

Assistant, Automotive Teaching
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245473>

Downloaded On: Sep. 26, 2024 11:40pm

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

Job Title	Assistant, Automotive Teaching
Department	Automotive Teaching
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 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, Automotive Teaching

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, Automotive Teaching

Job Description Summary:

Administrative support to Automotive Technology department. Assist assigned faculty in preparing Automotive Technology coursework and contributing to course content, curriculum development and overall classroom management.

Job Description:

Description of Duties and Tasks

- Performs very complex office duties in support of faculty, staff, and/or student efforts, including word processing, data entry, maintaining files, receiving, prioritizing, and responding to incoming correspondence, requests, reports and telephone, or email contacts.
- Expedites the processing of documents or other items requiring action, assesses and works with other staff and community members to resolve issues from students, employees, and the public regarding college activities.

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- Organizes and maintains schedules, calendars, and class times
- Performs complex computer activities including word processing, data processing, scheduling processes and visual and graphic presentations.
- Establishes and maintains files, logs, and other tracking systems for a variety of information, projects and events
- Coordinates special projects including researching and analyzing information and data; interpreting and applying policies and procedures, and/or recommending alternative solutions based on information gathered.

Knowledge

- College operations, organization, policies, and procedures.
- Principles and methods of automotive technology service and repair
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Skills

- Maintaining an established work schedule.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communications skills, including the use of tact, diplomacy and confidentiality.
- Effectively using organizational and planning skills, including the use of intense attention to detail and follow-through.
- Compiling and organizing complex material, summarizing discussions and actions taken in report form.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Analyzing situations accurately and adopting an effective course of action.
- Maintaining confidentiality of work-related information and materials.

Technology Skills

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

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- May also use social media, work with desktop publishing, and update webpages.

Required Work Experience

- As required.

Required Education

- As required.

Physical Requirements

- Work is routinely performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

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

\$29.60/hour

Number of Openings:

1

Job Posting Close Date:

September 30, 2024



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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/Round-Rock-Campus/Assistant--Automotive-Teaching_R-6705

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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