

Assistant I, Executive
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260311>

Downloaded On: Jul. 29, 2025 8:05am

Posted Jul. 28, 2025, set to expire Nov. 29, 2025

Job Title Assistant I, Executive
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Jul. 28, 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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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:

Assistant I, Executive

Job Description Summary:

To provide executive level administrative support.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Provides executive level support to an executive vice president, vice president or associate vice president by receiving, prioritizing, and responding to incoming correspondence, requests, reports and telephone, or email contacts.
- Expedites the processing of documents or other items requiring action, assesses and works with other staff and community members to resolve issues from students, employees, and the public regarding college activities.

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- Organizes and maintains schedules, calendars, and appointments including meetings and events and the detailed arrangements associated with such including preparing or providing agendas, minutes, equipment, location, information packets, and follow up action items.
- Performs complex computer activities including word processing, data processing, scheduling processes and visual and graphic presentations.
- Coordinates and maintains operating budgets. Receives and processes requests for budget expenditures such as travel, equipment purchases, and funds for other activities and events.
- Establishes and maintains files, logs, and other tracking systems for a variety of information, projects and events; may update website or use social media.
- Coordinates special projects including researching and analyzing information and data; interpreting and applying policies and procedures, and/or recommending alternative solutions based on information gathered.
- May assign and review the work of office personnel.

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.

- College operations, organization, policies, and procedures.
- Records retention, preservation, and recording.
- Principles and methods of budget preparation and expenditure control.
- Office management processes and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

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.

- Possessing a customer-oriented and solutions-focused mindset.
- Preparing and processing purchase orders.
- Accountable for inventory/property management.
- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including the use of tact, diplomacy and confidentiality.
- Effectively using organizational and planning skills, including the use of intense attention to detail

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and follow-through.

- Compiling and organizing complex material, summarizing discussions and actions taken in report form.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Analyzing situations accurately and adopting an effective course of action.
- Maintaining confidentiality of work-related information and materials.

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

- Three 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.

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.

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

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\$56,919 - \$71,148

Number of Openings:

1

Job Posting Close Date:

August 8, 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/Highland-Campus/Assistant-I--Executive_R-8033

Contact Information

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

Contact

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Staff

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