

Assistant II, Work-Study
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=243090>

Downloaded On: Sep. 1, 2024 7:20am

Posted Aug. 13, 2024, set to expire Nov. 29, 2024

Job Title	Assistant II, Work-Study
Department	Work-Study
Institution	Austin Community College Austin, Texas
Date Posted	Aug. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other Administration - Other
Apply Online Here	https://apptrkr.com/5516551
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Job Description	

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Assistant II, Work-Study

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 II, Work-Study

Job Description Summary:

Provides complex clerical and administrative support to a departmental office, program, classroom/lab, and/or organization partner.

Job Description:

Work-Study Requirements:

This position is only open to current students who have been offered work-study on their financial aid award package. Additional requirements include:

- Enrollment in a minimum of six college credits.
- Meet Financial Aid [Satisfactory Academic Progress](#) (SAP) standards each semester.

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For more information about the work-study program or to add your name to the waitlist, visit www.austincc.edu/workstudy.

Description of Duties and Tasks

- Performs administrative and clerical duties for a department or work-study partner, supporting faculty, staff, and students by managing correspondence, communications, mail, calls, scheduling, coordination, ordering supplies and equipment, maintaining files, and processing mail and duplication.
- Gathers, compiles, and enters data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems.
- Produces handouts, fliers, newsletters, brochures, manuals, and other documents.
- Communicates program information and assists students or partner initiatives.
- Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from students, employees, and the public.
- Maintains schedules, calendars, and appointments, which may include scheduling department meetings and events, issuing invitations, arranging for location and equipment, typing minutes, and preparing information packets.
- Compiles and produces routine reports or documents.
- Input budget figures, prepares requisitions, logs and tracks expenditures, takes payments, or issues invoices or bills.
- Serve as a technical resource for computer hardware and software and other office equipment such as copiers and fax machines.
- Assist with special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts, and graphs, and other projects.
- Travel to different locations for organizational meetings, or to provide support for special events or projects as needed.
- May assist instructors and students in a lab/classroom setting.
- Participates in training and professional development opportunities.
- Additional duties may be assigned based on department or work-study partner organization needs.

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Knowledge

- Office procedures and practices.
- Customer service techniques.

Skills

- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule.
- Effectively using interpersonal and communication skills.
- Effectively using organizational and planning skills.
- Entering data, maintaining files, and performing other clerical duties.
- Effective customer-orientation when working with a diverse population.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

Physical Requirements

- Work is routinely performed in a standard office or similar environment. Remote options may be available depending on position needs.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

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Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Pay Rate

\$23.00/hour

Number of Openings:

25

Job Posting Close Date:

September 30, 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.



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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Assistant-II--Work-Study_R-6210

Contact Information

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

Contact

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Austin Community College

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