

Assistant, Executive (Chancellors Office)
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=172833>

Downloaded On: Jan. 21, 2022 6:32pm

Posted Nov. 18, 2021, set to expire Mar. 20, 2022

Job Title	Assistant, Executive (Chancellors Office)
Department	
Institution	Austin Community College District Austin, Texas
Date Posted	Nov. 18, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Assistant--Executive--Chancellors-Office-_R-361

Apply By Email

Job Description

[http://www.myworkday.com/austincc/d/task/3005\\$4482.html](http://www.myworkday.com/austincc/d/task/3005$4482.html)If you are a current Austin Community College employee, please click this link to apply through your Workday account
[http://www.myworkday.com/austincc/d/task/3005\\$4482.html](http://www.myworkday.com/austincc/d/task/3005$4482.html).

Austin Community College 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 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:

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- * 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 under-represented populations
- * Welcomes difference and models respectful interaction with others
- * Engages with the community both within and outside of ACC

*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 under represented 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. In 2017 our faculty adopted a Statement of ACC Faculty Values. This Statement affirms that ACC's faculty members value collaboration, service, agency, scholarship, inclusion, and teaching, all of which attest to our commitment to equity, diversity, and inclusion at the heart of our mission.

Job Posting Title:

Assistant, Executive (Chancellors Office)

Job Description Summary:

To provide high-level comprehensive support to the Special Assistant to the Chancellor by managing and coordinating a wide variety of tasks and situations in Austin Community College District's Executive Offices. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Job Description:

Candidate Profile

The ideal candidate will possess a high degree of professionalism, independent work ethic and the ability to deliver value through applying strong organizational, prioritization and problem-solving skills,

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and the ability to maintain high performance standards with a positive attitude. Takes personal responsibility and ownership for adhering to all ACC policies and procedures while also completing work timely and in accordance with performance expectations.

This position the ability to write and speak effectively using appropriate convention based on the situation; actively listens to others, asks questions to verify understanding, and uses tact and consideration when delivering feedback to others. In addition, demonstrates upmost level of integrity in all instances, and shows respect towards all ACC administrators, faculty, staff, students, and visitors.

Description of Duties and Tasks

- * Serves as the first point of contact for internal and external visitors and partners on all matters pertaining to the Chancellor's Office.
- * Welcomes and identifies the purpose of visitors before directing them to the appropriate department.
- * Responds to student, staff and community concerns and inquiries about issues affecting the college and questions about college events.
- * Prioritizes inquiries, expedites processing of documents and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements, including those of a highly confidential or critical nature. Provides executive level day-to-day administrative support by receiving incoming communication or correspondence on behalf of the Chancellor's Office, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- * Maintains open communication with the Special Assistant to the Chancellor's Office to assist with functions and activities of the Chancellor's Office to ensure high level operational standards, innovation, and compliance.
- * Plans and coordinates a wide variety of meetings, special events, on- and offsite, and supports the set-up, pre and post communication, follow-up and any associated materials.
- * Performs complex administrative duties such as writing e-mails, drafting memos. preparing communications and visual and graphic presentations; Updates website and may use social media.
- * Coordinates special projects including researching and analyzing information and data; interpreting and applying policies and procedures, and/or recommending alternative solutions based on information gathered.
- * Manages the workspace and Resource area (i.e. keeps a clean and organized office, appropriately handles all paperwork, maintains control over the physical environment, brochure replenishment, etc.).
- * Works as an integral member of the team, willingly providing back-up support for co-workers when appropriate. Other duties as assigned.

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?Knowledge

- * College operations, organization, policies, and procedures.
- * Records retention, preservation, and recording.
- * Principles and methods of budget preparation and expenditure control.
- * Office management processes and procedures.
- * Correct English usage, grammar, spelling, punctuation, and vocabulary.
- * Prioritize and determine appropriate course of action, referral, or response, exercising judgement.
- * Demonstrating leadership to maintain credibility, trust, and support in the Chancellor's Office.
- * Invest in building long-lasting relationships both externally and internally.
- * Working knowledge of all college departments, functions and activities in order to respond to internal and external inquiries and request for information and departmental support.

Skills

- * Maintaining an established work schedule. Punctuality is a must.
- * Ability to act as gatekeeper and escalate relevant information to executives as needed.
- * Possessing a customer-oriented and solutions-focused mindset.
- * Preparing and processing purchase orders.
- * Establishing and maintaining effective working relationships.
- * Effectively using interpersonal and communications skills, including the use of tact, diplomacy and confidentiality.
- * Effectively using organizational and planning skills, including the use of intense attention to detail and follow-through.
- * Reviewing and preparing narrative and statistical reports and records.
- * Interpreting and applying rules, regulations, policies, and procedures.
- * Analyzing situations accurately and adopting an effective course of action.
- * Maintaining confidentiality of work-related information and materials. Ability to work effectively with minimal supervision.
- * Ability to treat confidential information with appropriate discretion.
- * Ability to transition priorities quickly and with ease.
- * Ability to work collaboratively and respectfully with multiple constituencies to accomplish objectives.
- * Critical thinking and problem-solving skills required.

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Technology Skills

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* Advanced knowledge and use a variety of spreadsheet, word processing, database, and presentation software. Google Suite, Microsoft Office.

* Use of social media, work with desktop publishing, and update webpages.

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Required Work Experience

* Three years related work experience.

Preferred Work Experience

* Four to six years of experience supporting senior management executives.

* Experience supporting executives in a higher education institution.

*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.

Physical Requirements

* Prolonged periods sitting at a desk and working on a computer.

* 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 20 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.

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Work Hours

8:00 a.m. - 5: 00 p.m.

Salary Range

\$50,207 - \$71,723

***Reports to: ?Special Assistant to the Chancellor ***

Number of Openings:

1

Job Posting Close Date:

December 1, 2021

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***ACC Benefits Overview*_**

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 and Administrators Only). Part-time and Hourly employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by federal law.

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***EEO Statement*_**

—The Austin Community College District is an Equal Opportunity Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, political affiliation or other protected categories.—

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***Clery Act*_**

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



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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.

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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.

Contact Information

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

Contact