

Texas State University System
Office of General Counsel
Austin, Texas

Secretary/Administrative Assistant

Position Description

The administrative assistant provides administrative support to the TSUS Office of General Counsel (OGC) and the other Divisions as needed. This position is located in the TSUS Administrative Office in Austin, Texas.

The Texas State University System Administrative Office, under the leadership of the chancellor, provides a variety of services to the TSUS Board of Regents and the Component Institutions of the System. The Vice Chancellor and General Counsel strives to offer timely and responsible advice about the broad array of legal issues that face modern, public, complex institutions of higher education.

Essential Duties

- Greet visitors and answer telephones
- Direct callers to appropriate staff or department and relay phone messages to staff
- Assist in the OGC with administrative duties, such as copying, scanning, submitting, and retaining copies of documents and/or invoices
- Assist in the preparation and maintenance of spreadsheet on status of pending outside counsel invoices
- File documents and records (electronic and hard copy) according to established filing systems
- Organize and schedule appointments for the vice chancellor and general counsel
- Assist in the preparation of correspondence, e-mail, and other documents using professional business language, formatting, grammar, and spelling
- Assembling and/or binding materials for distribution to Board, TSUS and Component administrators, and legislative or executive agencies
- Assist in the collection, sorting, and distribution of incoming mail
- Make travel arrangements for OGC staff and prepare travel reimbursement requests
- Assist with monitoring and ordering departmental office supplies
- Review and process departmental vendor invoices for payment
- Interact with all OGC, TSUS and university employees in a professional manner
- Perform other duties as assigned

Required Qualifications

- Ability to prepare clear, concise, grammatically correct correspondence and documents, if necessary
- Ability to prepare and format simple legal documents and determine how to proceed with any necessary action
- Ability to use Microsoft Office (Word, Outlook, Excel, PowerPoint)
- Ability to monitor and coordinate projects and organize documents with high attention to detail
- Ability to work as a team member in order to complete projects in a timely and accurate manner

Preferred Experience

- Three to five years' experience as an administrative assistant/secretary, preferably in a legal or academic environment

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 copy of their resume and cover letter to:

Ms. Sandra Poel
Executive Legal Assistant
Office of the Vice Chancellor and General Counsel
Email: sandra.poel@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