

**HART Lab Tech Assistant  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=255621>

Downloaded On: Apr. 19, 2025 8:45am

Posted Apr. 11, 2025, set to expire Nov. 29, 2025

**Job Title** HART Lab Tech Assistant  
**Department** Staff  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Apr. 11, 2025

**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/6136819>

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**Job Description**

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**HART Lab Tech Assistant**

**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:**

HART Lab Tech Assistant

### **Job Description Summary:**

You will be responsible for commissioning, troubleshooting, repairing, and starting up HVAC systems and HVAC trainers in the ACC HART lab environment, as well as assisting ACC HART Senior Lab Technicians with all other duties as required to support our students and faculty in day-to-day instructional operations.

### **Job Description:**

#### **Description of Duties and Tasks**

- Provide support to HART Senior Lab technicians in assisting faculty and students in performing and supporting lab exercises.
- Inventorying tools and supplies.
- Cleaning up the lab area.
- Repairing lab equipment.

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- Other duties as assigned.

### **Knowledge**

- 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.

### **Skills**

- 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.

### **Special Requirements**

- 1 year certificate in HVAC or currently working towards certification.
- EPA 608 Universal Certification
- TDLR Technician Registration

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### **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.

### **Pay Rate**

\$23.00/hour

### **Number of Openings:**

3

### **Job Posting Close Date:**

April 24, 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

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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/Riverside-Campus/HART-Lab-Tech-Assistant\\_R-7508](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Riverside-Campus/HART-Lab-Tech-Assistant_R-7508)**

**Contact Information**

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

**Contact**

Staff

Austin Community College

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