

**Instructional Associate - Biology/Anatomy & Physiology
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=262362>

Downloaded On: Sep. 11, 2025 3:36pm

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

Job Title	Instructional Associate - Biology/Anatomy & Physiology
Department	Biology
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Sciences - Biological Health Sciences
Apply Online Here	https://apptrkr.com/6559968
Apply By Email	

Job Description

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Instructional Associate - Biology/Anatomy & Physiology

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.

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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.](#)

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:

Instructional Associate - Biology/Anatomy & Physiology

Job Description Summary:

To provide tutoring support for the EVC Learning Lab in area of specialization.

WD PID: 84543

Colleague PID: 317025

Job Description:

Principal Responsibilities and Duties

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- Assists with student support programs including tutoring students; may provide feedback to faculty or instructors regarding student progress. Encourages use of support services.
- Works on special academic projects.
- Assists with and attends outreach events and departmental projects as needed.
- May conduct workshops on professional development topics or subjects for faculty or tutors to enhance their ability to support student success.
- May plan and organize learning strategies, activities, and aids to serve individual student needs; may work with faculty or instructors to implement those strategies, activities or aids.
- May assist students in a lab if related to the discipline; may oversee projects or productions involving activities related to the discipline; may work with students at field locations as it relates to the discipline.
- May have additional, specific department duties that may be added at time of posting.

Technology

- Demonstrated proficiency using computer applications, online resources, and other technologies for the classroom.
- Demonstrated proficiency using an online learning management system such as Blackboard to develop and build course content and perform administrative duties (posting office hours, syllabi, etc.)

Principal Professional Standards

Meet Professional Standards as required by this position.

Required Education

- Educational requirements in accordance with SACSCOC accreditation standards.

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Other Requirements

Licenses, Certifications, etc.

- License or certification may be required to meet SACSCOC faculty qualifications for the subject taught.

Qualities of a Successful Candidate

- Ethics, integrity, and sound professional judgment.
- A commitment to establishing and maintaining positive working relationships with students, colleagues, and staff representing multicultural and socioeconomic backgrounds.
- Dynamic, non-traditional instructional delivery methods to teach students of widely varying levels of proficiency and from various backgrounds and abilities.
- Appropriate and up-to-date knowledge of the discipline and subject matter.
- Experience using technology as an instructional aide where appropriate to enhance learning.
- Documented experience with active and applied teaching and learning methodologies.
- A strong commitment to teaching in a community college setting, including teaching practices that reflect an understanding of the multicultural classroom and the benefits of cultural awareness and sensitivity in the classroom and the workplace.
- Commitment to a diverse workforce.
- Commitment to the comprehensive mission of Austin Community College and to the principles and practices associated with Servant-Leadership.
- Ability to communicate effectively with students with a wide range of skills and backgrounds.
- Strong interpersonal skills and ability to work with varied and diverse groups from the community as well as students, staff, faculty, and administration.
- Strength in communication media, both verbal and written, as well as listening.
- Strong organizational skills, attention to detail, ability to maintain an established schedule, including evenings and weekends, including possible multiple campus locations that may vary by semester.
- Commitment to maintaining confidentiality of student information.
- Understanding of what it means to teach in a community college environment that serves often underprepared and underrepresented students.

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- Understanding of what it means to teach in a community college environment that serves often underprepared and underserved students.

Application Requirements

Application must be submitted by the closing date for this position.

1. Upload the following documents to your application:

- Unofficial/copy of transcripts
- Updated Curriculum Vitae (C.V.) or Resume
- Cover letter - explaining interest in the position

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2. Request official electronic transcripts to be sent directly from the institution to hrtranscripts@austincc.edu. This email address must be entered as the recipient. Please do not select "Austin Community College" from a menu. It will not be received by ACC Human Resources. If you need assistance, please contact your university's registrar's office. If official electronic transcripts are not an option, a hardcopy can be mailed to the following address:

ACC Human Resources

Attn: Alisol Martinez

6101 Highland Campus Dr., Bldg 3000, Suite 3.2224

Austin, TX 78752

Photocopies of transcripts or transcripts stamped "issued to student" are not accepted.

Criminal Background Check

Pre-employment criminal background checks are required for all staff and faculty positions.

Working Conditions

- Work is routinely performed in an office/classroom environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Ability to lift up to 10 pounds.
- 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 (PG) - \$23,920 - \$27,284

Number of Openings:

1

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September 18, 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/Eastview-Campus/Instructional-Associate---Biology-Anatomy---Physiology_R-8162

Contact Information

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

Contact

Biology
Austin Community College

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