

**Assistant, Admissions & Enrollment Application  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=261748>

Downloaded On: Aug. 27, 2025 11:40pm

Posted Aug. 27, 2025, set to expire Nov. 29, 2025

**Job Title** Assistant, Admissions & Enrollment Application  
**Department** Staff  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Aug. 27, 2025

**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/6514866>

**Apply By Email**

**Job Description**

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**Assistant, Admissions & Enrollment Application**

**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

### **Job Posting Title:**

Assistant, Admissions & Enrollment Application

### **Job Description Summary:**

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

### **Job Description:**

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

- Provides customer service to prospective, current, and returning students; answers incoming calls and responds to inquiries.
- Processes admissions application forms and provides support to prospective applicants to ensure successful entry into the College.
- Assigns alternate IDs for students completing the application without a social security number. Reviews immigration questionnaires to refer applicants to the International Student Office as

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needed.

- 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 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 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 pertaining to 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 communications 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.

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- Use of large-scale, cloud-based data management systems

**Required Work Experience**

- One year of related work experience.

**Required Education**

- High school diploma or educational equivalent.

**Salary**

\$47,840 - \$48,558

**Number of Openings:**

1

**Job Posting Close Date:**

September 10, 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.

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To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Assistant--Admissions---Enrollment-Application\\_R-8225](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Assistant--Admissions---Enrollment-Application_R-8225)

**Contact Information**

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

**Contact**

Staff

Austin Community College

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