

**Specialist, Human Resources
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=257021>

Downloaded On: May. 17, 2025 11:36am

Posted May 15, 2025, set to expire Nov. 29, 2025

Job Title Specialist, Human Resources
Department Human Resources
Institution Austin Community College
Austin, Texas

Date Posted May 15, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Human Resources

Apply Online Here <https://apptrkr.com/6227065>

Apply By Email

Job Description

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Specialist, Human Resources

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.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[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

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Job Posting Title:

Specialist, Human Resources

Job Description Summary:

The Human Resource Specialist will play a key role in onboarding and assisting employees, supervisors, and candidates while supporting the recruit-to-hire process and delivering exceptional customer service in all Human Resources matters. Depending on the area of assignment, responsibilities may include administering and maintaining applicant tracking systems, performing salary placements, processing hiring and terminations of employees, maintaining employee records, and providing general support for the recruit to hire process as well as other Human Resources programs. This role ensures efficient onboarding and HR operations while providing critical administrative support.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Assist with the recruit-to-hire process to ensure the timely completion of hiring and onboarding procedures.
- Conduct new hire orientations, process onboarding steps, and update correspondence as employees transition from candidates to employees.
- Process documentation for new, current, and former employees in Workday, Ellucian Colleague, and other systems.
- Track and maintain employee credentials, ensuring compliance with required certifications, licenses, and qualifications.
- Conducts analysis of credentials and experience for staff and faculty salary placements, offers of employment, creates & processes offers letters, processes hiring actions/steps in Workday & Colleague as well as other Workday and Ellucian Colleague data tasks.
- Updates and inputs job descriptions.
- Assist in the review of job postings and approvals.
- Process and track employee job changes and data changes.
- Coordinate and initiate the background check process for new and existing employees.
- Initiate, maintain, and update employee files.
- Implement, track, and maintain databases for various employee information.
- Compile, analyze, and generate customized reports for administrative and external sources.

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- Serve as a liaison and information resource for applicants, hiring managers, and faculty, and staff that serve on committees by consulting on issues and determining resolution or referral to the appropriate party.
- Advise and counsel on human resource issues in assigned areas.
- Conduct training sessions regarding HR procedures, policies, and processes.
- Compose and edit correspondence and develop departmental forms.
- Represent the college at unemployment hearings and appeals; investigate and respond to unemployment claims.
- Assist in responding to Open Records requests.
- Provide backup to other human resource areas or assist with updating the department's website and HR materials.
- Plan, promote, and coordinate special employee events or programs and participate in employee orientation.

Knowledge

- Administrative procedures, principles, and practices.
- Basic recruitment, employment processes, and/or compensation processes, and regulations.
- Federal and state wage and salary laws, regulations, and processes to include overtime and compensatory time.
- Compensation and classification methodologies.
- General Human Resources practices and principles.
- Customer service principles and practices.
- Electronic files, records, and data management systems.

Skills

- Maintaining an established work schedule. Peak periods may require evening and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills to manage multiple deadlines with attention to detail and follow through.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.

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- Strong attention to detail with a focus on data accuracy and validation.
- Ability to maintain confidentiality of sensitive HR information.

Technology Skills

- Familiarity with HR processes and procedures, particularly in data management, reporting, and HRIS systems like Workday.
- Use a variety of spreadsheet, word processing, database, and presentation software, including Google Docs/Sheets, Microsoft Word/Excel, and Powerpoint.

Required Work Experience

- Two years of related work experience.

Required Education

- Associate degree.

High school diploma or equivalent and two 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.

Other Preferred Qualifications

- Certification in Human Resources such as PHR, SPHR, SHRM-CP, or SHRM-SCP.

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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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.

Salary Range

\$47,840 - \$53,760

Number of Openings:1

Job Posting Close Date:

May 28, 2025

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--Human-Resources_R-7611

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Contact Information

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

Contact

Human Resources
Austin Community College

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