

Specialist, Warehouse
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263023>

Downloaded On: Sep. 26, 2025 3:18pm

Posted Sep. 26, 2025, set to expire Nov. 29, 2025

Job Title Specialist, Warehouse
Department Facilities
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

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Apply By Email

Job Description

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Specialist, Warehouse

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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, Warehouse

Job Description Summary:

To assist the supervisor with inventory disposition and other warehouse activities for Austin Community College (ACC).

Job Description:

Description of Duties and Tasks

- 1) Examines all incoming surplus items and recommends the disposition of those items (scrapped, sold, etc.); separates assets by disposition and maintains accurate computer records for all processed items; tracks fixed asset movement (including grant assets when requested) using various forms, spreadsheets, downloads, and manual entries; maintains documentation of processes.
- 2) Performs warehouse inventory activities including conducting a physical inventory of the warehouse,

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tagging assets, palletizing stock, entering database information, and updating the Fixed Asset Datatel system; may go out to other locations to locate and tag.

3) As required, delivers and picks up equipment and items at various campus locations and departments throughout ACC; loads and unloads trucks at the warehouse.

4) Assists ACC vendor with wiping information from computers, separating working from non-working hard drives, and preparing operational computers for auction or destruction.

5) Assists supervisor with public auctions, maintaining information for auctions, and follow-up regarding delivery and payment on purchases.

6) Provides backup assistance to all the warehouse sections as required including receiving, shipments, delivering shipments to campuses, pulling auction items, and accepting/processing purchase orders into the college tracking system.

7) May assist accounting department and other areas with reconciliation of capital and non-capital asset reports.

Knowledge

- * Inventory and warehouse documentation.
- * Warehouse operations and safety standards.
- * General fixed asset management and auction processes.
- * Recycle and scrap disposal requirements.

Skills

- * Effectively using organizational and planning skills with attention to detail and follow-through.
- * Receiving, unloading, inspecting, and processing deliveries.
- * Stocking and pulling inventory.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.
- * Maintaining an established work schedule.
- * Effectively using interpersonal and communications skills including tact and diplomacy.
- * Prepare and/or process purchase orders.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.
- * Familiar with automated warehouse tracking systems and procedures.

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Required Work Experience

- * Two years related work experience.

Required Education

- * High school diploma or educational equivalent.

Special Requirements

- * Valid Texas Driver's License and good driving record.

Other Preferred Qualifications

- * Forklift Certification.

Physical Requirements

- * Work is performed in a variety of settings.
- * Work involves walking, standing, kneeling, and stooping on a regular basis.
- * Work involves climbing stairs, ladders, and working at heights up to 30 feet.
- * Be able to detect signs of dangerous obstacles and horn/warning devices at a distance of 30 yards.
- * Be able to routinely carry and lift objects up to 100 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

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(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/Service-Center/Specialist--Warehouse_R-8383

Contact Information

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

Contact

Facilities

Austin Community College

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