Assistant, Event - 75%
Austin Community College

Job Title	Assistant, Event - 75%
Department	Administrative
Institution	Austin Community College
	Austin, Texas
Date Posted	Oct. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5734506
Apply By Email	
Job Description	

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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.

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

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Job Description Summary:
Serves as on-course marshal at ACC Golf Course events; cleans and stages golf carts for course play.

Job Description:
Description of Duties and Tasks Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs clerical duties including operating a computer, maintaining records and files, and compiling data and reports as required.
- Maintains an inventory of supplies and materials.
- Initiates purchase requisitions, and monitors expenditures; may prepare cost estimates for budget recommendation, and/or submit justifications and request for capital outlay items.
- Operates, installs, and maintains equipment.
- May set up, configure and/or calibrate new equipment; may perform routine maintenance and repair.

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- May assist students, or monitor and assist students, faculty, and staff in the use of equipment or facilities.

KnowledgeMust possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Office administration and bookkeeping principles and practices.
- Knowledge of specialized discipline depending on the area of assignment.
- Safety principles and practices as it applies to area of assignment.

SkillsMust possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using organizational and planning skills.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Understanding and following instructions precisely.
- Handling lab materials precisely and accurately.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.

Technology Skills

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

Required Work Experience

- Two years related work experience.

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Required Education

- High school diploma or educational equivalent.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling, and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Salary Range

$35,880

Number of Openings:
1

Job Posting Close Date:
October 31, 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

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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/GOLF-COURSE/Assistant--Event---75-_R-6808

Contact Information

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

Contact

Administrative
Austin Community College
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