

Assistant II, Administrative
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=253976>

Downloaded On: Mar. 6, 2025 2:26pm

Posted Mar. 5, 2025, set to expire Nov. 29, 2025

Job Title	Assistant II, Administrative
Department	Administrative
Institution	Austin Community College Austin, Texas
Date Posted	Mar. 5, 2025
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 II, Administrative

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, Administrative

Job Description Summary:

To provide office support.

Job Description:

Description of Duties and Tasks

- 1) Performs office duties in support of faculty, staff, and/or student efforts, including word processing, data entry, maintaining files, processing mail, and duplication.
- 2) Gathers, compiles, and enters data, producing routine reports and documents.
- 3) Produces handouts, fliers, newsletters, brochures, manuals, and other documents.
- 4) Answers the telephone, routes calls, or takes messages; responds to and/or directs inquiries in person or on the telephone.
- 5) May input budget figures, prepares requisitions, logs and tracks expenditures, takes payments, or issues invoices or bills.

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- 6) Maintains tracking systems and logs.
- 7) Operates office equipment such as copiers and fax machines.

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 communications 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 webpages.

Required Work Experience

- * One year related work experience.

Required Education

- * High school diploma or educational equivalent.

Physical Requirements

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

Salary

\$47,840

Number of Openings:

1

Job Posting Close Date:

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March 17, 2025

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/Eastview-Campus/Assistant-II--Administrative_R-7323

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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