

Assistant, Health Sciences
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250085>

Downloaded On: Dec. 19, 2024 8:54am

Posted Dec. 9, 2024, set to expire Nov. 29, 2025

Job Title	Assistant, Health Sciences
Department	Health Sciences
Institution	Austin Community College Austin, Texas
Date Posted	Dec. 9, 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, Health Sciences

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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.](#)

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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, Health Sciences

Job Description Summary:

To provide support in the administration of enrollment services for Health Sciences and serve as a resource regarding entrance and successful completion of Health Sciences programs.

Assigned primarily to the Eastview campus, but may be required to travel to any ACC campus as well as various high schools within the ACC service area.

May be required to work hours outside of traditional M-F, 9am - 5pm.

Job Description:

Description of Duties and Tasks

1) Performs administrative support to Health Sciences programs including examining and answering correspondence, processing and prioritizing office communications, processing office communications,

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answering telephone and email inquiries. Schedules rooms for special events.

- 2) Provides assistance and information to students, the public, and departmental faculty regarding health sciences programs and requirements.
- 3) Assists students in completing applications and forms, and collects materials. Reviews paperwork and completed coursework and advises on courses to complete.
- 4) Gathers, compiles and enters data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems.
- 5) Designs and produces handouts, fliers, newsletters, brochures, manuals, or other documents; may maintain or update webpages.
- 6) Assists with the documentation for accreditation requirements.
- 7) Maintains student files, applications, and documentation; verifies, adds, deletes, and corrects student records.
- 8) May make presentations and recruiting visits to provide information to prospective students and the public.
- 9) May oversee the work flow of others, as appropriate.

Knowledge

- * Office procedures and practices.
- * Principles and practices pertaining to health sciences admissions processes.
- * Customer service techniques.

Skills

- * Maintaining an established work schedule.
- * Effectively using interpersonal and communications (both orally and in writing) skills.
- * Effectively using organizational and planning skills with attention to detail and follow-through.
- * Entering data, maintaining files, and performing other clerical duties.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.

Technology Skills

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

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 standard office environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 20 pounds.

Salary Range

\$45,760 - \$52,576

Number of Openings:

1

Job Posting Close Date:

December 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

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--Health-Sciences_R-6050

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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