Administrative Assistant III, University Advancement

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San Marcos, TX **Texas State University Administrative Assistant III, University Advancement**
Posting Number: 2026300
Location: San Marcos
Department: Development
Recruitment Type: Open Recruiting
Job Type: Full-Time
Monthly Salary: $3,875.00
Job Category: Non-Exempt

Required Qualifications:

- **Technical Proficiency:** Demonstrated proficiency in Microsoft Excel, Word, Outlook, and other Microsoft Office suite components.
- **Attention to Detail:** Strong focus on accuracy and thoroughness in all tasks.
- **Communication Skills:** Excellent verbal and written communication abilities.
- **Problem Solving:** Effective problem-solving skills with a proactive approach.
- **Organizational Skills:** Exceptional organizational skills with the ability to multitask and manage multiple projects simultaneously.
- **Education and Experience:** Bachelors degree or 1-2 years of relevant experience.

Preferred Qualifications:

- **University Experience:** Previous employment in a university setting.
- **Technical Knowledge:** Familiarity with SAP, Raisers Edge, and SAP Concur.
- **Event Planning:** Experience in planning and coordinating events.

Job Description:

Texas State University seeks a dynamic and detail-oriented Administrative Assistant III to support our University Advancement efforts. This role reports to the Executive Assistant while also assisting the Development and Donor Engagement teams. The ideal candidate is proactive, resourceful, and thrives in a fast-paced environment dedicated to advancing the universitys philanthropic mission.

Job Duties:

- **Administrative Support:** Provide executive-level administrative support to Division Leadership, including calendar management, meeting coordination, travel arrangements, and preparation of briefing materials.
- **Database Management:** Assist with managing donor-related databases.
- **Project Management:** Coordinate and track departmental project including assistance with generating high level giving reports and donor correspondence.
- **Calendar Management:** Management of individual as well as shared team calendars.
- **Travel Coordination:** Manage travel arrangements and process timely reimbursements for the Division Leadership and appropriate members of staff.
- **Event Support:** Provide support for University Advancement events as needed.
- **Staff Support**: Assist with onboarding and administrative support of new staff members.
- **Front Office Duties:** Provide back-up support for University Advancement main office. Some duties could include: Provide telephone support, greet visitors, and maintain a welcoming environment in the suite.
- Perform Other duties as assigned.

Additional Information to Applicants:

- Position holder must leverage approved generative AI tools to draft, edit, and summarize routine communications, while exercising professional judgment and adhering to university privacy and data security policies.
- This position may involve optional participation in evening or weekend events that support departmental outreach and campus engagement; staff are invited, but not required, to take part in these activities in coordination with their supervisor.

Job Open Date: 02/05/2026
Job Close Date:
Open Until Filled: Yes
Normal Work Days: Monday, Tuesday, Wednesday, Thursday, Friday
Normal Work Hours Start: 8:00AM
Normal Work Hours End: 5:00PM

Posting Notices:

Legal and Required Notices:

Texas State University is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, national origin or ancestry, age, marital status, disability, veteran status, or any other basis protected by federal or state law in employment, educational programs, and activities and admissions. Employment with Texas State University is contingent upon the outcome of record checks and verifications including, but not limited to, criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.

In accordance with federal law, all new employees must complete the Form I-9 and provide **acceptable documentation** verifying their identity and authorization to work in the United States. Texas State University participates in E-Verify, and employment is contingent upon the successful verification of work authorization. Employees are required to maintain valid work authorization to satisfy the conditions of Form I9 at all times during their employment and the university makes no implicit or explicit promises to financially support visa or permanent residency applications.

Quicklink:https://jobs.hr.txstate.edu/postings/55934

For a detailed description of this position and to apply, visit https://jobs.hr.txstate.edu/postings/55934 or call (512) 245-2557 or visit our office at 601 University Dr., J.C. Kellam Bldg., Suite 340.

About Texas State and San Marcos:
Texas State University is a emerging research institution located in the burgeoning Austin-San Antonio corridor and in the beautiful Texas Hill Country. It is the largest of eight campuses in the Texas State University System and one of the 75 largest universities in the country, with over 38,000 students and approximately 4,000 faculty and staff

Texas State is located in San Marcos, a growing community of over 50,000 people located about half way between Austin and San Antonio. Texas State enjoys a setting that is unique among Texas universities. The beauty of the crystal-clear San Marcos River and the stately cypress and pecan trees on the campus add to the charm of the university's picturesque setting. Our location on the banks of the San Marcos River provides outdoor recreational activities throughout the year.

Why work @ Texas State?
Amazing health insurance: various coverage options starting your first day of employment for full-time employees with Texas State paying 100% of the employee premium and 50% for your dependents!
Generous paid time off: vacation, holidays, sick days and many more!
Excellent work life balance resources: mother and family-friendly resources in addition to a comprehensive FREE wellness program
Great professional development opportunities: choose from a variety of workshops, training, online learning and even access educational leave opportunities and reimbursement for academic courses
An inclusive Bobcat community: join our many social networks offered on and off-campus
Retirement peace of mind: TRS pension, retirement plans and voluntary saving options with generous employer contributions

By joining the Texas State Bobcat team, youll be a part of one of the most beautiful, diverse, and growing universities in the nation.

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