

**Administrative Assistant III, Budget Office
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=269714>

Downloaded On: Dec. 23, 2025 2:52am

Posted Dec. 22, 2025, set to expire Nov. 29, 2026

Job Title Administrative Assistant III, Budget Office
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/6808040>

Apply By Email

Job Description

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Administrative Assistant III, Budget Office

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:

Administrative Assistant III, Budget Office

Job Description Summary:

This position will provide assistance to internal budget users across the college and support the day-to-day operations of the Budget Office.

Job Description:

Description of Duties and Tasks

1. Performs administrative duties in support of budget management efforts, including examining and answering correspondence, processing and prioritizing office communications, answering the telephone and email, arranging conference calls, and maintaining or coordinating the supervisor's schedule.
2. Serve as the initial point of contact to departmental users of the budget and provide guidance and

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technical assistance for all aspects of budget preparation, policy, analysis, and review.

3. Assist departments with interdepartmental budget amendments.
4. Gathers, compiles, and enters data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems.
5. May design newsletters or other documents; may maintain or update webpages.
6. Responds to and/or directs inquiries in person, on the telephone, or in virtual meetings; works with other staff to assist in resolving issues from budget users.
7. Maintains schedules, calendars, and appointments, which may include scheduling department meetings and events, issuing invitations, arranging for location and equipment, typing minutes, and preparing information packets.
8. Compiles and produces routine reports or documents.
9. May input budget figures, prepare requisitions, maintain budget sheets, log and track expenditures or take payments, or assist in departmental procurement processes.
10. May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts, and graphs, and other projects.

Knowledge

- Knowledge of budgeting.
- Office procedures and practices.
- Customer service techniques.
- Basic bookkeeping procedures.
- Preparing and processing purchase orders and/or other purchasing liaison skills such as procurement card (P-Card) reconciliation, preparing requisitions, etc.

Skills

- Skill in identifying errors and taking and/or recommending appropriate corrective actions for resolution.
- Ability to work accurately with numerical details.
- Ability to exercise sound judgement and discretion, think critically, and take initiative.
- Effectively using interpersonal and communication skills.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Entering data, maintaining files, and performing other clerical duties.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective internal and external relationships.
- Effective customer-orientation when working with a multicultural population
- Maintaining an established work schedule.

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Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- May also work with desktop publishing and update webpages.

Required Work Experience

Two years of related work experience.

Required Education

High school diploma or educational equivalent.

Other Preferred Qualifications

- Associate's Degree.
- Experience with Workday, Adaptive Planning, or other enterprise-level financial systems preferred, but not required.

Physical Requirements

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, pulling, and manual dexterity.
- Occasional lifting of objects up to 10 pounds.

Salary Range

\$47,840 - \$50,188

Number of Openings:

1

Job Posting Close Date:

January 2, 2026

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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/Administrative-Assistant-III--Budget-Office_R-8800

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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