

**Executive Assistant, Vice Chancellor of Human Resources
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=264463>

Downloaded On: Oct. 27, 2025 6:08pm

Posted Oct. 27, 2025, set to expire Nov. 29, 2025

Job Title	Executive Assistant, Vice Chancellor of Human Resources
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Oct. 27, 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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Executive Assistant, Vice Chancellor of Human Resources

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](#)

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[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:

Executive Assistant, Vice Chancellor of Human Resources

Job Description Summary:

The Executive Assistant to the Vice Chancellor of Human Resources helps serve students by playing a pivotal role in advancing HR's strategic and operational goals across the College. This high-functioning position provides executive-level support while serving as a connective hub for the HR department - anticipating needs, coordinating priorities, and actively removing barriers to enable a high-performing, service-focused HR team.

This role serves as an extension of the Vice Chancellor, managing a wide range of responsibilities with professional discretion and autonomy. The Executive Assistant partners closely with HR Business Partners, operational leads, and executive stakeholders across the district to ensure effective coordination, timely action, and alignment with ACC's values of Courage, Compassion, Joy, and the spirit of YES!

The ideal candidate brings a systems mindset, strong emotional intelligence, and a proactive approach

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to process improvement, operations, and communication. With a focus on innovation, trust, and service, this role is essential in shaping a responsive, people-centered HR function that meets the needs of ACC's diverse workforce and student-facing divisions.

Job Description:

Principal Responsibilities

- Provide executive-level administrative support to the Vice Chancellor of Human Resources and departmental leadership, including calendar management, meeting preparation, communication coordination, and confidential materials handling.
- Coordinates and maintains multiple operating budgets. Receives and processes requests for budget expenditures such as travel, equipment purchases, and funds for other activities and events.
- Serve as the central point of contact for internal and external inquiries on behalf of the Vice Chancellor, triaging communications and facilitating timely follow-up.
- Collaborate with HR Business Partners to support employee relations case intake and routing, including initial documentation, scheduling, and employee communication as appropriate.
- Assist in coordinating strategic HR initiatives, operational projects, and technology maximization (e.g., Workday, TDX, Maxient, Gemini), ensuring progress tracking and stakeholder alignment.
- Anticipate organizational needs and proactively remove barriers by streamlining processes, developing templates, and organizing systems that enhance departmental efficiency.
- Maintain high-level visibility into divisional operations, serving as a key liaison between HR leadership, managers, and institutional partners.
- Partner with operational HR staff to monitor and respond to incoming stakeholder requests and tickets, ensuring consistent, high-quality service across the district.
- Represent the HR Office professionally in meetings, trainings, and initiatives, providing follow-up and continuity of information across workstreams.
- Support the Vice Chancellor's leadership agenda, including coordinating Cabinet- and College-wide deliverables, communication plans, and response protocols.
- Draft and edit internal communications, reports, agendas, talking points, and presentations on behalf of the Vice Chancellor.
- Perform other duties as assigned.

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Minimum Qualifications

Education

- Associate's degree.

Experience

- One (1) year of related work experience providing administrative or executive-level support.

Supplemental Experience

- High School Equivalency plus three (3) years of related experience may satisfy the minimum requirements.

Knowledge, Skills, and Abilities

- Advanced knowledge of administrative and operational support functions including calendar and project management.
- Understanding of employee relations principles and ability to maintain confidentiality, neutrality, and professionalism in sensitive contexts.
- Strong interpersonal and communication skills with ability to build trust, navigate ambiguity, and maintain tact under pressure.
- Demonstrated initiative and ability to work independently, prioritize tasks, and execute high-quality work with limited oversight.
- Skill in problem-solving, anticipating needs, and offering process improvements.
- Proficiency in Google Workspace, Microsoft Office, and awareness of emerging technologies including AI tools.
- Knowledge of Workday or similar enterprise systems is a plus.
- Experience developing templates, process documentation, or materials to support operations or

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change management.

Preferred Qualifications

- Bachelor's degree or higher.
- Three (3) or more years of administrative support experience in an executive, HR, legal, or operations-focused setting.
- HR generalist knowledge and familiarity with personnel case intake or issue triage.
- Experience serving as an executive proxy or connector across internal teams and external stakeholders.
- Experience supporting organizational change, strategic initiatives, or culture-building efforts.

Special Requirements

- Must be available for occasional work events on nights and weekends.
- This position is located at the Highland Business Center, with potential for limited telework based on department needs.

Physical Requirements

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Ability to lift objects up to 20 pounds.

Safety

- Promotes and adheres to College safety protocols.
- Promptly identifies and reports safety hazards and incidents.
- Contributes to a culture of safety and operational excellence.

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Salary Range

\$57,773 - \$72,216

Number of Openings:

1

Job Posting Close Date:

November 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/Executive-Assistant--Vice-Chancellor-of-Human-Resources_R-8553

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

Staff

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