

Business Administrator

Revised 4/9/2026

Job Description

The Business Administrator is responsible for overseeing the operations of the Texas State Organization of the Delta Kappa Gamma Society International (TSO) and the Alpha State Texas Educational Foundation (ASTEFL). The flexible position is compensated with an annual salary. Health insurance coverage is not provided. The person serving in the position must present a positive public image and have a sincere desire to serve the Texas State Organization of DKG and ASTEF.

Desirable Qualifications:

- Exhibits willingness to gain an understanding and appreciation for the traditions and magnitude of Texas State Organization, ASTEF (the TSO foundation), and their programs
- Possesses strong verbal and written communication skills, including for correspondence, reporting, and recordkeeping
- Uses and manages technology in an efficient and productive manner
- Meets deadlines consistently through effective calendar management and workload coordination
- Applies critical thinking and problem solving to resolve operational challenges and improve administrative processes
- Exhibits leadership qualities
- Assesses situations, and determines appropriate courses of action
- Relates effectively with diverse membership of the Society
- Attends to details
- Exhibits self-motivation
- Collaborates with all staff, organization leaders, members, and community
- Demonstrates a strong commitment to the position
- Is flexible and adaptable

Duties and Responsibilities:

- Directs all business operations for TSO and ASTEF
- Evaluates processes and procedures, and creates SOPs (standard operating procedures) for both organizations
- Negotiates and monitors vendor contracts including insurance, electric, phone and internet, building maintenance, IT service
- Handles historical documents, documentation, and archives materials
- Collaborates on planning and implementation strategies for streamlining and improving business and organizational operations for both organizations

- Negotiates, monitors, and evaluates all service contracts
- Handles all contractual agreements and W9 for 1099 employees
- Maintains online account and account files for both TSO and ASTEF
- Works with TSO Professional and Personal Enrichment chair to ensure that the files for CPE credits are in order and that CPE credentials are current with TEA
- Collaborates with the Financial Administrator on the annual tax filings for both organizations and accompanying files
- Secures hotel venues, signs contracts, and completes reservations for funded committees
- Oversees IT purchases, repairs, and inventory
- Handles property tax filings, and works with attorney if protests occur
- Becomes the State Agent for both TSO and ASTEF
- Organizes bank and investment signature changes
- Communicates with banks and investment firm, and maintains files
- Assumes other duties as assigned