

Specialist, Records
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259728>

Downloaded On: Jul. 16, 2025 2:45am

Posted Jul. 15, 2025, set to expire Nov. 29, 2025

Job Title Specialist, Records
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Jul. 15, 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/6377935>

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:

Specialist, Records

Job Description Summary:

To implement Records and Information Management projects relating to the records life cycle including document imaging, records storage, forms management, and other records and information management such as auditing.

Job Description:

Description of Duties and Tasks

- Prepares the assembling of documents, scans, inputs academic records; review files; ensure data accuracy for compliance with institutional policies; audits documents for consistent good document sourcing.
- Receives, organizes, stores, conducts inventories, tracks, and retrieves records; provides

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assistance with coordinating the daily operations of the Records Center.

- Maintains a computerized records management system to identify, categorize, store, retrieve, and dispose of college records.
- Coordinates, approves, and monitors the release of information and/or records to authorized departments; researches and responds to requests for information; prepares correspondence in relation to information retrieval and resolution of records retention issues.
- Evaluates and verifies all incoming records for storage and destruction are processed in accordance with the College Records Control Schedule and established procedures; monitors and assists with the development of the College Records Control Schedule.
- Appraises and analyzes college records for retention and disposition; applies pertinent federal and state laws; maintains permanent records of destruction and certificates of destruction.
- Conducts quality assurance audits on college permanent records scanned into the records imaging system; approves the quality and accuracy of scanned images in accordance with state and departmental quality control standards and procedures; maintains an activity log.
- Assists in the development of quality control standards, office procedures, and systems processes.
- Provides assistance with organizing and conducting training workshops on retention and record storage procedures; interacts closely with College Records Custodians to ensure consistency and compliance with the College Records Control Schedule.
- Assists with conducting ongoing analysis of emerging technologies in relation to records management; provides recommendations to facilitate needed changes in processes and/or equipment.
- May consult with college departments in relation to document imaging matters, including establishing index criteria and standards.
- May train hourly employees regarding departmental processes and/or oversee workflow as required.

Knowledge

- Record and information management principles.
- Digital imaging.
- Federal and state laws relating to records retention.
- Quality control standards, policies, and procedures in relation to records management.
- Record control schedules.

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Skills

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy, and maintaining confidentiality.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Maintaining a computerized records management system.
- Coordinating and monitoring the release of information and records.
- Maintaining knowledge of state and federal laws relating to records retention.
- 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 (2) years related work experience.

Required Education

- Associate degree.

Four years of related work experience may substitute for this education requirement. Applicants who substitute work experience to meet the education requirement must use additional related work experience to meet the years of "Required Work Experience" for this position. Please note that the college reserves the right to amend these terms of substitution at any time.

Other Preferred Qualifications

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- Certification as a Certified Records Manager (CRM).

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 Range (PG 117)

\$47,840 - \$49,446

Number of Openings:

1

Job Posting Close Date:

July 26, 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

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perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Service-Center/Specialist--Records_R-7954

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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