Assistant, Senior Administrative: Accelerated Learning Support
Austin Community College

Job Title	Assistant, Senior Administrative: Accelerated Learning Support
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Dec. 22, 2025
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/6800464
Apply By Email	
Job Description	

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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

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If you are a current Austin Community College employee, please click this link to apply through your Workday account.

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 I, Executive

Job Description Summary:
To provide advanced clerical and administrative support.

Job Description:
Job Description

Description of Duties and Tasks

1. Provides administrative support of a responsible and complex nature and assists multiple departments. Performs with autonomy and initiative.
2. Coordinates departmental activities.
3. Performs administrative duties in support of faculty, staff, and/or student efforts, including

examining and answering correspondence, processing and prioritizing office communications, processing mail, answering the telephone and email, arranging conference calls, and maintaining or coordinating the supervisor's schedule.

4. Gathers and compiles data, and produces specialized reports and documents. Maintains files, records, logs, and other tracking systems.

5. Responds to and/or directs inquiries in person or on the telephone. Accesses and works with other staff to resolve issues from students, employees, and the public.

6. Maintains schedules, calendars, and appointments, which may include meetings and events and the arrangements associated with such, including preparing agendas, minutes, equipment, location, information packets, and follow up action items.

7. Performs complex computer activities including word processing, data collection, analysis of information, scheduling processes, and creating visual and graphic presentations; may update websites or use social media.

8. Coordinates the purchases of equipment and supplies; processes requisitions, monitors multiple departments budgets, maintains asset inventories, and assists in preparing budgets for some departments.

9. Analyzes operating practices such as record keeping systems, forms control, personnel, and budgetary requirements to create new systems or procedures.

10. May serve as a technical resource for computer hardware and software and other office equipment such as copiers and fax machines.

11. May coordinate and review work of office or department personnel.

12. May be assigned responsibility for special projects such as compiling special reports, scheduling rooms, compiling information, processing new hire paperwork, and creating presentation materials.

Knowledge

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Principles and methods of budget preparation and expenditure control.
- Records retention, preservation, and recording.
- Office management processes and procedures.

Skills

- Maintaining an established work schedule. Some positions may be required to work evenings and/or weekends.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including the use of attention to detail and

follow-through.
- Compiling and organizing complex material, and summarizing discussions and actions taken in report form.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Effective customer-orientation when working with a diverse population.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software including Word, Excel, and Power Point.
- May use social media, work with desktop publishing, and update webpages.

Required Work Experience

Three years related work experience.

Required Education

- Associate degree.

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.

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.

Salary Range (PG 119)

$47,908 - $59,885

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Number of Openings:
1

Job Posting Close Date:
January 13, 2026

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/Austin-Community-College/Assistant--Senior-Administrative--Accelerated-Learning-Support_R-8309

Contact Information

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

Contact

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Staff

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