

Intern
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=246180>

Downloaded On: Oct. 4, 2024 11:14pm

Posted Oct. 1, 2024, set to expire Nov. 29, 2024

Job Title	Intern
Department	Administrative
Institution	Austin Community College Austin, Texas
Date Posted	Oct. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5685749
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Job Description	

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Intern

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:

Intern

Job Description Summary:

With supervision, will perform moderate difficulty duties and/or research functions for the purpose of developing a working knowledge of a specific area of study.

Job Description:

Description of Duties and Tasks

- None

Additional Job Specific Duties

- None

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Knowledge

- None

Skills

- Maintaining an established work schedule.
- The ability to work independently within departmental policies and guidelines.
- Respecting a unique and diverse multicultural environment.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communication 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.

Technology Skills

- Demonstrated proficiency with standard office software.

Required Work Experience

- None

Preferred Work Experience

- None

Required Education

- None

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Preferred Education

- None

Special Requirements

- None

Other Preferred Qualifications

- None

Physical Requirements

- Work is routinely performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, 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.

Pay

\$24.10/hour

Number of Openings:

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Job Posting Close Date:

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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/Intern_R-6704-1

Contact Information

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

Contact

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