

**Specialist, CE Admissions  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=262354>

Downloaded On: Sep. 11, 2025 4:38pm

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

**Job Title** Specialist, CE Admissions  
**Department** Staff  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Sep. 11, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Student Affairs

**Apply Online Here** <https://apptrkr.com/6559884>

**Apply By Email**

**Job Description**

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**Specialist, CE Admissions**

**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.

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, CE Admissions

**Job Description Summary:**

Serves students in Continuing Education (CE) Admissions and provides specialized reporting and coordinating services with agencies and outside contractors that teach Continuing Education (CE) courses.

**Job Description:**

**Description of Duties and Tasks**

- 1) Provides direct student services to Continuing Education prospective, current, and former students including CE registration and advising.
- 2) Responds to and/or directs inquiries in person, on the phone, or via email regarding admissions and records matters.

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- 3) Develops, generates and analyzes CE reports for the Texas Higher Education Coordinating Board (THECB).
- 4) Gathers, complies, and enters data, producing routine and specialized reports and documents.
- 5) Trains staff at other campuses and locations in CE registration and advising.
- 6) Assists in coordinating instructional services with agencies and outside contractors.
- 7) Performs administrative duties for the department in support of faculty, staff, and/or student efforts.
- 8) Works with Office of Institutional Effectiveness (OIEA) for correction of CE data.
- 9) May oversee, coordinate and review work of department personnel.
- 10) May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts and graphs, and other projects.

### **Knowledge**

- \* Knowledge of research and evaluation techniques.
- \* Knowledge of continuing education programs and needs.
- \* Office procedures and practices.
- \* Basic accounting and bookkeeping procedures.
- \* Data gathering and report generation.
- \* Customer service techniques.

### **Skills**

- \* Maintaining an established work schedule.
- \* Effectively using interpersonal and communications skills.
- \* Effectively using organizational and planning skills.
- \* Entering data, maintaining files, and performing clerical duties.
- \* 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.
- \* May also use social media, work with desktop publishing, and update webpages.

### **Required Work Experience**

- \* Two years related work experience.

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**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**

- \* Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- \* Occasional lifting of objects up to 10 pounds.
- \* Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- \* Work is performed in an office or similar environment.

**Salary Range**

\$47,840 -\$48,558

**Number of Openings:**

1

**Job Posting Close Date:**

September 20, 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,

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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-Business-Center/Specialist--CE-Admissions\\_R-8223](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Specialist--CE-Admissions_R-8223)

### 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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