



Admin & Finance Responsibilities

- Customer service skills are needed.
- Ability to communicate efficiently.
- Ability to work in a team setting to accomplish duties in an effective manner.
- Ability to have work with minimum supervision.
- The ability to bend, twist, turn, and squat without difficulty.
- Appropriate protective clothing (close-toed shoes, proper-length shorts/pants, etc.)
- Working knowledge in Excel.
- Ability to work with private/confidential records and to keep information private/confidential.
- Able to work with staff on collecting documentation and receipts.
- Ability to file documents (physical or digital), scanning, photocopying, sorting mail and archiving files.
- Assist with various trainings for students/staff
- Assist with SmarterSelect
- Ability to enter information into Teams databases, updating records, processing invoices, and maintaining spreadsheets.
- Assist with file preparation for new FY and records retention policies
- Manage incoming Physical Plant invoices/pull COGNOS reports to update these expense
- P-Card check in/out process & reconcile cards
- Log/Track POs/payments for SAB events via Teams
- Valid motor vehicle operator's license and insurable to operate a Texas Tech vehicle.
- Make Deposits at Texas Tech Plaza
- Other job assignments as needed.
- Support the mission statement of the Texas Tech Student Union and Activities Department.

Updated: 7.1.26