The Albert B. Alkek Library at Texas State University is seeking an Administrative Assistant II to join our Research, Instruction and Outreach team. Under the direction of the Head of Research, Instruction and Outreach (RIO), this position will provide administrative support to staff and management within the RIO department.

**RESPONSIBILITIES:** Assist RIO department head and librarians by providing administrative support for reports, assessments, meeting minutes, class preparation, policy and procedure development and review. Assist with scheduling instruction and individual consultation requests. Assist with planning and promotion of the department and library services and resources at exhibits, events and other outreach activities. Assist in managing the routine operations of the RIO office. Maintain reference collection. Provide back-up reference assistance. Supervise student workers. Perform other duties as assigned.

**QUALIFICATIONS:**

**Required:** Knowledge of general office practices and procedures. Ability to organize information, review data for accuracy with attention to detail, and manage office and employee workflows. Supervisory experience, project management skills, and the ability to work under pressure. Strong oral and written communication skills, strong interpersonal skills that create effective working relationships, and strong customer service skills. Proficiency in Microsoft Office Suite including Word, PowerPoint, Sharepoint, Outlook, Access, Excel. Ability to operate and troubleshoot typical office equipment such as copiers, printers and scanners.

**Preferred:** Knowledge of university/academic policies and procedures; library organization, services and functions; Microsoft Office 365; Library of Congress classification system and MARC records. Ability to use an integrated library system, online catalogs, research databases, classroom technology, videoconferencing software and various productivity programs.

**SALARY AND BENEFITS:** $2,042 - $2750 monthly commensurate with qualifications and experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

**BACKGROUND CHECK:** Employment with Texas State University is contingent upon the outcome of a criminal history background check.

Texas State's 38,694 students choose from 98 bachelor’s, 91 master’s and 13 doctoral degree programs offered by the following colleges: Applied Arts, McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Liberal Arts, Science and Engineering, University College and The Graduate College. As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

Application information: Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.