

Assistant, ACCelerator
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=237925>

Downloaded On: Jun. 30, 2024 10:20am

Posted Jun. 19, 2024, set to expire Nov. 29, 2024

Job Title	Assistant, ACCelerator
Department	Administrative
Institution	Austin Community College Austin, Texas
Date Posted	Jun. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Assistant, ACCelerator

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Assistant, ACCelerator

Job Description Summary:

To provide customer service assistance to ACCelerator patrons.

Job Description:

Description of Duties and Tasks

- 1) Provides customer service to prospective, current and former students by providing information on the services of the ACCelerator.
- 2) Completes routine procedures and daily functions including ACCelerator checking-in, checking-out, organizing instructional resources, and opening/closing the ACCelerator facilities.
- 3) Provides proactive student assistance.
- 4) Responds to questions and inquires in person, by telephone, or via email.
- 5) Performs various data entry and clerical support for the ACCelerator; opens and distributes mail, files, and maintains office supplies as needed.

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- 6) Monitors and troubleshoots problems with copiers, printers, and the ID system.
- 7) May participate in special projects.

Knowledge

- * Customer service techniques and practices.

Skills

- * Maintaining an established work schedule.
- * Demonstrates compassion and approachability.
- * Effectively using interpersonal and communication skills.
- * Effectively using organizational, time management, and planning skills.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.
- * Providing superior customer service and problem-solving.
- * Adapting effectively in a multi-tasking, dynamic, and evolving work environment.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- * One year of related work experience.

Required Education

- * High school diploma or educational equivalent.

Preferred Education

- * Associate degree or higher.

Physical Requirements

- * Work is performed in a standard office environment.



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- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 10 pounds.

Salary Range

\$45,760 - \$48,357

Number of Openings:

1

Job Posting Close Date:

July 1, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Rio-Grande-Campus/Assistant--ACCelerator_R-6128



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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