assist in pursuing grant funded programs.
☐ Assist in reconciling accounts.
☐ Assist in the definition and deployment of application security elements for both technical and functional users.
☐ Assist principal investigator to ensure appropriate documentation is submitted.
☐ Assist students in accessing accommodations through counseling and coordination of academic support services.
☐ Assist students in finding a solution to problems relating to registration and records issues.
☐ Assist students in identifying their needs for school and classes.
☐ Assist students in legal matters including; landlord/tenant law, criminal law, family law, immigration law, contract law, employment law, and insurance law.
☐ Assist students in resolving registration problems.
☐ Assist students with registration and schedule changes.
☐ Assist students with taking initiatives to better prepare for their career choice.
☐ Assist supervisory staff with personnel issues, advising and approving actions.
☐ Assist the chair and faculty with M&O budget.
☐ Assist with development of department standards and implement quality improvement activities.
☐ Assist with development of long-term technology planning.
☐ Assist with grant writing.
☐ Assist with project management.
☐ Assist with routine maintenance or repair of facility, fixtures and/or equipment.
☐ Assist with the management of the abatement of asbestos containing materials and other environmental hazards during the design and renovation of campus facilities.
☐ Assure compliance with state, federal, TSUS, and Texas State policies and procedures.
☐ Attend divisional staff development programs, regional/state conferences and workshops.
☐ Attend high school or community college career days to provide preliminary advising and give group presentations.
☐ Attend meetings and events to represent the dean and/or the college and university.
☐ Attend staff and other department meetings as assigned.
☐ Audit and approve local payment vouchers.
☐ Audit and reconcile accounts and petty cash reimbursements for accuracy.
☐ Audit RBCs and overtime forms for fund availability and policy compliance.
☐ Balance and reconcile all monies receipted by cashiers.
☐ Balance vouchers, checks, ledger entries against monthly statements.
☐ Build and install cabinets, doors, base boards, and shelves.
Build and repair roofs made of metal, fiberglass panels, gravel, or composition.
Build and set concrete forms and rebar, and pour and finish concrete.
Build asphalt ramps for handicap access.
Calculate and estimate materials needed for jobs.
Calculate indirect cost by established formula.
Calculate, administer, and monitor curative and preventative medications according to physician’s orders, clinic protocol and professional nursing standards.
Calibrate diagnostic equipment according to standards.
Certify eligible students with disabilities for appropriate academic accommodations.
Check air conditioning, heating, and refrigeration equipment in buildings.
Check and approve work orders, labor logs, supply requests, and mileage reports.
Check and repair electrical commercial and residential kitchen equipment.
Check documents submitted for completeness.
Check in freight from delivery truck against invoice to make sure merchandise is complete.
Check water levels in high voltage vaults or tunnels; remove water when necessary with sump pump.
Clarifies functional specifications; develops technical specifications/documentation.
Clean according to procedures.
Coach athletes regarding the fundamentals, strategies, and nuances of the game.
Collaborate with faculty on content generation and coach the faculty in the design process.
Collaborate with public and private organizations to promote the university.
Collect specimens and request laboratory tests and x-rays.
Communicate with other personnel, faculty, staff, students, parents, customers and/or others.
Compile and prepare reports and statistics.
Complete administrative overhead functions.
Complete annual reports.
Complete appropriate paperwork to ensure that NCAA, institutional, and league rules are followed.
Complete state and federal reports.
Complete various forms, reports, letters, manuals.
Complete work orders.
Conduct annual inventory.
Conduct assessment of student retention/academic support program.
Conduct audits.
☐ Conduct benchmarking and feedback exercises.
☐ Conduct criminal background checks on selected applicants.
☐ Conduct daily inspections, check stock supplies, order supplies and ensure the safe operation of equipment.
☐ Conduct event and yearly assessment of programs and activities.
☐ Conduct exit interviews.
☐ Conduct group counseling with students.
☐ Conduct job specification and pay plan maintenance activities.
☐ Conduct preventative maintenance.
☐ Conduct quality assurance and document field test results.
☐ 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 I-9 forms are fully completed and verify identity and eligibility documents on new employees.
☐ Confirm receipt of new orders.
☐ Confirm salary review forms for correctness and compliance with policy.
☐ Construct cabinets, shelving, and furniture for office buildings, installing and hanging when necessary.
☐ Construct walks, curbs, valve boxes and barricades.
☐ Consult with clients in project planning.
☐ Consult with faculty, staff, parents, students regarding students with adjustment and psychological problems and regarding personal and professional issues.
☐ Coordinate activities of student workers.
☐ Coordinate activities with federal, state and local agencies.
☐ Coordinate all aspects of purchasing.
☐ Coordinate and administer scholarships.
☐ Coordinate and direct the planning and assessment process.
☐ Coordinate and oversee the installation of equipment.
☐ Coordinate and produce publications for departmental use and distribution.
☐ Coordinate and resolve warranty issues for new construction.
☐ Coordinate and schedule division events.
☐ Coordinate arrangements for meetings.
☐ Coordinate bid openings, evaluate bids, and assist with making award decisions.
- Coordinate campus visits and background searches of potential student athletes.
- Coordinate classroom instructional and equipment needs.
- Coordinate departmental academic advising with faculty members.
- Coordinate disciplinary counseling of students and residents on personal issues.
- Coordinate equipment deliveries and repairs.
- Coordinate internal and external audits.
- Coordinate maintenance, repairs and custodial needs for facilities.
- Coordinate planning, design, bidding and construction process to assure conformance with university standards, laws, codes, and regulations have been incorporated in the contract documents.
- Coordinate process for short and long-range strategic planning.
- Coordinate replacement of supplies, facility upgrades and repair.
- Coordinate scheduling of classes, labs, special functions, and office space.
- Coordinate staff meetings.
- Coordinate technical maintenance, repair, ordering, software updates, and inventory.
- Coordinate the review and evaluation of scholarship applications and make award recommendations.
- Coordinate travel arrangements.
- Coordinate with other departments.
- Coordinate work of Facilities’ shops with that of outside contractors and consultants to ensure efficient work flow and solve problems.
- Coordinate work schedules.
- Coordinate, plan, and prepare for advising sessions.
- Correct/change purchase order.
- Counsel students and parents on the admission requirements and procedures.
- Counsel students and parents relating to financial aid issues.
- Counsel students on academic eligibility.
- Create ad hoc financial reports.
- Create and maintain written logs, reports, procedures, and documentation on work performed.
- Create and update documentation of procedures.
- Create and update web pages.
- Create annual operational budgets.
- Create new accounts.
- Create, develop, and review policies and procedures.
- Delegate work to staff and student workers.
Deliver and pick up instructional equipment to classrooms.
Deliver and pick up vehicles to/from maintenance shops.
Deliver mail, materials and supplies as needed.
Deliver presentations at state, regional, and national meetings.
Deliver training to a variety of audiences using adult training principles.
Demonstrate use of equipment.
Deposit all checks and/or cash received.
Design and administer surveys to collect and analyze data and produce reports.
Design media-rich online instructional materials.
Design special publications.
Design, code, test, implement, maintain, and support system and network software, according to established standards.
Design, conduct and report results of studies.
Design, develop, and maintain software.
Design, develop, deliver and evaluate training and development programs.
Determine charges and billings.
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 and maintain a tracking system.
Develop and maintain accurate records.
Develop and prepare annual budget for the director based on financial analysis and program needs.
Develop and prepare work schedules.
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.

Diagnose mechanical malfunctions/problems.

Diagnose problems, such as software or hardware failures, and implement corrective measures.

Dig ditches.

Direct inventory of materials and equipment located in the unit.

Disseminate information about course offerings and policies and procedures.

Drive university vehicle.

Ensure efficient operations of electrical systems and equipment.

Ensure shops maintain a safe work environment.

Ensures compliance with SDLC and department standards.

Enter/update data.

Establish and maintain sound backup/recovery procedures consistent with enterprise disaster recovery requirements.

Establish and update a preventative maintenance (PM) program.

Establish punch list items with architect and engineer and contractor for completion.

Estimate labor, materials, equipment, and construction costs for projects.

Evaluate and implement new technologies in software, hardware, and systems.

Evaluate and make recommendations on facility conditions, renovations, repairs.

Evaluate impact of patch sets on custom software.

Evaluate programs and services.

Evaluate, install, configure, migrate, upgrade, and patch database software and related products in an enterprise environment.

Explain admissions and registration policies.

Fabricate parts or components to meet special situations.

File documents.

Function on call as needed.

Gather all materials needed for each job.

Gather information and/or compile data and statistics.

Give presentations.

Greet and assist customers and visitors as appropriate.

Hire, train, schedule, and supervise student workers and staff.

Identify actual/potential problems and take corrective actions.

Identify design or process issues and produce design standards, templates, and processes.
Identify prospects and develop prospect profiles of potential major donors to the university’s Capital Campaign.

Identify security issues and mitigate risks appropriately.

Identify, communicate, resolve, and/or escalate problems and issues.

Identify, cultivate, and solicit financial gifts for the university from Alumni, friends and corporations.

Implement and maintain database security.

Inspect and evaluate the condition of the grounds, practice and game facilities and layout.

Inspect and maintain equipment.

Inspect assigned areas for work quality.

Inspect buildings and perform preventative maintenance as needed.

Inspect equipment for defects.

Install and configure systems and network hardware and software.

Install and upgrade computer software and operating systems.

Install, operate, and maintain equipment.

Interact with parents, students, faculty, and other customers.

Interview, hire, discipline, recommend promotion, dismissal, evaluate and counsel employees.

Invoice departments.

Issue and process parking permits/citations for visitors, faculty, staff and students.

Issue materials on all purchase orders.

Keep accurate records of employee time by checking labor logs, timesheets, vacation, and sick leave reports.

Locate utilities for repairs.

Log in orders, wait on customers, and answer questions.

Log in special service mail such as certified mail, insured and Express mail.

Maintain a clean and safe work environment.

Maintain and calibrate safety equipment.

Maintain and make minor repairs on equipment and report broken machines.

Maintain and mark fields.

Maintain and monitor records.

Maintain and update files.

Maintain and update procedure manual.

Maintain calendar and schedule appointments.
Maintain department web page.
Maintain equipment and supply inventories by ordering, stocking, and recording materials needed.
Maintain inventories, equipment, and supplies for assigned areas.
Maintain relevant data and metrics on own and team’s performance.
Maintain servers, SQL databases, anti-virus strategies, etc.
Maintain the local area network, cable and hub installations, and related duties.
Maintain the operating system and security software utilized by the network.
Maintain user accounts.
Maintain various logs/reports.
Maintain website.
Maintain, operate, and repair equipment as needed.
Maintain, record and monitor departmental budget transactions.
Maintain, troubleshoot, and repair hardware.
Maintain/update local on-line system.
Manage construction activities for campus projects in the construction process.
Manage procurement card program.
Modify and upgrade equipment.
Monitor academic progress of student athletes to ensure eligibility requirements.
Monitor accounts to ensure that transactions are within generally accepted accounting principles.
Monitor and analyze budget expenses, purchase orders, p-card, NPO’s, materials releases, etc.
Monitor and/or order inventory office supplies.
Monitor budget balances.
Monitor due dates of all assignments and projects.
Negotiate and write contracts and agreements with outside entities.
Negotiate assignment and reassignment of rooms to students and/or student organizations.
Open, date and distribute incoming mail.
Operate and maintain university vehicle.
Operate cash register.
Operate chillers, pumps and cooling towers.
Operate compressors, water treatment systems, and other equipment.
Operate heavy equipment.
Order and maintain inventory of general and specialized tooling.
Order and obtain parts, supplies, material, and services.

Oversee and coordinate delivery of services.

Oversee and coordinate maintenance and repair of campus recreation facilities.

Oversee and coordinate university marketing/image initiative.

Oversee the general campus landscape condition, initiate projects to ensure stewardship of landscape and other natural resources.

Paint area using brush, roller, spray gun and spray can.

Participate in capital equipment and software acquisition process.

Participate in database design, data conversion, and data replication.

Participate in long range university and department planning.

Participate in University efforts toward recruitment and retention.

Patrol university streets, parking lots, and buildings.

Perform all basic custodial duties.

Perform daily bookkeeping and accounting of funds.

Perform data entry.

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.

Perform inspections.

Perform irrigation repairs.

Perform maintenance tasks such as pruning, trimming, weeding of annual shrubs and ground cover.

Perform medical laboratory testing.

Perform other duties as assigned.

Perform routine trouble-shooting and maintenance of equipment.

Perform underground electrical work on high-voltage distribution equipment.

Pick up litter in assigned areas and empty trash containers.

Plan and implement compliance activities.

Plan information technology resource procurements, and staffing.

Plan, design, schedule and estimate various requests for projects such as facility modification/renovation, small construction jobs or major maintenance.

Plan, schedule and coordinate general maintenance, major repairs and remodeling or construction projects.

Prepare admission packets for advisers.

Prepare and process purchase requisitions, travel and leave requests, and other documentation.
Prepare and submit grant proposals for external funding.
Prepare budget justification for capital expenditures, new positions, reclassifications and related budgetary activities.
Prepare budget transfers.
Prepare complex financial statements/reports.
Prepare complex journal entries and reconciliations.
Prepare exterior and interior for painting.
Prepare justifications and specifications of proposed computer hardware/software procurement.
Proofread documents and compare content to originals for accuracy.
Provide 3rd/4th level of support.
Provide academic advising.
Provide career counseling to majors within an academic unit.
Provide counseling and advisement concerning academics, financial aid, cultural issues, involvement, development, employment, identity, and social concerns and counseling for targeted students.
Provide front desk assistance.
Provide hardware and software support to end users.
Provide leadership, development and coordination to meet department's mission and goals.
Provide mentoring on job knowledge, consulting skills and customer service to others.
Provide technical assistance to staff.
Provide technical training to faculty, staff, co-workers, and students.
Purchase and maintain office supplies and consumables inventory and/or equipment.
Receive and dispatch emergency and non-emergency incoming phone calls.
Receive payments, prepare receipts and make deposits.
Receive work orders and prioritize, schedule, and assign to staff.
Receive, process, and store incoming freight.
Reconcile budget and resolve discrepancies.
Reconcile invoices.
Record work time of employees; fill out time sheets and ensure forms are completed.
Refer students to appropriate sources of help.
Remove asbestos and encapsulate exposed areas.
Remove leaves and/or debris.
Remove, clean and repair job and drainage sites campus wide.
Render public assistance as needed.
☐ Repair and maintain electrical equipment.
☐ Repair and replace broken glass in windows or doors.
☐ Repair and replace components.
☐ Repair, replace, and maintain existing fixtures, equipment and systems concerning building maintenance.
☐ Require contractor to correct or replace unsatisfactory materials and workmanship.
☐ Research and analyze legal sources such as statutes, case laws, opinions, articles, rules and regulations.
☐ Research regulations for compliance and operating procedures.
☐ Respond to inquiries from parents and students, faculty and staff.
☐ Restore power to buildings and equipment by identifying problems, re-routing power, and making repairs.
☐ Restore, repair A/C to entire building or floor of building.
☐ Review admission recommendations from department and determine acceptability.
☐ Review and approve graduate instructional assistant and graduate research assistant PCRs.
☐ 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 shop drawings, equipment, and finished material submittals associated with construction projects.
☐ Review space allocation and departmental needs.
☐ Review specifications for goods and services by researching associated vendor data and referencing applicable codes, regulations and University standards.
☐ Schedule and perform preventative maintenance on university vehicles.
☐ Schedule staff for on-call and emergency calls.
☐ Schedule testing rooms.
☐ Secure buildings, entrances, exits, interior doors, custodial closets, storage rooms, etc.
☐ Serve on and provide support to various university and external permanent and ad hoc committees, task forces, and teams.
☐ Service and maintain equipment.
☐ Set up and operate apparatus or equipment.
☐ Sort, stamp, log and distribute mail to designated staff.
☐ Submit and/or process work orders for maintenance requests.
☐ Submit materials requests for equipment and tools.
☐ Supervise and assist in entering/updating student data.
☐ Supervise building maintenance and renovation projects assigned.
- Supervise emergency abnormal phenomena such as car wrecks, trees falling, gas leaks, campus power outages, and coordinator with appropriate shop supervisors and/or public works as needed.
- Supervise installation and maintain street and traffic control signs, fences, ramps, and retaining walls.
- Supervise maintenance and set up of electrical equipment, lighting and other equipment for events.
- Supervise purchase order requests.
- Supervise routine and non-routine vehicle maintenance schedules.
- Supervise staff and student employees.
- Support and maintain individual and departmental workstation environment.
- Terminate and/or splice and connect high-voltage distribution wiring to transformers and switches.
- Test, troubleshoot, diagnose, repair and solve multimedia related equipment problems.
- Track completion of preventive maintenance work requests.
- Troubleshoot and repair hardware and software.
- Troubleshoot, repair, replace, and perform preventative maintenance on electrical equipment.
- Unstop clogged commodes, urinals, sinks, bathtubs, shower & floor drains, and sewer.
- Use hand tools and measuring devices.
- Verify accounting data for accuracy.
- Visit campus construction projects to determine acceptable quality of construction and for contract compliance.
- Visit with prospective students in the college selection process and explain higher education admission policies.
- Work with architects, vendors, contractors and other offices & entities.
- 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.
- Write bid specs, maintenance contracts, invitations to bid.
- Write grant proposals for further research.
- Write police reports of all calls and incidents.