AcademicKeys
UNLOCKING ACADEMIC CAREERS

Assistant III, Administrative (EVC Library)
Austin Community College

Direct Link: https://www.AcademicKeys.com/r?job=263022
Downloaded On: Sep. 26, 2025 3:18pm
Posted Sep. 26, 2025, set to expire Nov. 29, 2025

Job Title	Assistant III, Administrative (EVC Library)
Department	Library
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 26, 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/6592192
Apply By Email	

Job Description

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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:
Assistant III, Administrative (EVC Library)

Job Description Summary:
To provide clerical and administrative support.

Job Description:

Description of Duties and Tasks

1) Performs administrative duties for a department in support of faculty, staff, and/or student efforts, including examining and answering correspondence, processing and prioritizing office communications, processing mail, answering the telephone and email, arranging conference calls, and maintaining or coordinating the supervisor's schedule.
2) Communicates program information and assists students.
3) Performs clerical duties including correspondence, ordering supplies and equipment, maintaining

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files, processing mail, and duplication.
4) Gathers, compiles, and enters data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems.
5) May design and produce handouts, fliers, newsletters, brochures, manuals or other documents; may maintain or update webpages or use social media.
6) Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from students, employees, and the public.
7) Maintains schedules, calendars, and appointments, which may include scheduling department meetings and events, issuing invitations, arranging for location and equipment, typing minutes, and preparing information packets.
8) Compiles and produces routine reports or documents.
9) May input budget figures, prepare requisitions, maintain budget sheets, log and track expenditures or take payments, or assist in departmental procurement processes.
10) May serve as a technical resource for computer hardware and software and other office equipment such as copiers and fax machines.
11) May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts, and graphs, and other projects.
12) May oversee the work flow of others, as appropriate.

Knowledge
* Office procedures and practices.
* Customer service techniques.
* Basic bookkeeping procedures.
* Knowledge and understanding of underserved groups.
* Preparing and processing purchase orders and/or other purchasing liaison skills such as procurement card (P-Card) reconciliation, preparing requisitions, etc.
* Managing the budget within assigned department.

Skills
* Maintaining an established work schedule.
* Effectively using interpersonal and communications skills.
* Effectively using organizational and planning skills with attention to detail and follow-through.
* Entering data, maintaining files, and performing other clerical duties.
* Maintaining confidentiality of work-related information and materials.
* Establishing and maintaining effective internal and external relationships.
* Effective customer-orientation when working with a diverse population.

Technology Skills

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* 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.

Required Education
* High school diploma or educational equivalent.

Other Preferred Qualifications
* Familiarity with serving diverse populations. Familiarity with issues related to equity and inclusion.

Physical Requirements
* Work is performed in a shared office environment.
* Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
* Occasional lifting of objects up to 10 pounds.

Salary Range

$$47,840 - $50,188

Number of Openings:
1

Job Posting Close Date:
October 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.

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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/Assistant-III--Administrative--EVC-Library-_R-8408

Contact Information

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

Contact

Library
Austin Community College
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