ACC GROW Associate II, Work-Study
Austin Community College

Job Title	ACC GROW Associate II, Work-Study
Department	Staff
Institution	Austin Community College
	Austin, Texas
Date Posted	May 29, 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/6256926
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.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -AR 4.0300.01

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

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Job Description Summary:
The ACC GROW program merges students' academic learning directly with eight core career competencies necessary for employment success as identified by a task force of the National Association of Colleges and Employers (NACE). Through ACC GROW, Austin Community College students learn, apply, and strengthen these real-world essential job skills, then move on to expand their digital fluency and polish their professionalism.

Job Description:

Work-Study Requirements:

This position is only open to current students who have been offered work-study on their financial aid award package. Additional requirements include:

- Enrollment in a minimum of six college credits.
- Meet Financial Aid Satisfactory Academic Progress (SAP) standards each semester.
- Meet all other work-study eligibility requirements.
- May only be employed in one student employment position at a time.

For more information about the work-study program, please visit www.austincc.edu/workstudy.

Description of Duties and Tasks

The ACC GROW Associate I position focuses on the application of each individual student's academic learning and the acquisition and strengthening of the following core career competencies:

CAREER & SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to

build relationships within and without one's organization.

COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

CRITICAL THINKING

Identify and respond to needs based on an understanding of situational context and logical analysis of relevant information.

EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals while appreciating diverse viewpoints and shared responsibilities.

TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Knowledge

Must 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.

- Customer service techniques.
- Office procedures and practices.

Skills

Must 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.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Entering data, maintaining files, and performing documentation-related duties to demonstrate skills mastery.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- May use a variety of spreadsheet, word processing, database, and presentation software.
- May also use social media, work with digital publishing, and update web pages.

Required Education

- Enrolled in at least 6 credit hours within their ACC program of study.
- Meeting the Satisfactory Progress Progress (SAP) standard.

Physical Requirements

- Work is routinely performed in a standard office, college campus, or similar environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds or more, depending on the role's needs.
- May have a remote component.
- May be required to report to locations based off campus.

Safety

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- 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 Rate

$23.60/hour

Number of Openings:
20

Job Posting Close Date:
June 11, 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/Austin-Community-College/ACC-GROW-Associate-II--Work-Study_R-7770

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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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