Cybersecurity Tutor - GRANT FUNDED
Austin Community College

Job Title	Cybersecurity Tutor - GRANT FUNDED
Department	Staff
Institution	Austin Community College
	Austin, Texas
Date Posted	Jun. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Sciences - Computer Science
Apply Online Here	https://apptrkr.com/6304995
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

Job Posting Title:
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Job Description Summary:
To provide direct support to students, faculty, and staff in a learning lab environment; optimizing access to learning lab facilities, technology resources, tutoring, and computer services.

Job Description:

Description of Duties and Tasks

1) Provides on-demand tutoring assistance, inquiries, and technical support to students, staff, and faculty including but not limited to: Austin Community College (ACC) applications; text companion websites; tutorial and instructional software programs; and current word processing programs and other applications.
2) Collaborates with Information Technology (IT) department on technology related support including

but not limited to desktop configuration, software installation, and data management; reports issues related to connectivity, traffic, security, and network performance as well as issues related to hardware, software, and network access.

3) Provides assistant to registering students with e-services and other related ACC services and enrolls individual students, classes of students, faculty, and staff in tutorial applications.

4) Monitors learning lab student sign-in and visit tracking program, runs lab visits reports upon request, and strategizes across learning labs to implement enhancements to student intake programs.

5) Coordinates and maintains schedules of computer classrooms, open computer labs, and group study rooms.

6) Monitors physical security of assigned department assets; prepares for inventory audits; controls access to computer lab premises; observes user activities and lab facility utilization shifts; ensures labs are clean, safe, and organized; promotes a positive, learner-friendly academic environment.

7) Submits maintenance and equipment replacement requests; coordinates the repair or replacement of equipment as needed.

8) Researches, evaluates, and recommends new software or materials; assists with purchasing or budgets by providing quotes and purchase requests for equipment or software; and may participate in pilot programs as needed.

9) Assists with hiring of new personnel as requested; may serve on hiring committees as requested by departments; sets up new hires in learning lab tutor scheduling programs; coordinates work of hourly, work study, and other personnel within the lab.

10) Maintains online tutor scheduling programs; assists lab manager with creating, finalizing, changing, and publishing tutor schedules; May maintain department website.

11) Serves as emergency coordinator; attends safety training and drills.

12) May respond to inquiries about learning lab services by others inside/outside ACC; may work with other departments with ACC in providing lab services; may provide in-service training and hosting of open houses.

Knowledge

* Learning lab facilities, services, and safety standards.
* Processes for maintaining, repairing, and upgrading computer equipment and software.
* Network hardware, software, and peripheral equipment trouble shooting techniques.
* Customer service.

Skills

* Effective planning, organizing with attention to detail, communication (both verbally and in writing),

problem-solving, and interpersonal skills including use of initiative, tact, and discretion as well as the ability to meet deadlines.
* Adeptness to interact effectively with students, faculty, and others of diverse backgrounds.
* Reliability to maintain an established and flexible work schedule that may include evening or weekends.
* Ability to maintain confidentiality of student information and work-related information.
* Be able to translate computer information and instructions clearly to the end user.
* Resolve to be calm and logical while following established procedures in emergency situations.
* Ability to quickly learn how to work with new computer lab programs.

Technology Skills

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

Required Work Experience

* Two years related work experience.

Required Education

* High school diploma or educational equivalent.

Preferred Education
* Associate's degree in Cybersecurity

Special Requirements

* Valid Texas Driver's License and reliable transportation for local Austin area travel between multiple campus locations.

Other Preferred Qualifications

* Knowledge of programming languages or knowledge of assistive hardware and software technologies.
* Experience of specifically working in a computer lab setting in higher education with students and faculty.
* Some supervisory or scheduling experience helpful.

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Physical Requirements

* Work is performed in a standard office or similar environment.
* Subject to standing, walking, sitting, bending, reaching, pushing, and pulling, and at times subject to stooping, crawling, and climbing.
* Occasional lifting of objects up to 50 pounds.
* Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Safety

* 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.

Salary Range

$47,840 - $53,760

Number of Openings:
1

Job Posting Close Date:
July 1, 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/Rio-Grande-Campus/Cybersecurity-Tutor---GRANT-FUNDED_R-7823

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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