

Specialist, College Support Services
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=167671>

Downloaded On: Dec. 6, 2021 10:13pm

Posted Sep. 21, 2021, set to expire Jan. 21, 2022

Job Title Specialist, College Support Services

Department

Institution Austin Community College District
Austin, Texas

Date Posted Sep. 21, 2021

Application Deadline Open until filled

Position Start Date

Available immediately

Job Categories

Job Categories Classified Staff

Academic Field(s) Student Services

Job Website https://eapps.austincc.edu/ehire/posting/online_version.php?job_num=2109058

Apply By Email

Job Description

Job Number 2109058

Specialist, College Support Services



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Closing Date: 10/01/2021

Take me to ACC's online application.

Position Information

Location

Highland Campus

Hours

Monday - Friday

8:00 - 5:00

Salary

Specialist 6.5/119 (\$37,465.00 - \$53,521.00)

FLSA Status

Non-Exempt

Reports To

Director, Center Operations

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Criminal Background Check

Pre-employment criminal background checks are required for all Staff and Faculty positions. Pre-employment urinalyses drug screens are also required for all top candidates considered for positions in ACC's College Police department.

College Profile

Austin Community College (ACC) is a public two-year institution that serves a diverse 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 appropriately applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

Reflects the diversity of our community.

Values intellectual curiosity and innovative teaching.

Is attracted by the college mission to promote equitable access to educational opportunities.

Cares about student success and collaborates on strategies to facilitate success for underrepresented populations.

Welcomes difference and models respectful interaction with others.

Engages with the community both within and outside of ACC.

Our Mission

The Austin Community College District promotes student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and

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workforce training in its service area.

For more information, see <http://www.austincc.edu/about-acc/mission-statement>.

Commitment to Equity and Inclusion

ACC is committed to the ongoing systemic changes needed to ensure the increased recruitment, inclusion, retention, and completion of historically underserved and underrepresented populations. Through continual strategic community engagement and professional development of administrators, faculty, staff, and students, the college demonstrates its dedication to fostering a culture and climate for equitable outcomes.

As an open-access and low-cost institution, ACC is proud to serve a diverse student body. Dedicated faculty members are excellent professors who help students achieve their educational goals and are sensitive to the diverse cultures and socio-economic backgrounds of our students. The College values and is committed to equity, diversity, and inclusion throughout the College community.

General Statement of Job

To provide support in the facility operations and scheduling for the Highland Campus and Austin Community College (ACC) Centers.

Description of Duties and Tasks Essential duties and responsibilities include the following. Other duties may be assigned.

Oversees room scheduling for academic, workforce, Continuing Education, and Adult Education classes, meetings, and community events for assigned locations; runs, edits, and distributes schedule reports; coordinates with other departments and centers in finalizing class schedules for assigned locations; may need to address special technological needs as part of the scheduling/rescheduling process.

Coordinates all campus management requests from work orders to employee office moves for assigned locations.

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Appraises requests for use of assigned college facilities for campus events from internal and external groups and coordinates schedules as needed.

Coordinates and monitors on-campus maintenance, renovations, and construction projects in collaboration with other departments (facilities, insurance, safety, etc.) and may reassign or revise schedules accordingly for assigned locations.

Coordinates event schedules and details with campus police, maintenance, building attendants, room set-ups, technology needs, and community members as needed; may also obtain required permits/contracts, event insurance, and receipt of fees as needed.

Resolves or refers campus-related concerns/complaints to the appropriate office for assigned locations.

Develops, documents, and maintains campus/center operations policies and procedures for assigned locations; provides information and answers questions from faculty, staff, students, and others regarding these policies and procedures including what can be posted and where for assigned locations.

Develops and maintains database of all contractual obligations and deadlines. Reviews and ensures accuracy of contracts for the department; researches and resolves financial and billing issues and serves as a communication liaison with outside vendors and contractors.

Monitors ACC Centers and Highland Campus budgets for this area; may make purchases within guidelines; tracks expenditures and prepares monthly reports.

Coordinates with relevant systems administrators with regard to ACC Centers technical support and problem resolution. Troubleshoots to resolve system-related problems.

Serves as Center Operations communication liaison and may represent supervisor at Shared Governance committee meetings.

Assists in coordinating the operations of all ACC Centers including providing administrative support services for facilitating hiring and training for this area.

Assists supervisor in planning and implementing short and long term goals for the campus and centers; provides special projects assistance as requested.

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Prepares ad hoc financial and statistical reports for ACC Center Operations.

Knowledge Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Customer service techniques.

Administrative processes and standards.

Skills Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Maintaining an established work schedule.

Effectively using organizational and planning skills including attention to detail and follow-through.

Developing and maintaining databases for tracking and required reporting.

Maintaining confidentiality of work-related information and materials.

Establishing and maintaining effective working relationships.

Effectively using interpersonal and communications skills, including tact and diplomacy.

Coordinating catalog and credit schedule production.

Creating electronic presentations, information handout packages, and activity schedules.



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Working collaboratively.

Technology Skills

Use a variety of spreadsheet, word processing, database, and presentation software including web and publishing software.

Required Work Experience

One year related work experience.

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.



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Other Preferred Qualifications

Knowledge of listserv creation and maintenance.

Knowledge of ACC Administrative rules, policies, and procedures, ACC scheduling development guidelines and procedures, and/or Ellucian Colleague or other educational database system.

Knowledge of computer applications and experience with Ellucian Colleague, R25, and Informer.

Physical Requirements

Work is performed in a standard office or similar environment.

Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.

Occasional lifting of objects up to 10 pounds.

Safety

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.

ACC Benefits Overview



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Full-time Faculty and Staffing Table employees who work in full-time and/or part-time positions at the College are eligible for ACC medical benefits effective the first of the month after their first 60 days of employment. Benefits include medical, dental, life insurance, short and long term disability, retirement plans and AD&D.

ACC does not participate in Social Security. ACC participates in the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP-Faculty Only). Part-time and Hourly employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by Federal law.

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 intended to be 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 as its discretion to enable individuals with disabilities to perform the essential functions.

Austin Community College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

As required by the US Department of Education, employees are required to report violations under the 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.

Contact Information

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

Contact



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