

Texas State University System
Office of General Counsel
Austin, Texas

Public Information Act Coordinator & Legal Administrator

Position Description

The Public Information Act Coordinator & Legal Administrator is a member of the Texas State University System (TSUS or System) Office of General Counsel staff located in the TSUS Administration Office in **Austin, Texas**, performing his or her job duties under the immediate supervision of the TSUS Vice Chancellor and General Counsel to ensure quality legal services to TSUS and its component institutions.

Essential Duties

The incumbent will serve as the System's public information coordinator, receiving and processing all public information requests to the System, including:

- Notifying appropriate division(s) of requests and soliciting responsive information; identifying confidential, exempt or sensitive information in responsive records; researching, briefing and drafting Attorney General ruling requests; and, timely preparing and releasing information as required or necessary.
- Advising and Assisting System Component Institutions' public information coordinators with complex or non-routine requests for public information, including, identification of confidential, exempt or sensitive information in responsive records; review of redactions of such information; and researching, briefing and drafting Attorney General ruling requests.
- Researching various aspects of higher education law, including but not limited to, the Texas Public Information Act, the federal Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA).
- Drafting of Board motions, Committee meeting documents, and maintaining professional communications with members of the Board of Regents, as directed.
- Maintaining System Rules and Regulations, including but not limited to, preparing draft Rules for Board approval, and revising existing Rules for publication.
- Preparing various administrative reports, including but not limited to, pending litigation and claims; reports to governmental entities such as the Attorney General regarding public information requests, the Texas Comptroller regarding eminent domain matters, and the U.S. Department of Education regarding Borrower Defense lawsuits; and others as assigned.
- Duties as assigned, including administrative duties as assigned by the Vice Chancellor and General Counsel.

Education and Certifications

- *Required:* Bachelor's degree (5 years of relevant experience may be substituted for degree).
- *Preferred:* Juris Doctor or LL.B. from an accredited law school. A license to practice law is not required.

Experience/Skills Required

- At least five, but preferably ten, years progressively significant experience as a legal assistant or possession of a J.D. or LL.B.
- Extensive and in-depth knowledge of the Texas Public Information Act and its requirements.
- Ability to think both creatively and analytically in resolving complex issues.
- Excellent verbal and written communication skills.
- Ability to efficiently organize, prioritize, schedule, and manage work activities, tasks, and assignments.
- Ability to work under pressure/deadlines and communicate information quickly and accurately.
- Ability to work independently and with little supervision.
- Ability to use personal computers and related software applications.
- Detail-oriented with ability to handle multiple competing priorities.
- Proven ability to work with diverse constituencies and demonstrated commitment to geographic, economic, and cultural diversity.
- Ability to work collegially with others.

Salary and Benefits. Salary is commensurate with qualifications. Customary and usual state employee benefits apply, including health insurance, annual leave, sick leave, state holidays (including winter break), longevity pay and retirement.

Contact Information

Interested applicants should email a resume, recent writing sample {which may be redacted as necessary), and cover letter to:

Ms. Therese Sternenberg
Assistant Vice Chancellor
Office of the Vice Chancellor and General Counsel
Texas State University System
Email: therese.sternenberg@tsus.edu

Additional Information for Applicants

- The Texas State University System are tobacco-free/drug free workplaces.
- A criminal history background check will be required for finalist(s) under consideration for this position.
- The Texas State University System is an “at will” employer.
- If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.

THIS POSITION WILL REMAIN OPEN UNTIL IT IS FILLED.

The Texas State University System is an Equal Opportunity Employer