

**Specialist, AE Enrollment/Assessment  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=244648>

Downloaded On: Sep. 13, 2024 2:18pm

Posted Sep. 11, 2024, set to expire Nov. 29, 2024

<b>Job Title</b>	Specialist, AE Enrollment/Assessment
<b>Department</b>	Adult Education
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Sep. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar Student Services Educational Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5621162">https://apptrkr.com/5621162</a>

**Apply By Email**

**Job Description**

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**Specialist, AE Enrollment/Assessment**

**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:**

Specialist, AE Enrollment/Assessment

### **Job Description Summary:**

To support all aspects of Adult Education (AE) enrollment including recruitment, application, assessment, registration, data management, and events.

### **Job Description:**

#### **Description of Duties and Tasks**

- Assists with the organization, preparation, and implementation of Enrollment and Assessment events (both online and in-person), for all Adult Education(AE) programs which includes enrollment and assessment events held on campus and offsites
- Works with Austin Community College at large, AE Front Desk staff, AE Program Supervisors, AE partners and the community to disseminate accurate information about AE enrollment processes and programs.

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- Administers post- assessments (progress testing) required for grant compliance. Assists Assessment Coordinators for both in person and online progress testing events.
- Assist Enrollment Coordinators with enrollment events for all AE programs including offsite locations and partner organizations.
- Assist with enrollment and marketing of Workforce Solutions programs and services. Works with AE Data Management , AE Assessment and AE Enrollment to establish systems and maintain data integrity.
- Maintains an inventory system on all IT devices issued to AE staff. Assist with distributing laptops to hourly staff. Maintains an inventory on all AE Assessment materials, including Best literacy and CASAS paper based testing booklets.
- Identifies and creates Mojo tickets for technical problems with Assessment software and AE computer labs. Recommends improvement for updating and maintaining laptops.
- Identifies and creates Mojo tickets for technical problems with Assessment software and AE computer labs. Recommends improvement for updating and maintaining laptops.

### **Knowledge**

- Adult education principles, practices, and theories.
- Classroom management techniques.
- Assessment techniques and practices.
- Effective recruitment and retention methodologies.

### **Skills**

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Working and interacting in a collaborative manner with diverse groups of people.

### **Technology Skills**

- Use a variety of spreadsheet, word processing, database, and presentation software.

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### **Required Work Experience**

- Two years related work experience.

### **Required Education**

- Bachelor's degree.

An Associate degree and 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.

### **Preferred Work Experience**

- Experience with Workforce Solutions, Texas Workforce Commission, or workforce programs.

### **Special Requirements**

- Valid Texas Driver's License and reliable transportation for local Austin area travel.

### **Other Preferred Qualifications**

- Bilingual in English/Spanish.

### **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.



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### **Salary Range**

\$47,840 - \$53,760

### **Number of Openings:**

1

### **Job Posting Close Date:**

September 23, 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 perform essential functions of the job.

**To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Specialist--AE-Enrollment-Assessment\\_R-6608](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Specialist--AE-Enrollment-Assessment_R-6608)**



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**Contact Information**

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

**Contact**

Adult Education  
Austin Community College

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