

High School Programs Admissions and Enrollment
Assistant
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=237982>

Downloaded On: Jun. 29, 2024 6:17pm

Posted Jun. 20, 2024, set to expire Nov. 29, 2024

Job Title	High School Programs Admissions and Enrollment Assistant
Department	Admissions
Institution	Austin Community College Austin, Texas
Date Posted	Jun. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/5343755
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Job Description	

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High School Programs Admissions and Enrollment Assistant

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.

[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:

High School Programs Admissions and Enrollment Assistant

Job Description Summary:

To provide support services to prospective, returning, and current dual credit students, staff, and faculty.

Job Description:

Description of Duties and Tasks

- Provides customer service to prospective, current, and returning dual credit students; answers incoming calls and responds to inquiries.
- Processes admissions application forms and provides support to prospective dual credit applicants to ensure successful entry into the College.
- Assigns alternate IDs for students completing the dual credit application without a social security number.
- Updates permanent student records in the Student Information System after applications are completed and determined eligible for admission to the College. Records and reports application

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- processing errors; monitors progress through to resolution.
- Uses critical thinking and applies judgment to accurately determine Texas and ACC taxing district residency status for tuition purposes following state-delivered regulations and College requirements.
 - Maintains accurate applicant and student records including TSI status data, applying state-mandated TSI compliance regulations.
 - Uses judgment to resolve issues for applicants, students, and the ACC community. Make appropriate referrals when needed.
 - Conducts communication campaigns including outbound calls, emails, and texts to applicants.
 - Contacts outside entities (other educational institutions, testing agencies, state agencies) to collect or clarify data needed to complete the admissions process.
 - Assists with gathering information for reports to departmental and college stakeholders.
 - Represents High School Operations Admissions and Enrollment and acts as a liaison to other departments, to provide continuous process and website improvement recommendations and website improvement recommendations.

Knowledge

- Principles and practices about serving applicants and students throughout the onboarding and entry process.

Skills

- Effective service-based customer orientation when working with a diverse population.
- Maintaining an established work schedule.
- Effectively using interpersonal and communication skills including tact, discretion, and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Maintaining confidentiality of work-related information and materials.
- Applying academic record-keeping policies and procedures.
- Establishing and maintaining effective and collegial working relationships.
- Effective customer orientation when working with a diverse population.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Use of large-scale, cloud-based data management systems



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Required Work Experience

- One year of related work experience.

Required Education

- High school diploma or educational equivalent.

Salary

\$45,760

Number of Openings:

1

Job Posting Close Date:

July 4, 2024

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



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perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/High-School-Programs-Admissions-and-Enrollment-Assistant_R-6199

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Contact Information

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

Contact

Admissions

Austin Community College

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