Accountant  
(ID: 16554)

**FLSA Status:** Exempt  
**Band:** Professional  
**Level:** 1

**Reports To**

Manager or Director.

**Job Purpose**

To conduct assigned accounting activities and assist with ensuring the effective operation of a specified accounting system.

**Description of Duties and Tasks**

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

1. Monitors and reconciles reports to the general ledger transactions for accuracy.  
2. Assures compliance with external agency requirements and informs Manager of any modifications or additions to reporting requirements.  
3. Assists the department with fiscal and calendar year-end close activities as required.  
4. Develops or assists with developing procedures to improve departmental workflow.  
5. Interfaces with internal and external parties as required ensuring provision of accurate information.  
6. Provides assistance with annual audit process as required; responsible for financial reporting.  
7. Prepares federal and state reports and oversees foreign National Tax Compliance.  
8. Acts as back up for Manager or Director of the department.  
9. Reviews and approves all vendor expenses to ensure within budget guidelines.  
10. Assists budget authorities with ACC and grant policies.  
11. Complies with external agencies.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Automated financial systems.
Skills

* Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

  * Accept, receive, and/or collect payments.
  * Accountable for inventory/property management.
  * Make recommendations that impact the budget
  * Manage the budget within assigned unit/division.
  * Manage the budget within assigned department
  * Maintaining an established work schedule.
  * Effectively using interpersonal and communications skills including tact and diplomacy.
  * Effectively using organizational and planning skills with attention to detail and follow through.
  * Providing assistance with year-end close activities.
  * Assisting with annual audit processes.
  * Maintaining confidentiality of work related information and materials.
  * Establishing and maintaining effective working relationships.

Technology Skills

  * Use a variety of spreadsheet, word-processing, database, and presentation software.
  * Use automated financial systems.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
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.
Accountant, Grant  
(ID: 166500)

**FLSA Status:** Exempt  
**Band:** Professional  
**Level:** 1

**Reports To**

Accounting Supervisor or Director.

**Job Purpose**

To monitor account activities and handle compliance issues for all restricted/grant accounts by ensuring all transactions are properly recorded on the general ledger.

**Description of Duties and Tasks**

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

1. Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits.
2. Monitors and reconciles reports to the general ledger transactions for accuracy.
3. Assures compliance with external agency requirements and informs supervisor of any modifications or additions to reporting requirements.
4. Prepares Federal and State reports.
5. Interfaces with internal and external parties as required ensuring provision of accurate information.
6. Assists the department with fiscal and calendar year-end close activities as required.
7. Provides assistance with annual audit process as required.
8. Develops or assists with developing procedures to improve departmental workflow.
9. Acts as backup for Accounting Supervisor or Director of the department.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Automated financial systems.
- Generally Accepted Accounting Principles (GAAP).
• Financial reporting and auditing processes.
• Office of Management and Budget Circulars.
• Uniform Grant Management Standards.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Providing assistance with year-end close activities.
• Assisting with annual audit processes.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use automated financial systems.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
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.
Accountant, Senior  
(ID: 16553)

FLSA Status: Exempt  
Band: Professional  
Level: 2

Reports To  
Manager or Director

Job Purpose  
To conduct financial accounting activities including preparation of financial reports and statements; developing audit schedules and updates; and providing assistance with annual audit process.

Description of Duties and Tasks  

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

1. Prepares journal entries, review, reconciles, and analyzes general ledger accounts.  
2. Prepares financial reports.  
3. Prepares monthly benefit payments, coordinates adjustments with HR Benefits Department, and reconciles benefit accounts.  
4. Collaborates with other departments and department members to resolve matters relating to financial reporting and audit preparation.  
5. Stays current with new accounting pronouncements relating to financial reporting for higher education.  
6. Provides assistance with business process improvements and documenting Business Services departmental procedures.  
7. Conducts research for relevant staff and departments as required.  
8. Assists with external and internal audits.  
10. Assists Accounting Department with other duties and special projects as needed.  
11. May oversee and coordinate of accounting staff.  
12. Prepares Federal and State reports as required.  
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Automated financial systems.
- Generally Accepted Accounting Principles (GAAP).
- Government Accounting Standards Board (GASB) requirements for the preparation of financial schedules.
- Financial reporting and annual auditing processes.
- Accounting review and reconciliations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Preparing monthly and quarterly financial statements.
- Collaborating with staff in resolving matters relating to financial reporting and audit preparation.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.

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.

Work Experience

Three years related work experience.
Education

Bachelor's degree.

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.
Adjunct, College Associate
(ID: 240501)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To

Department Chair or Learning Lab Manager

Job Purpose

To provide teaching discipline-related assistance to an ACC non-academic department.

Description of Duties and Tasks

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

1. Assists students in a Learning Lab.
2. Works on special academic projects.
3. Assists with student support programs.
4. Assists with and attends outreach events and departmental projects as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Processes and procedures related to departmental functions.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Maintaining an established work schedule.
• Effectively using interpersonal and communication skills.
• Effectively using organizational and planning skills, including attention to detail and follow-through.
• Maintaining confidentiality of work related information and materials.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use educational software.

Physical Requirements

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

Work Experience

Current ACC adjunct faculty who has previously taught at the Board maximum (9 credit hours or 11 LEH) prior to the summer of 1999.

Education

Educational requirements in accordance with SACS accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Special Requirements

Continuation in this position is dependent on previous and current adjunct teaching loads.

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.
Adjunct, Instructional Associate
(ID: 240626)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To

Department Chair or Learning Lab Manager

Job Purpose

To provide instructional support for the Department

Description of Duties and Tasks

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

1. Assists students in a Learning Lab.
2. Works on special academic projects.
3. Assists with student support programs.
4. Assists with and attends outreach events and departmental projects as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective teaching techniques adaptable to a variety of learning styles with an understanding of the comprehensive mission and philosophy of community colleges.
- Subject matter and related and/or relevant topics and issues in the discipline.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding the principles and practices associated with Servant-Leadership.
- Dealing with sensitive issues relating to a diverse student body.
- Effective planning, organization, communication and interpersonal skills.
- Effectively assisting and assessing student learning.
- Interacting with students of diverse backgrounds.
- Maintaining an established schedule, including evenings and weekends, and multiple campus locations that may vary by semester.
- Maintaining confidentiality of student information.
- Demonstrating proficiency using computer applications, classroom or other current learning technologies for effective teaching at the community college level.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

**Physical Requirements**

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

**Work Experience**

Current ACC adjunct faculty who has previously taught at the Board maximum (9 credit hours or 11 LEH) prior to the summer of 1999.

**Education**

Educational requirements in accordance with SACS accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

**Special Requirements**

Continuation in this position is dependent on previous and current teaching loads. Adjunct faculty must continue teaching at ACC to maintain this classification.
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.
Administrator, Data Warehouse
(ID: 14055)

FLSA Status: Exempt
Band: Professional
Level: 4

Reports To
Vice President, Effectiveness and Accountability

Job Purpose
To administer, develop, implement, and maintain the Office of Institutional Effectiveness and Accountability (OIEA) data warehouse system.

Description of Duties and Tasks

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

1. Responsible for SAS system configuration and maintenance.
2. Develops and maintains data marts, data cubes, queries, and reports.
3. Coordinates with IT database administrators, systems administrators, and OIEA staff regarding data warehouse development, migration of data through manual or ETL processes, revision and update of data marts and cubes, procedure development, troubleshooting, system configuration, security administration, and account setup.
4. Installs, deploys and upgrades data warehouse systems applications; maintains documentation, and performs routine systems administration maintenance activities.
5. Develops data models and data maps for data warehouse system.
6. Develops processes and applications for migration/transformation of data from College-wide systems to the data warehouse system.
7. Provides assistance to end users and programmers regarding data warehouse related problems and issues.
8. Initiates processes and documentation of OIEA data warehousing system; develops procedures to ensure security and integrity of data.
9. Manages end-user accounts and accessibility; provides technical expertise to end-users who create complex queries and reports.
10. Coordinates, schedules, and tests upgrades to the data warehouse system.
11. Researches and evaluates software, system upgrades and enhancements, and provides technical recommendations.
12. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- SQL programming.
- Data warehouse systems and development theories, including ETL processes.
- Local area networks and personal computing environments.
- Client-server technology.
- Database integrity and security standards.
- Basic statistical methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule and providing assistance outside of usual work hours, including nights, weekends, holidays, winter and spring breaks as required.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Installing, deploying, maintaining, and upgrading data warehouse systems.
- Monitoring and analyzing the performance of data warehouse systems.
- Providing technical assistance to end users regarding data warehouse issues and problems.
- Creating and documenting database tables, views, data elements, shared data rules, data marts, data cubes, and reports.
- Performing data warehouse maintenance activities such as data warehouse backups, creating accounts and enforcing data warehouse security.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective work relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Install, deploy, maintain, upgrade, and program warehouse management systems.
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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Administrator, Database
(ID: 19357)

FLSA Status: Exempt
Band: Professional
Level: 4

Reports To
Director, Systems Services

Job Purpose
To administer, develop, implement, and maintain the College-wide databases in a diverse multi-vendor client server environment.

Description of Duties and Tasks

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

1. Coordinates with application developers regarding database development, migration, revision and update, procedure development, troubleshooting, system configuration, and account setup.
2. Installs, deploys and upgrades database systems, maintains documentation, and performs routine database maintenance activities.
3. Configures, monitors, and analyzes the performance and health of databases; resolves database performance, capacity, and distributed data issues.
4. Provides assistance to end users and programmers regarding database related problems and issues.
5. Initiates processes and documentation of College-wide data warehousing system; develops procedures to ensure security and integrity of data.
6. Coordinates with IT project managers, programmers, web developers, and operational staff to define and ensure standards for database performance, availability, and security are being met.
7. Develops and monitors the process for synchronization between different Database Management Systems.
8. Manages end-user accounts and accessibility; provides technical expertise to end-users who create complex queries and virtual fields.
9. Coordinates, schedules, and tests upgrades to the College-wide database system.
10. Researches and evaluates software, system upgrades and enhancements, and provides technical recommendations.
11. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.
12. Performs database administration and maintenance including database backups, performance monitoring and tuning, application T-SQL queries turning and update indexes, and databases upgrading as well as system patching.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- SQL programming.
- Local area networks and personal computing environments.
- Database systems and development theories.
- Basic statistical methods.
- Database integrity and security standards.
- Client-server technology.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Make recommendations that impact the budget.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Installing, deploying, and upgrading database systems.
- Monitoring and analyzing the performance of database systems.
- Providing technical assistance to end users regarding database issues and problems.
- Creating and documenting database tables, views, data elements, and shared data rules.
- Performing database maintenance activities such as database backups, copying databases, creating accounts and enforcing database security.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule and providing assistance outside of usual work hours, including nights, weekends, holidays, winter and spring breaks as required.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
• Maintain, manage, and program database management systems.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Administrator, IT Applications
(ID: 19155)

FLSA Status: Exempt
Band: Professional
Level: 2

Reports To
Manager, IT Applications Support

Job Purpose
To install, implement, administer and support IT software applications that support ACC's administrative systems.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Installs, implements, administers, supports, and maintains third party College-wide applications; Google apps for education
2. Monitors designated applications and takes corrective action to prevent or minimize system down time.
3. Troubleshoots to resolve system related problems; coordinates with relevant System Administrators and/or third party vendors regarding user support and problem resolution.
4. Creates user documentation and may train personnel on new applications software.
5. Assists with developing policies, procedures, programs, scripts, or web pages as required.
6. Provides upper level support to users having difficulties with applications.
7. Collaborates on special projects; may track and allocate software licenses.
8. Supports and serves as a technical expert for ACC's in-house developed applications in all stages of development, testing, and production.
9. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Information Technology practices, standards, and protocol.
- Google Apps for Education, ID Works, Resource 25, Remedy, a variety of third party applications, SQL, AIX application administration (Job specific duties may prefer or require experience in all or some of the above areas.)
- Understanding of Open Records Act and relevant federal guidelines.
- Understanding of Project Management and ITIL Methodologies.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule and providing on-call assistance including some nights and weekends.
- Establishing and maintaining effective working relationships with a broad range of users that are both technical and non-technical.
- Troubleshooting techniques used to resolve application related problems.
- Ensuring availability, dependability, and reliability of assigned applications.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Communicating effectively through oral and written communications.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, administer applications, and provide technical support to end users.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Depending on area of assignment, experience with web application development may be required.

Understanding of Relational Database Theory; Knowledge and experience with administering CollegeNET Resource 25 scheduling and software application, Remedy, Google Apps for Education, ID Works, a variety of third party applications, SQL and/or AIX application administration.

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.
Administrator, Senior Systems

(ID: 19354)

Reports To
Director, Systems Services

Job Purpose
To provide a high level of system availability, reliability, and security for administrative servers and critical Systems Services processes.

Description of Duties and Tasks

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

1. Installs, configures, and maintains the administrative College-wide server operating systems.
2. Analyzes, diagnoses, and resolves problems associated with server hardware, operating systems, and applications software; coordinates with vendor software or hardware support to resolve system problems.
3. Designs, implements, and maintains security levels to restrict and block unauthorized access to servers and services.
4. Provides assistance with developing policies and standards for the connectivity, accessibility, and security of the administrative computer system.
5. Collaborates with developing policies and standards for the connectivity, accessibility, and security of the administrative computer systems.
6. Maintains and upgrades servers, hardware, software, and operating systems.
7. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.
8. Trains and oversees the work of other systems administration staff.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- WAN's and LAN's technologies and protocols.
- Networked systems access and security guidelines and procedures.
- Network performance tuning and trouble-shooting techniques.
- Current trends and information sources for managing network systems.
- Project planning and management principles.
- System and disaster backup and recovery procedures and techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Installing, maintaining, modifying, and upgrading network software and hardware.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Assessing network support needs and developing and promoting effective solutions.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, administer systems and servers as well as databases, and provide technical support for desktop systems and software.

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.
Work Experience

Three years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Administrator, Systems
(ID: 19356)

FLSA Status: Exempt
Band: Professional
Level: 3

Reports To
Director, Associate Vice President, or designee

Job Purpose
To install, maintain, tune and perform problem determination and resolution of system software and hardware related to critical College-wide applications and systems.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Responsible for providing a high level of system availability, reliability, and dependability; Server hardware/OS/software installations, upgrades, and maintenance of Application Servers.
2. Ensures security, reliability, and capacity of servers; performs standard system administration activities including preventative maintenance.
3. Installs and maintains College-wide systems, and troubleshoots to resolve system related problems; coordinates with relevant System Administrators regarding user support and problem resolution.
4. Monitors designated systems and takes corrective action to prevent or minimize system down time.
5. Assists with developing policies, procedures, programs, scripts, or web pages as required.
6. Troubleshoots problems, conducts technology research, and coordinates with vendors as required.
7. May train personnel on new systems software and hardware changes.
8. Collaborates on special projects; may track and allocate software licenses.
9. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Information Technology practices, standards, and protocol.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Accountable for inventory/property management.
- Prepare and/or process purchase orders.
- Establishing and maintaining effective working relationships
- Ensuring system availability, dependability, and reliability.
- UNIX and Windows systems administration in an enterprise environment.
- Troubleshooting techniques used to resolve system related problems.
- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule and providing on-call assistance including some nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, program, administer systems and databases, and provide technical support.

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.
Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Depending on area of assignment, may include AIX/UNIX or Windows XP/2000/NT systems administration, S/370 language programming, LAN Management, web application development, or enterprise backup system experience.

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.
Administrator, Web  
(ID: 19106)

FLSA Status: Exempt  
Band: Professional  
Level: 3

Reports To
Executive Vice President or Executive Director

Job Purpose
To analyze, design, develop, and implement web-based computer applications and assigned areas of the websites for the President's Office, College Operations departments; or Public Information & College Marketing.

Description of Duties and Tasks

1. Develops and designs web pages for web applications that support office of the President of the College, College Operations departments, or the Public Information & College Marketing department.
2. Performs analytical and technical work that includes planning, developing, programming, maintaining, and improving web-based applications.
3. Troubleshoots web sites, and updates web site content, links, and web templates.
5. Provides recommendations in relation to website navigation, usability, and accessibility.
6. Designs and develops user reports as required.
7. Assists in insuring compliance with all standards relating to security and data protection.
8. Supports relevant staff regarding the functional use of in-house systems.
9. May lead, support, manage, and supervise the daily workflow of web production staff.
10. Integrates custom web coding within SAS web based applications.
11. Designs web based interfaces for database transactions and provides graphic design support as needed.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Web page design and development.
- Database design and interface programming.
- Report programming
- Current standards in relation to security and data protection.
- Processes for monitoring and troubleshooting web services.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effective using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Designing and developing web pages that meet the President's requirements.
- Report and database interface programming.
- Creating a visually appealing web presence that conveys information in a customer-friendly way.
- Reviewing web information and design pages and implementing corrections and/or updates as required.
- Providing support to administrative staff regarding the functional use of in-house systems.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, program, administer systems and databases, and provide technical support.

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.
Work Experience

Two years related work experience.

Education

Associate degree.

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.
Analyst, Data Warehouse Programmer
(ID: 140500)

FLSA Status: Exempt
Band: Professional
Level: 3

Reports To
Vice President, Effectiveness and Accountability

Job Purpose
To analyze, develop, and implement complex computer applications and databases in order to meet user needs.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Analyzes user needs, determines requirements, and develops and implements software solutions to meet user requirements.
2. Designs and develops statistical reports and analyses for College-wide use.
3. Develops systematic reporting capabilities, documentation, and web-based sites related to institutional effectiveness. Conducts research and resolves problems in relation to processes, and monitors processes to determine areas for improvement.
4. Conducts research and resolves problems in relation to processes, and monitors processes to determine areas for improvement.
5. Performs complex analytical and technical work in relation to various computer applications, database, websites, and systems such as SAS, Javascript, SQL, Visual Basic, Excel formulas, or other tools used for reporting.
6. Implements and maintains software application packages and conducts user training as required.
7. Insures compliance with facility standards relating to security and data protection.
8. Creates test data, conducts tests, and debugs programs, for either in-house or vendor supplied software.

Knowledge
Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Familiarity with administrative or educational software applications, such as Student, Finance, or Human Resources Systems.
Application/report development.
- Database development.
- Systems analysis techniques and the systems development life cycle.
- Installation, testing, and evaluation processes in relation to new and existing software.
- Current standards in relation to the compliance of security and data protection.
- Project planning and documentation processes and standards
- Programs used in educational institutions and/or data warehousing and data mining.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Analyzing, reviewing and writing applications and programs, based on customer needs and requirements.
- Conducting analysis of customer needs and developing solutions to software challenges.
- Querying and extracting data from large databases.
- Producing data reports from complex data sets.
- Testing, debugging, and documenting software programs.
- Maintaining and modifying existing software applications.
- Providing customer training in relation to new software applications.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, program, deal with network servers, and provide technical support.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Analyst, Database & Reporting  
(ID: 191002)

**FLSA Status:** Exempt  
**Band:** Professional  
**Level:** 3

**Reports To**  
Director, Information Technology

**Job Purpose**  
To provide the leadership of implementing efficient and cost-effective reporting solutions to administrative departments and expertise and training to reporting specialists within administrative departments.

**Description of Duties and Tasks**  
_Essential duties and responsibilities include the following. Other duties may be assigned._

1. Manages strategic reporting and data projects, performs strategic analysis of reporting best-practices, design reporting and data process-flows.
2. Provides reporting software training to reporting specialists in administrative departments, as well as to IT staff.
3. Assists in the implementation of selected IT reporting software solutions.
4. Provides expertise in the use of all selected IT reporting software solutions.
5. Provides knowledge expertise in the files and data elements within the administrative database management systems in order to assist departmental reporting specialists with accurate, efficient, and cost-effective reports.
6. Develops and maintains complex administrative database reports.
7. Converts critical existing reports from old or obsolete software into newer, IT-supported reporting software queries and programs.
8. Creates and maintains standards and procedural documentation related to reporting solutions.
9. Assists in the evaluation of new reporting software tools.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- High level of knowledge and competency in at least two prominent reporting software tools.
- High level of knowledge and competency with database management systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Creating specialized reporting solutions, using multiple files and file pointers.
- Data collection, analysis, and report writing.
- Ability to understand and follow instructions precisely.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, program, create complex reports, deal with database management systems, and provide technical support.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Analyst, Financial Aid Business
(ID: 122502)

FLSA Status: Exempt
Band: Professional
Level: 3

Reports To
Director, Student Assistance & Veterans

Job Purpose

To anticipate, analyze, develop and implement the financial aid management application system and databases in order to meet the needs of the Financial Aid and Veteran Affairs office.

Description of Duties and Tasks

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

1. Gathers, compiles, and performs initial data analysis for department report requests.
2. Creates, implements, and maintains Integration of Financial Aid and Veteran Affairs related functions of ACC's Enterprise Resource Planning (ERP) System, including automated communication management and department-specific information tools.
3. Creates methods for meeting the needs of the Financial Aid and Veteran Affairs offices and improving efficiency using technology.
4. Researches and prepares reports and statistical analysis in support of the Financial Aid and Veteran Affairs offices.
5. Performs complex analytical and technical work in relation to various computer applications, databases, and systems.
6. Conducts research and resolves problems in relation to processes, and monitors processes to determine areas for improvement.
7. Provides training and technical support to department staff to enhance their knowledge of the databases and other appropriate software applications.
8. Creates and maintains all aspects of the college-wide financial aid database management system including the communication management module.
9. Responds to request for complex queries from the college database system, gathers, compiles and performs initial data analysis; develops systematic documentation of computer applications written for the Financial Aid and Veteran Affairs offices.
10. Researches and analyzes student data to support and justify the verification sampling for participation in the Quality Assurance Program with the Department of Education.
11. Counsels the Director of Financial Aid on emerging technology challenges and opportunities with respect to the Datatel system and other system tools to support the Financial Aid and Veteran Affairs functions.
12. Manages the ongoing upgrades and testing of the financial aid management system within the College's Enterprise Resource Planning (ERP) System.
13. Serves as a liaison to the College's Information Technology Department for all Financial Aid and Veteran Affairs software, networks, and systems. Acts as a consultant to the Financial Aid and Veteran Affairs staff and IT staff regarding implementation of new mandates and policies from the Department of Education.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Computer applications development.
- Client-server technology and GUI environments.
- Proficient with integrated database technology, Excel and its use of pivot tables, and Access.
- Testing and evaluating processes in relation to new and existing software.
- Programming languages and protocols.
- Customer service techniques.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using analytical and problem-solving skills.
- Ability to work on a team and independently.
- Generating complex computer reports using a query language.
- Establishing streamlined processes by utilizing available computer interfaces and modules.
- Conducting analysis, research and data manipulation to support or justify a position, policy or practice.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail, accuracy, and follow through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, web technology, client-server technology, data extraction and reporting, trouble-shooting enterprise software applications, testing releases.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Analyst, Financial Reporting

(ID: 165502)

FLSA Status: Non-Exempt
Band: Professional
Level: 1

Reports To
Department Head, Supervisor, or designee

Job Purpose
To provide reporting, analysis and other technical support for Business Services.

Description of Duties and Tasks

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

1. Creates and formats management reports for departmental and college-wide use in advanced Excel functions (lookups, IF formulas, pivot tables, and charts).
3. Assists in the implementation of new or updated software applications specific to Business Services; Provides assistance in accessing training materials, changing passwords, running reports, and provide guidance in the use of the software program.
4. Performs technical tasks for the collection, interpretation, aggregation, and evaluation of data.
5. Creates documentation for reports and queries written for the department.
6. Assists management in identifying opportunities for improving operational efficiency using reports and technology.
7. Researches and resolves problems in relation to business processes.
8. Performs other business related duties (reconciliations, bookkeeping, etc.)
9. Assists with training of other staff members.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Business practices and procedures of specific administrative department.
- Application software components, systems and functions.
- Business applications and software.
- Customer service techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Data mining for reporting purposes.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

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.
Analyst, Institutional Studies
(ID: 140505)

FLSA Status: Exempt
Band: Professional
Level: 2

Reports To
Vice President, Effectiveness and Accountability

Job Purpose
To promote the collection, dissemination and use of data to support planning, policy and marketing decisions of the College.

Description of Duties and Tasks

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

1. Facilitates data-informed planning and decision making through identifying, developing, and implementing methods to effectively communicate research results.
2. Conducts external and internal environmental scanning (e.g., higher education trends, business/industry trends, service area population growth, and utilization of College resources).
3. Designs and administers institutional surveys such as graduate-follow up, transportation, employer, etc. surveys. Analyzes and interprets data from these surveys. Develops informative presentations to communicate to the College-wide community.
4. Coordinates ACC’s participation in national surveys (e.g., CCSSE, SENSE, Noel-Levitz, etc.). Analyzes and interprets data from these surveys. Develops informative presentations to communicate to the College-wide community.
5. Develops models for forecasting enrollments.
6. Performs technical tasks and provides technical support for collecting, interpreting, reporting, aggregating and evaluating data.
7. Develops and maintains custom computer programs to support internal and external reports.
8. Provides technical expertise and consulting on research design, survey development and data analysis.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Statistical analysis methods and software.
- Application/report development.
- Database development.
- Client-server technology and GUI environments.
- Compliance requirements in relation to College reporting.
- Quality initiatives and measurements.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Conducting statistical analysis.
- Querying and extracting data from large databases.
- Producing data reports from complex data sets.
- Developing surveys and analyzing survey data.
- Using a variety of software to produce reports.
- Coordinating external reports to state agencies.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, web technology, network servers, data extraction, and reporting.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Depending on area of specialization, may include knowledge of programs used in educational institutions and/or data warehousing and data mining.

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.
Analyzer, IT Business

(ID: 0)

**FLSA Status:** Exempt  
**Band:** Professional  
**Level:** 3

**Reports To**

Manager, Applications Development

**Job Purpose**

To monitor department application software operations and serve as a technical liaison between one of ACC's key administrative departments and Information Technology.

**Description of Duties and Tasks**

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

1. Assists with and coordinates the training for administrative department staff in new software applications and related procedures.
2. Gathers, compiles, and performs initial data analysis for department report requests.
3. Assists in maintaining all statistical, federal and state reports and acts as a consultant to the key administrative department staff and IT staff regarding implementation of new mandates and policies from these entities.
4. Collaborates with IT to create quality assurance plans promoting the enforcement of ACC standards and best practices, to promote consistency and continuous improvement.
5. Consults and assists in maintaining technical and procedural documentation for the administrative department.
6. Provides first level support to administrative department staff for general questions in researching and resolving data and process issues before escalating.
7. Serves as a liaison with other ACC departments to coordinate data-related issues and processes to ensure timely and efficient solutions.
8. Serves as a subject-matter expert for a key ACC administrative department and assists IT with planning and implementing both short-term and long-term goals and objectives.
9. Develops users' technical and procedural documentation of software applications, standards and best practices used by the key administrative department.
10. Assists administrative department with evaluation of new workflows and processes delivered by ACC's Enterprise Resource Planning (ERP) vendor for enhancement value and make recommendations for implementation.

11. Creates, implements, and maintains administrative department related functions of ACC's Enterprise Resource Planning (ERP) system, including automated communication management, and department-specific information tools.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Business practices and procedures of specific administrative department.
- Application software components, systems and functions.
- Business applications and software.
- Program design and implementation.
- Customer service technique

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Data mining for reporting purposes.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including attention to detail and follow-through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, network servers, automated financial systems, data extraction and reporting, and trouble-shooting enterprise software applications.
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.

Work Experience

Two years related work experience.

Education

Bachelor’s degree.

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.
Analyst, IT Quality Assurance
(ID: 191003)

FLSA Status: Exempt
Band: Professional
Level: 2

Reports To
Director, Applications Development

Job Purpose
To evaluate and test new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to college guidelines.

Description of Duties and Tasks

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

1. Conducts tests on computer software programs to make sure the programs perform properly and are easy to use. Determines weaknesses in the computer code.
2. Supports and serves as a technical expert for ACC's in-house developed applications in all stages of development, testing, and production.
3. Defines the operating standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials that the software must meet in order to be released to the public.
4. Tests to assure the software being developed does not interfere with other software typically found on a computer.
5. Writes, revises, and verifies quality standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials and test procedures for program design and product evaluation to attain quality of software economically and efficiently.
6. Reviews new or modified programs, including documentation, diagram, and flow charts, to determine if programs will perform according to user requests and conform to guidelines.
7. Assists with developing policies and/or procedures as needed.
8. Provides upper level support to users having difficulties with applications.
9. Collaborates on special projects.
10. Keeps current with the latest technology. Regularly attends technical training in order to maintain technical expertise.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Information Technology practices and standards.
- Major administrative or educational software applications, such as finance, human resources, or student systems.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule and providing on-call assistance including some nights and weekends.
- Troubleshooting techniques used to resolve application related problems.
- Ability to prioritize workload effectively under pressure, meet deadlines and work with a high level of independence.
- Ensuring availability, dependability, and reliability of assigned applications.
- Excellent oral and written communication skills.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, application administrations, and providing technical support to end-users.

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.
Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Depending on area of assignment, experience with web application development may be required.

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.
Analyst, IT Security
(ID: 192501)

FLSA Status: Exempt
Band: Professional
Level: 4

Reports To
Officer, Information Security

Job Purpose
To use technology to provide security of data and systems for ACC College-wide; to address various external regulatory and internal needs in meeting those needs; to be an advocate for computer systems security within the College.

Description of Duties and Tasks

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

1. Conducts routine security reviews to ensure that the security set-up, user logon validity, and application usage for IT systems is in compliance with ACC policies, guidelines, and local/state/and federal regulations.
2. Coordinates implementation of security audits and system vulnerability tests with outside vendors.
3. Serves as subject matter expert and provides level 2 & 3 support for troubleshooting users, application, and data access issues.
4. Assists in development, implementation, and review of IT systems user access rules to balance security needs with ease of use in accordance with job related requirements and ACC security policy and guidelines.
5. Proactively assesses potential items of risk and opportunities of vulnerability in the network.
6. Evaluates and develops approach to solutions in IT security area.
7. Supports day-to-day administration of various firewalls.
8. Installs, configures, monitors, and responds to security system needs.
9. Conducts periodic audits of internal data security controls to validate effectiveness, identify risks, and promote continuous improvement.
10. Assists in development, implementation, and review of IT systems user access rules to balance security needs with ease of use in accordance with job related requirements and ACC security policy and guidelines.
11. Assists in advising management and users regarding security procedures.
12. Trains users and conducts employee orientation on ACC security Awareness program.
13. Assists in the development of information technology, disaster recovery, and business continuity planning.

Knowledge

**Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

- Solid knowledge of information security principles and practices.
- Understanding of current, advanced data security standards and protocol.
- Technical support processes and protocol.
- IT quality control processes.
- Methods and procedures for transmitting electronic data.
- System and application software and hardware.

Skills

**Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

- Maintaining an established work schedule and provide on-call assistance, including nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Effectively keeping up with administrative system security demands.
- Conducting research, analysis, audits, and quality assurance in relation to administrative application security.
- Tracking, troubleshooting, and resolving user problems.
- Efficiently meeting deadlines, schedules, and target dates.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software with emphasis on statistical charts, tables and graphs.
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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Analyst, IT Systems

(ID: 191501)

FLSA Status: Exempt
Band: Professional
Level: 4

Reports To
Manager, IT Applications Support

Job Purpose
To install, implement, administer and support IT software applications based on IT Project Management principles.

Description of Duties and Tasks

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

1. Supports, serves, installs, and maintains third party College-wide applications at ACC.
2. Supports, serves, installs, and maintains the College-wide Enterprise Resource Planning (ERP).
3. Coordinates troubleshooting with System Administrators to resolve system related problems, such as user support and problem resolution.
4. Monitors designated applications and takes corrective action to prevent or minimize system down time.
5. Assists with developing policies, workflows, Information Technology practices, queries, procedures, programs, scripts, or web pages as required.
6. Creates administrator and user documentation and trains personnel on new applications software.
7. Provides upper level support and guidance to users, ranging from beginners to expert users, having difficulties with applications.
8. Collaborates on special projects and may track and allocate software licenses as needed.
9. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Information Technology common business needs and Project Management practices.
- Google Apps for Education, ID Works, Resource 25, Remedy, SQL, AIX application administration (Job specific duties may prefer or require experience in all or some of the above areas.)

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule and providing on-call assistance including some nights and weekends.
- Establishing and maintaining effective working relationships with a broad range of users that are both technical and non-technical.
- Troubleshooting techniques used to resolve application related problems.
- Ensuring availability, dependability, and reliability of assigned applications.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Communicating effectively through oral and written communications.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software with emphasis on statistical charts, tables and graphs.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

Special Requirements

Experience with web development preferred.

Understanding of Relational Database Theory; Knowledge and experience with administering CollegeNET Resource 25 scheduling and software application, Remedy, Google Apps for Education, ID Works, SQL, and/or AIX application administration preferred.

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.
Analyst, Process Improvement
(ID: 166000)

FLSA Status: Exempt
Band: Professional
Level: 3

Reports To
EVP, Finance & Administration

Job Purpose
To assess organizational development needs of business operations and functional units to ensure continuous quality improvement processes.

Description of Duties and Tasks

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

1. Develops solutions to organizational issues and concerns, and develops organized change strategies and plans and/or conducts training for project implementation.
2. Reviews and write comprehensive technical records and reports, identifies alternatives, and makes recommendations.
3. Evaluates strategies and programs to measure the achievement of established goals.
4. Establishes and documents processes that support the continuous improvement of sound business practices.
5. Develops project plans and documentation to support the project management organization.
6. Collaborates with functional areas to develop and maintain performance metrics, measurements, methods and targets.
7. Develops and revises business operations processes, and coordinates technology solutions.
8. Develops and uses work aids, such as process descriptions, checklists, templates, and guides to assist personnel with implementing defined processes.
9. Interprets historical, current, and projected data to identify problems, causes, and areas for which procedural or system changes are indicated.
10. Oversees work simplification studies, and evaluates operations and procedures.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Business practices and procedures of specific administrative department.
- Continuous quality improvement processes.
- Institutional effectiveness.
- Planning processes within higher education.
- Assessment processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Strong analytical, planning, organizational, and time management skills.
- Strong research skills including gathering and analyzing data from multiple sources.
- Effective technical writing skills.
- Ability to maintain discretion and confidentiality.
- Working in a cross-functional team environment.
- Interpreting and applying rules, regulations, policies, and procedures.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software with emphasis on statistical charts, tables and graphs.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Analyst, Research

(ID: 140506)

FLSA Status: Exempt
Band: Professional
Level: 1

Reports To
Vice President, Effectiveness and Accountability

Job Purpose
To support College-wide institutional effectiveness and accountability efforts by conducting institutional research and analysis to provide information for the College-wide decisions support systems.

Description of Duties and Tasks

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

1. Conducts research, analyses, interprets data, and formats related reports.
2. Provides data analysis support for institutional reporting, ad hoc studies, and requests for information.
3. Performs technical tasks and provides technical support with particular emphasis on collection, interpretation, reporting, aggregation, and evaluation of data; writes and maintains custom programs to support internal and external reports.
4. Designs and develops statistical reports and analyses for College-wide use.
5. Develops systematic reporting capabilities, documentation, and web-based sites related to institutional effectiveness.
6. Coordinates the development of institutional publications, forms, surveys, and/or quality initiatives.
7. Provides training and support as required.
8. Maintains relevant databases and/or Internet presence as required.
9. Coordinates the completion and submission of IPEDS Surveys. Provides technical assistance to different offices to implement changes to processes and procedures as required for the completion of these surveys.
10. Coordinates the publication of the Fact Book Preview, Full Fact Book and Closing the Gaps report. This includes working with other departments as needed.
11. Develops and maintains simple to complex queries for data extraction and analysis. Prepares related reports and summaries as needed. (i.e. IPEDS, THECB Accountability System, publications, external surveys, ad hoc requests)

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Statistical analysis methods and software.
- Application/report development.
- Database development.
- Client-server technology and GUI environments.
- Compliance requirements in relation to College reporting.
- Quality initiatives and measurements.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Conducting statistical analysis.
- Querying and extracting data from large databases.
- Producing data reports from complex data sets.
- Developing surveys and analyzing survey data.
- Using a variety of software to produce reports.
- Coordinating external reports to state agencies.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, data extraction and reporting, and network servers.
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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Depending on area of specialization, may include knowledge of programs used in educational institutions and/or data warehousing and data mining.

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.
Analyst, Senior Compensation
(ID: 13064)

FLSA Status: Exempt
Band: Professional
Level: 3

Reports To
Manager, Compensation

Job Purpose
Performs complex compensation research and analysis by gathering and interpreting data; participates in external salary surveys; conducts salary placements; and makes job offers.

Description of Duties and Tasks

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

1. Conducts analysis of qualifications and work experience for salary placement for new faculty and staff and extends offers of employment to candidates.
2. Conducts market surveys to determine the College's market relationship; participates in faculty related surveys and calculates statistical reports; researches and analyzes information identifying options, and formulates solutions and provides follow-up. Assists and checks market surveys.
3. Researches and analyzes complex compensation issues identifying options, formulating solutions, and preparing and making written and oral reports to management.
5. Conducts detailed salary research; verifies data and information; conducts analysis and computations; creates reports, identifies trends, and determines salaries.
6. Conducts salary research and placement reviews; creates reports; identifies trends and determines salaries; verifies data and information.
7. Reviews and approves position descriptions for advertising vacant positions.
8. Writes draft job descriptions, suggests changes and updates.
9. Processes and calculates Temporary Assignment Pay (TAP) for employees that meet requirements and monitors payments to avoid overpayment. Compiles annual TAP report.
10. Processes Position Change and Budget Approval requests.
11. May coordinate special compensation and classification projects and programs, as assigned.
12. Coordinates, for the Compensation Section, the annual roll of all salaries for each fiscal year including adjustment of salary scales, market adjustments, position reclassifications, annual increase salary changes, calculation of adjunct faculty proportional increase, etc.
13. Researches and analyzes complex compensation issues identifying options, formulating solutions, and preparing and making written and oral reports to management.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Federal and state wage and salary laws, regulations, and processes, to include overtime and compensatory time.
- Comprehensive compensation and classification methodologies.
- General Human Resources practices and principles.
- Market compensation methodologies and best practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Interpreting and applying rules, regulations, policies, and procedures.
- Working with exacting accuracy.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule. Peak periods may require evening and weekends.
- Make recommendations that impact the budget.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Analyst, Transfer Resources
(ID: 110503)

FLSA Status: Exempt
Band: Professional
Level: 1

Reports To
Director, Articulation and Transfer Resources

Job Purpose
To coordinate, track, and communicate all transfer processes and procedures to assist students in the effective transfer of ACC lower division courses to four-year educational institutions.

Description of Duties and Tasks

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

1. Monitors data and maintains database of transfer students, analyzes data, prepares reports and responds to inquiries. Coordinates database information with the Office of Institutional Effectiveness to develop and maintain a comprehensive student transfer tracking report.
2. Conducts, maintains and reports on student transfer research.
3. Coordinates the development and implementation of appropriate transfer activities, follow-up activities, and evaluation mechanisms including ACC-UT Advisor Networking Forum, recruitment fairs, etc.; creates ACC-Texas State Advisor Networking Forum to obtain accurate transfer information for ACC Advisors and Counselors.
4. Partners with college deans, directors, department chairs, faculty and staff on transfer efforts for all students.
5. Oversees the University Recruitment Visit scheduling process to all ACC campuses.
6. Maintains accurate and current Transfer and Equivalency Guides.
7. Researches and implements communication solutions and provides information to internal and external stakeholders. Meets with students to communicate about the transfer process and activities at ACC campuses, as assigned.
8. Serves as a liaison to all ACC advisors and Counselors to facilitate communication regarding the transfer process; with the ACC Financial Aid Office to clarify scholarship criteria for transfer students; and with other ACC departments and programs, as well as internal and external organizations to facilitate the transfer process.
9. Coordinates with Professional Development to provide workshops for staff and faculty.
10. Coordinates efforts with external institutions, agencies, and academic and workforce programs at four-year institutions in the greater Central Texas region on transfer strategies and programs; and on the development and distribution of promotional materials to increase awareness of transfer services and resources.

11. Assists in developing and implementing plans and strategies to comply with the state-mandated student participation and success goals in the "Closing the Gaps" plan.

12. Assists in creating and maintaining Articulation Agreements.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Articulation agreements for course work transfers.
- Development and implementation processes for transfer strategies and programs.
- Data collection and management, and standard report preparation.
- Current practices in transferring students to four-year institutions of higher education.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including occasional evenings and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, with acute attention to detail, exacting accuracy, and follow-through.
- Prioritizing, implementing and managing multiple projects, activities and due dates.
- Establishing and maintaining effective working relationships and working in a collaborative manner.
- Effectively communicating with a diverse and multi-cultural student body and community groups.
- Researching, analyzing and compiling data, producing accurate reports from complex data sets.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor’s degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Assessor, Adult Education  
(ID: 20503)

**FLSA Status:** Exempt  
**Band:** Technician  
**Level:** 4

**Reports To**

Executive Director, Adult Education

**Job Purpose**

To ensure compliance with federal and state assessment requirements, coordinate assessment systems, and use data to inform continuous program improvement around student success.

**Description of Duties and Tasks**

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

1. Responsible for correct pre- and post-assessment of all students within Adult Education in accordance with federal, state, and ACC guidelines. Assesses students, schedules and assigns assessors for orientation. Monitors the hours and payment of instructors and staff who serve as assessors. Ensures assessors are available during peak times of registration. Coordinates the day-to-day assessment activity of students to include test scheduling, test administration.

2. Provides up-to-date expertise on all state and federal assessment requirements for Adult Education and TSI and ensure compliance. Assists in developing local Assessment policies and procedures.

3. Analyzes assessment data and makes formal program improvement recommendations. Implements improvements in assessment processes to improve student and data outcomes. Audits assessment data for errors and takes appropriate corrective actions.

4. Evaluates new assessment products including computer-based upgrades and coordinates implementation of required and recommended upgrades, including researching the usability of various computer labs at the different campuses and off-campus sites and coordinating installation of any supporting software needed to run online assessments.

5. Acts as point of contact with other assessment centers and entities at the college to ensure efficiency of resources, coordination of assessment functions in new facilities.

6. Orders, maintains, and disseminates Adult Education assessment materials (including computer based assessments) and equipment.
7. Trains faculty and staff (and designated AE partners that are also responsible for giving us assessment results for our outcome measures) in the application and use of the assessment instruments (including computer based assessments) used by the Adult Education program.

8. Works as part of a team dedicated to enrolling and assessing AE students.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of assessment procedures and techniques.
- Ability to communicate clearly and explain complex requirements.
- Ability to learn to use and operate scantron equipment and accompanying assessment software.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Use computers for word processing and/or accounting purposes.
- Maintaining an established work schedule, including some evenings and weekends.
- Administering standardized tests and analyzing results.
- General education development and English as a Second Language Adult Education programs, classes, and requirements.
- Assessment instruments used in Adult Education programs.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Assessor, ESOL  
(ID: 11103)

FLSA Status: Exempt  
Band: Technician  
Level: 4

Reports To
Department Chair, ESOL

Job Purpose
To collaborate with Assessment Center Coordinators and English for Speakers of Other Languages (ESOL) faculty to schedule and coordinate assessment of ESOL students at all campuses and to provide academic placement information and related support services

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Coordinates the day-to-day assessment activity of ESOL students to include test scheduling, test administration, assigning work to and overseeing adjunct ESOL faculty assessors. Ensures assessors are available during peak times of registration.
2. Answer student and faculty questions
3. Monitors the hours and payment of adjunct faculty who serve as assessors.
4. Collaborates with staff and instructors on appropriate assessment of ESOL students.
5. Trains faculty and staff in the application and use of the assessment instruments used by the Academic ESOL Department.
6. Assists in developing policies and procedures on how to best serve ESOL students.
7. Interprets test scores for course placement, and performs academic advising in ESOL course placement and selection.
8. Analyzes course skill requirements to determine student eligibility for enrolling in courses.

Knowledge
Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- General education development and ESOL.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Administering standardized tests and analyzing results.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
Special Requirements

Familiarity with other instruments such as TOEFL, COMPASS, ASSET preferred.

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.
Assistant I, Executive
(ID: 211006)

FLSA Status: Non-Exempt
Band: Assistant
Level: 9

Reports To

Vice President, or Assistant Vice President.

Job Purpose

To provide executive level administrative support.

Description of Duties and Tasks

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

1. Provides executive level support to a Vice President or Assistant Vice President by receiving, prioritizing, and responding to incoming correspondence, requests, reports and telephone, or e-mail contacts.
2. Expedites the processing of documents or other items requiring action, assesses and works with other staff and community members to resolve issues from students, employees, and the public regarding College activities.
3. Organizes and maintains schedules, calendars, and appointments including meetings and events and the detailed arrangements associated with such including preparing or providing agendas, minutes, equipment, location, information packets, and follow up action items.
4. Performs complex computer activities including word processing, data processing, scheduling processes and visual and graphic presentations.
5. Coordinates and maintains operating budgets. Receives and processes requests for budget expenditures such as travel, equipment purchases, and funds for other activities and events.
6. Establishes and maintains files, logs, and other tracking systems for a variety of information, projects and events.
7. Coordinates special projects including researching and analyzing information and data; interpreting and applying policies and procedures, and/or recommending alternative solutions based on information gathered.
8. May assign and review the work of office personnel.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

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

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Preparing and processing purchase orders.
- Accountable for inventory/property management.
- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including the use of tact, diplomacy and confidentiality.
- Effectively using organizational and planning skills, including the use of intense attention to detail and follow through.
- Compiling and organizing complex material, 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.
- Analyzing situations accurately and adopting an effective course of action.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.
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.

Work Experience

Four years related work experience.

Education

Associate Degree.

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.
Assistant I, Human Resources
(ID: 130506)

FLSA Status: Non-Exempt
Band: Assistant
Level: 5

Reports To
Human Resources Manager

Job Purpose
To provide customer service and clerical support to a Human Resources Section.

Description of Duties and Tasks

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

1. Assists internal and external customers by responding to inquiries and/or providing information.
2. Performs clerical duties including data entry, handling correspondence, maintaining files, and processing mail.
3. Composes and distributes correspondence and other written documents and/or reports.
4. Prepares and prints reports.
5. Gathers information and reviews for accuracy.
6. Assists the Supervisors/Faculty with hiring process and procedures and provide information to internal customers.
7. Depending on the HR Section, may create, post, and advertise job vacancies.
8. Depending on the HR Section, may prepare handouts for new hire orientation and assist in presenting orientation.
9. Depending on the HR Section, may prepare job files for retention purposes and track employment paperwork.
10. Depending on the HR Section, may create and distribute college-wide Employee Photo Identification Cards.
11. Depending on the HR Section, may audit job files and conduct pre-employment position activities.
12. Depending on the HR Section, may process Unemployment Claims and assist with hearings.
13. Depending on the HR Section, may assist with the tracking and processing of faculty and staff qualifications for SACS.
14. Depending on the HR Section, may evaluate and prep confidential files for scanning and assist with document imaging and analysis of scanned records for clarity and accuracy.
15. May conduct New Employee Orientation.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Customer service principles and practices.
- Administrative support procedures, principles, and practices.
- Editing and proofreading techniques.
- Basic recruitment and employment processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Consistently maintaining work accuracy while working with ongoing deadlines.
- Providing excellent customer service to internal and external customers.
- Exhibiting professionalism and ethical behavior.
- Excellent telephone manner.
- Ability to multi-task.
- Demonstrated experience working with confidential data.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational skills, including exacting attention to detail and follow-through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.
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.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

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.
Assistant II, Administrative  
(ID: 21105)

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<th>Non-Exempt</th>
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<td>Assistant</td>
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Reports To

Director, Manager, Supervisor, or designee

Job Purpose

To provide office support.

Description of Duties and Tasks

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

1. Performs office duties in support of faculty, staff and/or student efforts, including word processing, data entry, maintaining files, processing mail, and duplication.
2. Gathers, compiles and enters data, producing routine reports and documents.
3. Produces handouts, fliers, newsletters, brochures, manuals, and other documents.
4. Answers the telephone, routes calls, or takes messages; responds to and/or directs inquiries in person or on the telephone.
5. May input budget figures, prepare requisitions, log and track expenditures, take payments, or issue invoices or bills.
6. Maintains tracking systems and logs.
7. Operates office equipment such as copiers and fax machines.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Office procedures and practices.
- Customer service techniques.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Entering data, maintaining files, and performing other clerical duties.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

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.
Assistant II, Executive  
(ID: 211007)

**FLSA Status:** Exempt  
**Band:** Professional  
**Level:** 4

**Reports To**

President/CEO

**Job Purpose**

To provide executive level administrative support for College responsibilities of the Board of Trustees and the Office of the President.

**Description of Duties and Tasks**

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

1. Provides executive level support to the President and Board of Trustees by staffing the Board Office and assisting the President/CEO in preparing for meetings with Board Officers and public Board meetings.
2. Attends Board meetings to prepare for, coordinate, record and manage activities.
3. Coordinates and maintains the Board operating budget.
4. Posts board agendas at campus locations in the in-district taxing area.
5. Organizes and maintains schedules, calendars, and appointments including detailed arrangements for meetings and events, preparing agendas, minutes and support materials; making meeting space arrangements and coordinating resources; and follow-up items as directed.
6. Establishes and maintains files, records, logs, and other tracking systems for a variety of information, projects and events. Responsible for operating processes such as recordkeeping systems, forms control, and budgetary requirements to create new systems or procedures.
7. Performs complex computer activities including word processing, data processing, web site updates, scheduling processes, and visual and graphic presentations.
8. May manages and implement special projects including researching and analyzing information and data; interpreting and applying policies and procedures.
9. May assign and oversee the work of other employees.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Records retention, preservation, and recording.
- Office management processes and procedures.
- College operations and organization, policies, and procedures.
- Understanding of Open Records/Open Meetings Act and Roberts Rules of Order.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule including evenings and weekends.
- Effective interpersonal communications skills.
- Effective organizational and planning skills.
- Effective writing skills (English usage, grammar, spelling, punctuation, and vocabulary).
- Exercising independent judgment including interpreting and applying rules, regulations, policies, and procedures.
- Compiling and organizing complex material, summarizing discussions and actions taken in report form.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Five years related work experience.
Education

Associate Degree.

Special Requirements

Valid Texas Driver's License and reliable transportation need for local Austin area travel.

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.
Assistant II, Human Resources
(ID: 130500)

FLSA Status: Non-Exempt
Band: Assistant
Level: 7

Reports To

VP, Human Resources or HR Manager

Job Purpose

To provide high level, skilled support, performing complex operations, program and event planning, and other administrative support services.

Description of Duties and Tasks

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

1. Assists internal and/or external customers by responding to inquiries and/or providing information.
2. Gathers information and reviews data for accuracy.
3. Conducts research and analysis for projects.
4. Prepares and prints reports.
5. Assists with implementation of programs.
6. Assists with coordination of the implementation of new processes.
7. Creates complex computer tracking processes.
8. May plan, coordinate, and oversee programs and events.
9. May verify and process non-faculty new hire information; process CE instructor salary payments; process Personnel Authorization forms and Unemployment Claims; and verify and process employee demographic information.
10. May assist with staff training on processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Administrative procedures, principles, and practices.
• Customer service principles and practices.
• Organizing and planning practices.
• Processing and verification of new employee information, database maintenance, and/or payroll principles and processes, as needed.
• Event planning.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Entering data, maintaining files, and performing other clerical duties with exacting accuracy.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.
• Ability to create and make basic presentations.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
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.
Assistant III, Administrative
(ID: 21104)

FLSA Status: Non-Exempt
Band: Assistant
Level: 5

Reports To
Dean, Director, Department Chair, Manager, Supervisor, or Campus Dean

Job Purpose
To provide clerical and administrative support.

Description of Duties and Tasks

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

1. Performs administrative duties for a department 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 e-mail, arranging conference calls, and maintaining or coordinating the supervisor's schedule.
2. Communicates program information and assists students
3. Performs clerical duties including correspondence, ordering supplies and equipment, maintaining files, processing mail, and duplication.
4. Gathers, compiles and enters data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems.
5. Designs and produces handouts, fliers, newsletters, brochures, manuals or other documents; may maintain or update web pages.
6. Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from students, employees and the public.
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. May input budget figures, prepare requisitions, maintain budget sheets; log and track expenditures or take payments, or assist in departmental procurement processes.
9. May serve as a technical resource for computer hardware and software and other office equipment such as copiers and fax machines.
10. May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts and graphs and other projects.
11. Compiles and produces routine reports or documents.
12. May oversee the work flow of others, as appropriate.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Office procedures and practices.
- Customer service techniques.
- Basic bookkeeping procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Preparing and processing purchase orders.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications 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 working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Assistant, Accommodations
(ID: 12355)

FLSA Status: Non-Exempt
Band: Assistant
Level: 7

Reports To
Manager, Learning Lab

Job Purpose
To assist Learning Lab staff in providing effective tutoring accommodations and equal access to technology for students, faculty, and staff with disabilities.

Description of Duties and Tasks

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

1. Produce braille classroom materials and textbooks for OSD students across ACC district
2. Tutors students with disabilities in developmental courses, reading, writing, and study skills; operates assistive equipment and instructional software.
3. Assists Learning Lab Managers and computer support technicians to order, install, and maintain assistive software and equipment at all Learning Lab facilities and ACC facilities utilizing assistive technology; creates and maintains an inventory of Learning Lab assistive software and equipment.
4. Serves as a liaison for students, faculty, the Office of Students with Disabilities (OSD), and other relevant College offices to determine and provide appropriate tutoring accommodations for students with disabilities.
5. Keep up with latest assistive technology software and hardware to recommend new technology for all Learning Labs, OSD offices, and new campuses.
6. Trains OSD staff, lab personnel, faculty, and students, as needed or requested, on the use of assistive equipment and software; provides information and training to lab personnel on tutoring strategies for special needs students; partners with OSD and Interpreting Services to provide orientation to all new OSD students College-wide.
7. Conducts research on tutoring methodologies and assistive technology used to accommodate students with disabilities in the Learning Lab; recommends tutoring strategies to accommodate special needs of students.
8. Tracks data, composes reports, and provides feedback to relevant administrators, faculty, and OSD staff as requested on lab activity and usage related to students with disabilities.
9. Maintains the Disability Services area of the Learning Lab web page with up-to-date information, schedules, directories, and procedures.
10. Visit campuses to keep a basic inventory of all learning lab assistive technology devices and software district wide.
11. Create reports and statistics for Administration Managers and document procedures.
12. Maintain and upgrade Assistive Technology located at all Learning Labs and OSD offices.
13. Create study skill guides for students with disabilities in the learning labs.
14. Edit publisher files for usability and accessibility for students.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Processes for tutoring students with disabilities.
- Tutoring and accommodation strategies and techniques.
- Assistive technology and equipment.
- American Sign Language.
- Video phone operation and use.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively tutoring students with disabilities.
- Developing accommodation strategies for special needs of students with disabilities.
- Coordinating and maintaining assistive technology.
- Researching special needs tutoring methodologies.
- Make recommendations that impact the budget.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

One year related work experience.

Education

Bachelor's degree.

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.
Assistant, Admissions

(ID: 12107)

**FLSA Status:** Non-Exempt

**Band:** Assistant

**Level:** 4

**Reports To**

Supervisor, Admissions and Records.

**Job Purpose**

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

**Description of Duties and Tasks**

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

1. Provides customer service to prospective, current, and former students; assists students with registration issues and in requesting and distributing student transcripts; Answer incoming calls and respond to inquiries.

2. Performs various data entry and clerical duties in order to maintain accurate student records; prepares, receives, reviews, and maintains department records and/or documents; opens and distributes mail, files, and maintains office supplies as needed.

3. Responds to inquiries from students, departments, or general public by telephone, fax, e-mail, or in person regarding application status, admissions, records, or related department procedures; provides information as requested.

4. Maintains computerized student files by entering updates and/or deleting records as required.

5. Verifies enrollment and residency status following established guidelines; processes college identification cards.

6. Reviews and processes forms necessary to process changes such as reinstatements, withdrawals, schedule changes, and grade changes.

7. May participate and assists with College recruiting efforts.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices pertaining admissions and/or graduation procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- 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.
- Applying academic record policy and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

One year of related work experience.

Education

High School diploma or educational equivalent.
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.
Assistant, AE Admissions
(ID: 205010)

FLSA Status: Non-Exempt
Band: Assistant
Level: 4

Reports To
Executive Director, Adult Education

Job Purpose
Responsible for providing direct service to prospective and current students, staff and faculty and for accurately entering and maintaining Adult Education (AE) student information in system database.

Description of Duties and Tasks

(Optional duties and responsibilities include the following. Other duties may be assigned):

1. Provides direct student services to prospective, current and former students.
2. Performs office and clerical duties in support of faculty, staff and/or student efforts.
3. Responds to and/or directs inquiries in person, on the phone or via email regarding admissions and records matters.
4. Prepares, receives, reviews and maintains departmental records and/or documents.
5. Inputs/retrieves departmental data, makes inquiries via administrative software applications and provides departmental reports based on the data review and analysis.
6. Distributes items as needed.
7. Processes student information changes via administrative software applications, such as student registrations, class rolls, grade rolls, course challenges and reinstatements.
8. Verifies and researches data on registration issues and refund requests.
9. Performs clerical duties including correspondence, ordering supplies and equipment, maintaining files, processing mail, and duplication.
10. Performs administrative duties for the department 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.
11. Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from students, employees and the public.
12. May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts, graphs and other projects.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Office procedures and practices.
- Basic accounting and bookkeeping procedures.
- Customer service techniques.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Understanding and following instructions precisely.
- Interacting effectively with diverse groups of people.
- Exercising tact and discretion.
- Maintaining and established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including 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 working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.
Work Experience

One year of related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Bilingual preferred.

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.
Assistant, CE Admissions
(ID: 20354)

FLSA Status: Non-Exempt
Band: Assistant
Level: 4

Reports To
Director, Community Programs

Job Purpose
Responsible for providing direct service to prospective and current students, staff and faculty and for accurately entering and maintaining Continuing Education student information in system database.

Description of Duties and Tasks

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

1. Provides direct student services to prospective, current and former students.
2. Performs office and clerical duties in support of faculty, staff and/or student efforts.
3. Responds to and/or directs inquiries in person, on the phone or via email regarding admissions and records matters.
4. Prepares, receives, reviews and maintains departmental records and/or documents.
5. Inputs/retrieves departmental data, makes inquiries via administrative software applications and provides departmental reports based on the data review and analysis.
6. Distributes items as needed.
7. Processes student information changes via administrative software applications, such as student registrations, class rolls, grade rolls, course challenges and reinstatements.
8. Verifies and researches data on registration issues and refund requests.
9. Performs clerical duties including correspondence, ordering supplies and equipment, maintaining files, processing mail, and duplication.
10. Performs administrative duties for the department 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.
11. Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from students, employees and the public.
12. May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts, graphs and other projects.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Office procedures and practices.
- Basic accounting and bookkeeping procedures.
- Customer service techniques.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Understanding and following instructions precisely.
- Interacting effectively with diverse groups of people.
- Exercising tact and discretion.
- Maintaining and established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including 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 working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.
Work Experience

One year of related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Bilingual preferred.

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.
Assistant, CE Program
(ID: 20306)

FLSA Status: Non-Exempt
Band: Assistant
Level: 4

Reports To
Executive Director, CE Customized Training

Job Purpose
To provide clerical and administrative support to the Customized Training program.

Description of Duties and Tasks

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

1. Performs CT program/class support responsibilities, including registration for customized training students, organizing instructional materials and/or AV equipment, facilitate transfer of instructional materials to instructors, and track all CT program elements to be delivered in a timely manner.
2. Performs administrative duties for the department in support of staff, faculty, and/or student efforts, which may include examining and answering correspondence, processing and prioritizing office communications, processing mail, answering the telephone and email, arranging conference calls, and maintaining and/or coordinating the account executives' and supervisor's schedules.
3. Performs clerical duties including correspondence, ordering supplies and equipment, maintaining files, processing mail, and duplication.
4. Gathers, compiles and enters data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems. Compiles and produces routine reports or documents.
5. Designs and produces sales materials, handouts, fliers, newsletters, brochures, manuals or other documents; may maintain or update web pages.
6. Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from students, employees and the public.
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. May input budget figures, prepare requisitions, maintain budget sheets; log and track expenditures or take payments, or issue invoices or bills for a department.
9. May serve as a technical resource for computer hardware and software and other office equipment such as copiers and fax machines.
10. May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts and graphs and other projects.
11. May review the work of office personnel.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Office procedures and practices.
- Basic accounting and bookkeeping procedures.
- Customer service techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Entering data, maintaining files, and performing other clerical duties.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Assistant, CE Program

(ID: 20306)

FLSA Status: Non-Exempt
Band: Assistant
Level: 4

Reports To
Executive Director, CE Customized Training

Job Purpose
To provide clerical and administrative support to the Customized Training program.

Description of Duties and Tasks

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

1. Performs CT program/class support responsibilities, including registration for customized training students, organizing instructional materials and/or AV equipment, facilitate transfer of instructional materials to instructors, and track all CT program elements to be delivered in a timely manner.
2. Performs administrative duties for the department in support of staff, faculty, and/or student efforts, which may include examining and answering correspondence, processing and prioritizing office communications, processing mail, answering the telephone and email, arranging conference calls, and maintaining and/or coordinating the account executives" and supervisor"s schedules.
3. Performs clerical duties including correspondence, ordering supplies and equipment, maintaining files, processing mail, and duplication.
4. Gathers, compiles and enters data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems. Compiles and produces routine reports or documents.
5. Designs and produces sales materials, handouts, fliers, newsletters, brochures, manuals or other documents; may maintain or update web pages.
6. Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from students, employees and the public.
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. May input budget figures, prepare requisitions, maintain budget sheets; log and track expenditures or take payments, or issue invoices or bills for a department.
9. May serve as a technical resource for computer hardware and software and other office equipment such as copiers and fax machines.
10. May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts and graphs and other projects.
11. May review the work of office personnel.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Office procedures and practices.
- Basic accounting and bookkeeping procedures.
- Customer service techniques.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Entering data, maintaining files, and performing other clerical duties.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Assistant, Child Care  
(ID: 20103)

FLSA Status: Non-Exempt  
Band: Assistant  
Level: 2

Reports To
Manager, Child Care

Job Purpose
To provide lab and/or classroom support services to children, students, and faculty. Performs the duties of Assistant Teacher at the Children’s Lab School.

Description of Duties and Tasks

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

1. Observes, enhances, guides and supervises children’s daily activities and interactions; provides daily basic care and teaches self-help skills.
2. Conducts indoor and outdoor safety checks, removes any hazardous objects or materials; sanitizes all surfaces, toys, and equipment.
3. Assists in overseeing and giving feedback to lab students, hourly work-study students and volunteers in the classroom.
4. Assists teacher in planning and implementing daily learning activities and projects; offers ideas for future learning experiences and makes adjustments to enhance learning.
5. Collects data on children’s development growth.
6. Communicates with parents to share and exchange information relating to the child. Fills out daily activity charts, posts notes, or reminders, and answers parent’s questions; participates in home visits.
7. Takes on the responsibilities of the teacher for the classroom in his/her absence.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices of child development and early childhood education.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, which may include evening shifts.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Providing early childhood care and education.
- Assessing safety of situations.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Required to successfully complete state and FBI criminal background checks, completion of OSHA blood borne pathogen training, and health assessment and TB test prior to employment.
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.
Assistant, Contracts  
(ID: 16362)

FLSA Status: Non-Exempt  
Band: Assistant  
Level: 7

Reports To
Manager, Purchasing

Job Purpose
To provide assistance to the contract process for all goods and services at ACC, including contract amendments, renewals and compliance. To assist the Buyers; process requisitions and ensure compliance with purchasing guidelines.

Description of Duties and Tasks

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

1. Assists with the College's contracts process, monitors the vendors' and users' compliance, and serves as the primary point of contact to contracts.
2. Provides customer service assistance to budget authorities and end-users within and outside ACC; follows up with vendors regarding all outstanding purchase orders and contracts.
3. Provides system administration and maintenance of the College contract tracking and management system; ensures system accuracy.
4. Responsible for the editing, updating, review and administration of contracts; monitors contracts ending dates and provides scheduled reports and Ad Hoc reports.
5. Conducts Internet research for Buyers to determine sources of supply prior to major purchases and/or award of contracts.
6. Sends out requests for quotes and determines best value offered by vendors in relation to small dollar purchases following purchasing guidelines.
7. Receives and investigates complaints and inquiries pertaining to annual contracts, agreements, and purchase orders; reviews documentation and prepares responses and recommendations.
8. Distributes mail, contracts, and purchase orders for the Purchasing Department and the vendors; assists in expediting payments to vendors in coordination with Accounts Payable.
9. Provides administrative assistance in relation to bids and requests for proposals that will result in awarded contracts.
10. Ensures contract compliance with purchasing policies, procedures, and guidelines.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Purchasing terminology and processes.
- Invoices, requisitions, and purchase orders.
- Contract tracking and management systems.
- Compliance requirements for contracts.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Preparing and processing purchase orders.
- Maintaining an established work schedule.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing customer service to budget authorities and end users.
- Maintaining contract data and information systems.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

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.
Assistant, Distance Learning
(ID: 180501)

FLSA Status: Non-Exempt
Band: Assistant
Level: 5

Reports To
Director, Distance Learning

Job Purpose
To provide program assistance and support to Distance Learning.

Description of Duties and Tasks

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

1. Performs administrative duties for a department 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 e-mail, arranging conference calls, and maintaining or coordinating the supervisor's schedule.
2. Performs clerical duties including correspondence, ordering supplies and equipment, maintaining files, processing mail, and duplication.
3. Gathers, compiles and enters data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems.
4. Designs and produces handouts, fliers, newsletters, brochures, manuals or other documents; may maintain or update web pages.
5. Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from students, employees and the public.
6. 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.
7. May input budget figures, prepare requisitions, maintain budget sheets; log and track expenditures or take payments, or assist in departmental procurement processes.
8. May serve as a technical resource for computer hardware and software and other office equipment such as copiers and fax machines.
9. May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts and graphs and other projects.
10. Compiles and produces routine reports or documents.
11. May oversee the work flow of others, as appropriate.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Office procedures and practices.
- Customer service techniques.
- Basic bookkeeping procedures.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications 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 working relationships

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

**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.
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Assistant, Early College High School
(ID: 206505)

FLSA Status: Non-Exempt
Band: Assistant
Level: 7

Reports To
Executive Director, ECHS

Job Purpose
To assist in providing technical and clerical support in the administration of enrollment services for the Early College High School Program (ECHS).

Description of Duties and Tasks

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

1. Performs general clerical activities and provides support in relation to Early College High School Program services.
2. Coordinates departmental activities.
3. Performs office 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.
4. Gathers and compiles data, producing specialized reports and documents. Maintains files, records, logs, and other tracking systems.
5. Performs complex computer activities including word processing, data collection, and analysis of information, scheduling processes, and creating visual and graphic presentations; may update websites.
6. Maintains computerized student files, applications, and documentation; verifies, adds, deletes, and corrects student records.
7. Provides assistance and information to students, general public, and departments regarding program services.
8. Assists students in completing online applications and forms, and collects materials.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Records retention, preservation, and recording.
- Principals and practices pertaining to admissions procedures.
- Office management processes and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using organizational and planning skills, compiling and organizing complex material, 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.
- Maintaining an established work schedule. May work occasional evenings and/or weekends.
- Effectively using interpersonal and communications skills, including using tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Assistant, Grounds Equipment Maintenance
(ID: 161000)

FLSA Status: Non-Exempt
Band: Assistant
Level: 4

Reports To
Supervisor, Grounds

Job Purpose
To repair and maintain grounds equipment and plan and implement a preventative maintenance schedule.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Implements a preventative maintenance program for all grounds equipment; performs preventative maintenance by changing oil, lubricating, replacing worn parts, and adjusting equipment.
2. Maintains inventory of belts, blades, and other parts; maintains records on repairs and repairs broken or damaged equipment; requisitions replacement parts.
3. Maintains tool room and all tools and equipment repair manuals needed to perform mechanic work on equipment.
4. Demonstrates to grounds staff proper starting and operational methods for each piece of grounds equipment.
5. Orders parts from suppliers and picks up and delivers equipment to shop for repairs.
6. Makes site visits to campus locations to repair, exchange, or pick up broken or damaged equipment.
7. Complies with all applicable health and safety regulations, policies, and established work practices.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Repair and maintenance of grounds/labor equipment.
- Common hand and power tools used in trade.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Repairing and maintaining grounds equipment.
- Effectively communicating in a concise and effective manner.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.
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.
**Assistant, Lab**  
*(ID: 233502)*

| FLSA Status: Non-Exempt | Band: Technician | Level: 1 |

**Reports To**

Department Chair, Supervisor, or designee

**Job Purpose**

To maintain a clean, safe, and orderly lab and/or technical classroom environment and assist faculty and students.

**Description of Duties and Tasks**

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

1. Performs clerical duties including operating a computer, maintaining records and files, and compiling data and reports as required.
2. Maintains an inventory of supplies and materials.
3. Initiates purchase requisitions, and monitors expenditures; may prepare cost estimates for budget recommendation, and/or submit justifications and request for capital outlay items.
4. Operates, installs, and maintains equipment.
5. May set up, configure and/or calibrate new equipment; may perform routine maintenance and repair.
6. May assist students, or monitor and assist students, faculty, and staff in the use of equipment or facilities.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Office administration and bookkeeping principles and practices.
- Knowledge of specialized discipline depending on the area of assignment.
- Safety principles and practices as it applies to area of assignment.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using organizational and planning skills.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Understanding and following instructions precisely.
- Handling lab materials precisely and accurately.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use related laboratory software applications.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 1

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Assistant, Lead Continuing Education Admissions
(ID: 203502)

FLSA Status: Non-Exempt
Band: Assistant
Level: 5

Reports To
Director, Community Programs

Job Purpose
Responsible for providing direct service to prospective and current Continuing Education (CE) students, staff and faculty, and coordinating CE registration coverage at various campus locations.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Provides direct student services to prospective, current and former students.
2. Monitors and coordinates CE employee coverage for registration functions at Round Rock campus and Highland Business Center locations.
3. Performs office and clerical duties in support of faculty, staff and/or student efforts.
4. Responds to and/or directs inquiries in person, on the phone or via email regarding admissions and records matters.
5. Prepares, receives, reviews and maintains departmental records and/or documents.
6. Inputs/retrieves departmental data, makes inquiries via administrative software applications and provides departmental reports based on the data review and analysis.
7. Distributes items as needed.
8. Processes student information changes via administrative software applications, such as student registrations, class rolls, grade rolls, course challenges and reinstatements.
9. Verifies and researches data on registration issues and refund requests.
10. Performs clerical duties including correspondence, ordering supplies and equipment, maintaining files, processing mail, and duplication.
11. Performs administrative duties for the department 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.
12. Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from students, employees and the public.
13. May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts, graphs and other projects.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Office procedures and practices.
- Basic accounting and bookkeeping procedures.
- Customer service techniques.
- Scheduling employee coverages at multiple locations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding and following instructions precisely.
- Interacting effectively with diverse groups of people.
- Exercising tact and discretion.
- Maintaining and established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including 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 working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.
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.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Bilingual in English and Spanish preferred.

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.
Assistant, Library  
(ID: 182503)

| FLSA Status: Non-Exempt  
| Band: Assistant  
| Level: 2 |

**Reports To**

Head Librarian

**Job Purpose**

Assist patrons and perform all circulation desk functions and other procedures in a highly automated, dynamic and diverse, customer service and teamwork-oriented environment.

**Description of Duties and Tasks**

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

1. Performs library services and procedures including checking-in, checking-out, sorting and shelving items, checking book drops, logging-on computers, and opening/closing library.
2. Assists patrons with directional questions, equipment use, and updating patron information. Reconciles money collected from library fines and fees.
3. Updates and maintains patron, periodicals and reserves records.
4. Performs stack maintenance such as shelving, shelf reading, shifting and inventory.
5. Processes and maintains one or more of the following: reserve materials and files, periodicals, the fines and fees process, records daily library statistics, and others such as minor edits and status changes to library records.
6. Monitors and troubleshoots problems with copiers, printers, and the security system.
7. Assists the Head Librarian in promoting and implementing library safety and security in coordination with the Senior Library Assistant.
8. May assist with inventories, maintains circulation desk supplies. Picks up, sorts and delivers mail. Participates in special projects as needed.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Library operations in a higher education environment.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining effective time management practices, including an established work schedule, possible weekend and evening hours, and/or work at multiple campus locations.
- Using effective oral and written interpersonal and workplace communication skills.
- Using effective organizational and planning skills with attention to detail and procedures or standards, and task completion, in an individual or group setting.
- Providing superior customer service.
- Applying problem solving skills.
- Maintaining confidentiality of patron information and work-related information and materials in compliance with ACC policies and Instructional Resources & Technology/Library Services (IRT/LS) guidelines as well as federal and national standards.
- Establishing and maintaining effective work relationships.
- Adapting effectively in a multi-tasking, dynamic, and evolving work environment.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated library systems within a web-based environment.

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.

Work Experience

One year related work experience.
Education

Associate degree.

Special Requirements

Knowledge of library services and operations especially in a community college setting preferred.

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.
Assistant, Marketing
(ID: 102029)

FLSA Status: Non-Exempt
Band: Assistant
Level: 7

Reports To
Executive Director, Public Information & College Marketing

Job Purpose
To provide assistance in purchasing media space and time, provide advertising accounting and clerical support, and assist with marketing projects as needed for the Public Information and College Marketing Department.

Description of Duties and Tasks

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

1. Assists with administrative and project management tasks including monthly activity reports, project tracking, and advertising plans with a focus on ad trafficking and invoicing.
2. Assists the marketing team in reviewing, considering, and developing media opportunities; sets up and purchases a variety of media for assigned campaigns; tracks and optimizes campaigns.
3. Assists in maintaining media budgets and billing.
4. Helps to execute media plans in assigned markets within established budgets; buys media space and air time to reach target demographics.
5. Documents all negotiations, make goods, and credits.
6. Assists, as needed, with negotiating rates, special placements, and added value, by medium, for all markets.
7. Assists in preparing television, radio, outdoor, digital, and print media buys.
8. Maintains all media buys and post-buy reports including make goods.
9. Monitors buys in progress by spot checking placement and negotiating credit or billing adjustments when necessary.
14. Maintains accurate advertising vendor information, including mechanical specs, rate changes, sales rep contact information, and deadlines.
15. Collects advertising and vendor performance reports; compiles data for monthly reviews.
16. Serves as backup contact/liaison to vendors in Advertising and Licensing Coordinator's absence.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working knowledge of accounting, basic business, and bookkeeping principles.
- Basic advertising terminology.
- Office procedures and practices.
- Customer service techniques.
- Strong mathematical abilities.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Possessing strong interpersonal and communication skills, including tact and diplomacy.
- Maintaining an established work schedule.
- Effectively using exceptional organizational skills with exacting attention to detail and consistent follow-through.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.
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.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

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.
Assistant, Payroll  
(ID: 167501)

FLSA Status: Non-Exempt  
Band: Assistant  
Level: 4

Reports To
Manager, Payroll

Job Purpose
To provide payroll processing and editing services.

Description of Duties and Tasks

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

1. Processes and edits payroll runs.
2. Processes and tests direct deposit accounts.
3. Ensures special payments are included in payroll runs as needed.
4. Responds to inquiries, conducts payroll research, provides information.
5. Composes and distributes applicant correspondence and other written documents and/or reports.
6. Updates / clears tax information.
7. Gathers information and reviews for accuracy.
8. Creates the vouchers for child support and emails them to Accounting Department to complete the payment process.
9. Supports the process of void/lost checks.
10. Supports the supplemental check request process.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Customer service principles and practices.
- Editing and proofreading techniques.
- Payroll processing and editing procedures, principles, and practices.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Consistently maintaining work accuracy while working with ongoing deadlines.
- Providing excellent customer service to internal and external customers.
- Exhibiting professionalism and ethical behavior.
- Excellent telephone manner.
- Ability to multi-task.
- Demonstrated experience working with confidential data.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational skills, including exacting attention to detail and follow-through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.
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.
Assistant, Program
(ID: 230511)

FLSA Status: Non-Exempt
Band: Assistant
Level: 5

Reports To
Department Chair

Job Purpose
To provide program assistance and support to an academic program.

Description of Duties and Tasks

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

1. Performs program support responsibilities, which may include assisting students with information and registration support for classes, coordinating printing and organizing of materials and/or AV equipment, facilitating the transfer of information to students, etc.
2. Performs administrative duties for the department in support of staff, faculty, and/or student efforts, which may include examining and answering correspondence, processing and prioritizing office communications, processing mail, answering the telephone and email, arranging conference calls, and maintaining and/or coordinating schedules.
3. Performs clerical duties including correspondence, ordering supplies and equipment, maintaining files, processing mail, and duplication.
4. Gathers, compiles and enters data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems. Compiles and produces routine reports or documents.
5. Assists the department chair with departmental assignments and reports.
6. May assist with student information sessions.
7. May input budget figures, prepare requisitions, purchase supplies, perform inventory audits, and maintain budget sheets.
8. May be assigned responsibility for special projects such as scheduling rooms, compiling information packets, creating spreadsheets, charts and graphs and other projects.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Office procedures and practices.
- Basic accounting and bookkeeping procedures.
- Customer service techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Entering data, maintaining files, and performing other clerical duties.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.
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.
Assistant, Purchasing  
(ID: 16354)

**FLSA Status:** Non-Exempt  
**Band:** Assistant  
**Level:** 5

**Reports To**
Manager, Purchasing

**Job Purpose**
To provide assistance to Buyers; process requisitions and ensure compliance with purchasing guidelines.

**Description of Duties and Tasks**

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

1. Provides customer service assistance to budget authorities and end-users within and outside ACC; follows up with vendors regarding all outstanding purchase orders including inquiries for items or invoices not received by departments or Accounts Payable Department.
2. Places and releases Office Depot orders.
3. Provides system administration for online ordering system including processing and releasing orders, user set up and approval, and maintenance.
4. Maintains various databases for recording items received, price changes, and purchase order changes; updates vendor database for e-vendor processes.
5. Conducts Internet research for Buyers to determine sources of supply prior to major purchases and/or award of contracts.
6. Sends out requests for quotes and determines best value offered by vendors in relation to small dollar purchases.
7. Files and maintains purchase orders, blanket orders, and vendor applications.
8. Distributes mail, requisitions, and purchase orders to the Purchasing Department and the Accounts Payable Department; assists in expediting payments to vendors in coordination with Accounts Payable.
9. Provides administrative assistance in relation to bids and requests for proposals as required.
10. Ensures compliance with purchasing policies, procedures, and guidelines.
11. Assists Buyers with requisitions and processes purchase orders; logs requisitions and makes small purchases.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Purchasing terminology and processes.
- Invoices, requisitions, and purchase orders.
- Vendor databases.
- Online ordering systems.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accepting, receiving, and/or collecting payments.
- Preparing and/or processing purchase orders.
- Accountable for inventory/property management.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing customer service to budget authorities and end users.
- Conducting Internet research.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.
Education

High School diploma or educational equivalent.

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.
Assistant, Senior Administrative  
(ID: 21103)

FLSA Status: Non-Exempt  
Band: Assistant  
Level: 8

Reports To

Academic Dean, Executive Dean, Student Services Dean, or Executive Director

Job Purpose

To provide advanced clerical and administrative support.

Description of Duties and Tasks

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

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 e-mail, arranging conference calls, and maintaining or coordinating the supervisor's schedule.
4. Gathers and compiles data, producing 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, and analysis of information, scheduling processes, and creating visual and graphic presentations; may update websites.
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**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- 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**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- 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, 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

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.
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.

Work Experience

Three years related work experience.

Education

Associate degree.

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.
Assistant, Senior Admissions  
(ID: 12106)

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<tr>
<th>FLSA Status: Non-Exempt</th>
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<td>Level: 5</td>
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Reports To

Registrar

Job Purpose

To evaluate student documents from other institutions for the purpose of establishing eligibility for enrollment, transferability of college credit, graduation or verify TSI status.

Description of Duties and Tasks

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

1. Researches and analyzes course descriptions and transfer of credit policies to determine transfer of credit eligibility; performs data entry and record retrieval from mainframe using transcripts, Advanced Placement and College Level Exam Placement score reports and military transcripts.
2. Evaluates and awards credit for foreign and domestic College level transfer work, Advanced Placement and College Level Exam Placement score reports and military work.
3. Cross-trains within unit and other Admissions & Records units to fulfill office duties and ensure efficient operations; answers the telephone and responds to inquiries; prints and mails documents, maintains filing, creates, or updates documents.
4. Maintains computerized student files, applications and credentials; runs queries; verifies, adds, deletes, and corrects student records.
5. Provides assistance and information to students, general public, and departments regarding transferability of courses.
6. Interprets department policies; recommends changes to policies and/or procedures; writes and updates procedures, training materials, and presentations.
7. Participates in graduation ceremony as assigned; prepares materials and locations, assists students in completing online application and forms, and collects materials.
8. Attend various work-related training workshops necessary to strengthen our skill set and stay informed on best practices in higher education.
9. Interprets department policies, recommends changes to policies and/or procedures, writes and updates procedures, training materials, and presentations.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices pertaining to admissions and graduation procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- 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.
- Applying academic record policy and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

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.
Assistant, Senior Lab  
(ID: 233501)

**FLSA Status:** Non-Exempt  
**Band:** Technician  
**Level:** 2

**Reports To**

Department Chair, Supervisor, or designee

**Job Purpose**

To provide lab and/or technical classroom support services to faculty and staff.

**Description of Duties and Tasks**

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

1. Ensures safe laboratory conditions including safe and secure handling and storage of supplies and equipment. May recommend, implement, and maintain safety standards and departmental policies and procedures to comply with federal, state, and local hazardous materials, health and safety, hazardous waste regulations, and other applicable regulations.
2. Organizes, plans, and prioritizes laboratory activities for designated area.
3. May assist students in use of lab equipment and facilities.
4. Performs clerical duties including operating a computer, maintaining records and files, and compiling data and reports as required.
5. Maintains an inventory of supplies and materials.
6. Initiates purchase requisitions, controls expenditures, prepares cost estimates for budget recommendation; submits justifications and requests for capital outlay items; may prepare specifications and analyze bids for purchases.
7. Operates, installs, maintains, and trouble-shoots equipment; sets up, configures, and calibrates new equipment. Performs routine maintenance and repair.
8. Collects data, records, and other information and submits reports as required.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of specialized discipline depending on the area of assignment.
- Hazardous material/waste handling and disposal.
- Laboratory safety practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Understanding and following instructions precisely.
- Handling lab materials precisely and accurately.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use related laboratory software applications.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 1

Work Experience

Two years related work experience.
Education

High School diploma or educational equivalent.

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.
Assistant, Senior Library
(ID: 182501)

FLSA Status: Non-Exempt
Band: Assistant
Level: 4

Reports To
Head Librarian

Job Purpose
Coordinate circulation services at the library, including circulation desk services, staffing, bookkeeping and training; assist patrons, report/collect usage statistics, and stack and collection maintenance in a highly automated, dynamic and diverse, customer service and teamwork-oriented environment.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Assists patrons with directional questions, equipment use, and updating patron information.
2. Oversees and/or performs delivery of the following roles: periodical collection, reserve collection, special collections, circulation projects, stack maintenance and technology.
3. Assures that circulation task completion meets ACC policies and Instructional Resources & Technology/Library Services (IRT/LS) guidelines by reviewing for accuracy and timely completion. Also assures that workflow meets LS, ACC, and federal standards for maintaining confidentiality of patron information.
4. Compiles and maintains library statistics, such as equipment use, gate count, inventories, repair and service records.
5. Coordinates a team environment to ensure quality customer service to students, faculty and staff.
6. Coordinates and oversees the work of circulation staff including determining priorities, scheduling, assigning, training, and overseeing the completion of work.
7. Reconciles money collected from library fines and fees, creates invoices in college system(s) and submits deposits to Cashier's Office.
8. Opens and/or closes the library.
9. Monitors maintenance needs and notifies appropriate staff for facilities and/or technical problems.
10. Tracks and troubleshoots issues with library equipment; including computers/laptops, printers, copiers, security gate, and other equipment.
11. Assists the Head Librarian in promoting and implementing library safety and security.
12. Facilitates circulation services training of full time, part time, hourly, work study and other library employees.
13. In the absence of library manager assists patrons as needed by contacting other ACC libraries.
14. Establishes and/or revises work methods, forms, processes or procedures to improve workplace efficiency in both individual and group settings.
15. Serves on IRT/LS or ACC teams, committees, or group work projects.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices of library operations.
- Library proprietary software.
- Current technology practices.
- Office productivity.
- Knowledge of ACC Library Services Policy and Procedures Manual, inter-library loan policies and processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining effective time management practices, including an established work schedule, possible weekend and evening hours, and/or work at multiple campus locations.
- Using effective oral and written interpersonal and workplace communication skills.
- Coordinating, delegating, and overseeing the work of others.
- Using effective organizational and planning skills with attention to detail, procedures or standards, and task completion, in an individual or group setting.
- Providing superior customer service.
- Researching and locating work-related information and materials in diverse print, web, wiki, and vendor specific/proprietary software environments.
- Training other library employees (paraprofessional and faculty).
- Creating circulation desk employee schedules.
- Problem solving and reporting skills in a variety of settings such as public service desk, individual, or group work settings.
- Interpreting and applying guidelines and instructions in order to resolve workflow issues and patron concerns.
- Maintaining confidentiality of work-related information and materials.
• Establishing and maintaining effective work relationships.
• Handling money including collection of library fines, issuing of receipts, making deposits, and reconciling reports.
• Following and applying ACC, IRT/LS policies and procedures related to property and materials acquisition, movement, and disposal.
• Skill with various circulation equipment such as barcode scanners and material sensitizers/desensitizers.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use automated library systems within a web-based environment.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Assistant, Senior Testing
(ID: 12352)

FLSA Status: Non-Exempt
Band: Assistant
Level: 4

Reports To

Testing Center Supervisor

Job Purpose

To assist in the administration of the testing center program ensuring program integrity and that Testing Center policies and procedures are followed. Administers and grades exams.

Description of Duties and Tasks

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

1. Administers testing program by verifying candidates' identity and enrollment and directs to appropriate area; provides test instruction; distributes test materials; monitors area; collects test materials at end of testing period; grades and files completed exam; reports any scholastic dishonesty cases to Supervisor.
2. Depending on area of assignment, maintains database for statistical reports and may assist other testing centers with their database maintenance; updates central (ISD scoring) server each semester to input new data needed for new semester to score tests; installs ISD Scoring program in new computers and connects to central server.
3. Confirms testing instructions, materials allowed, deadline dates, and disposition of completed exams with Instructor; counts and reviews exams for proper format and advises instructors of needed corrections; records dates tests are received.
4. Responds to faculty and staff to ensure timely and accurate administration of exams; makes any changes to deadlines as requested.
5. Prepares test instrument by entering test into database, assigns tracking number; prepares color-coded exams in file folders for distribution; files in appropriate file cabinet.
6. Keys statistical data such as tests taken, mailed, or picked up and answer keys for scoring system.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accepted practices in test administration.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Consistently following testing procedures.
- Maintaining confidentiality of test materials and results.
- Accepting, receiving, and/or collecting payments.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Associate degree.
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.
Assistant, Student Financial Aid
(ID: 122503)

FLSA Status: Non-Exempt
Band: Assistant
Level: 6

Reports To
Associate Director, Financial Aid, Student Loan Coordinator, Financial Aid Specialist, or Designee.

Job Purpose
To assist in providing technical support in the administration of student financial aid services; assist in providing financial aid information and guidance to students.

Description of Duties and Tasks

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

1. Provides financial aid information to students regarding programs, application procedures, availability of funds, procedures for applying, and disbursement of funds.
2. Assists in reviewing student financial aid applications and determining eligibility based on federal and state regulations.
3. Applies federal and state regulations to all aspects of financial aid programs.
4. Responds to and/or directs student financial aid inquiries in person or via telephone.
5. Provides assistance with the College Work Study Program as required.
6. Provides assistance with activities pertaining to financial aid outreach programs.
7. Performs general clerical activities and provides support in relation to financial aid services.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Student financial aid processes and activities.
- Federal and state regulations pertaining to financial aid programs.
- Work study programs and financial aid outreach programs.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing information and guidance in relation to student financial aid programs.
- Reviewing financial aid applications and determining eligibility.
- Performing general clerical activities associated with financial aid services.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Determining individual benefit eligibility.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.

Education

Associate degree.

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.
Assistant, Student Services
(ID: 12153)

**FLSA Status:** Non-Exempt  
**Band:** Assistant  
**Level:** 4

**Reports To**
Dean of Student Services, Supervisor or designee

**Job Purpose**
To provide customer service assistance to students and prospective students.

**Description of Duties and Tasks**
*Essential duties and responsibilities include the following. Other duties may be assigned.*

1. Assists current and prospective students by providing information on the enrollment process, including admissions, financial aid, and assessment.
2. Responds to questions and inquiries in person, by telephone, or via e-mail.
3. Schedules appointments for assessments, new student orientations, and other services with advisors, counselors, and other staff.
4. Monitors and screens student records for status information including holds, academic standings, and exceeding course loads.
5. Enters data, maintains, and updates student information database.
6. Prepares, publicizes, and schedules students for workshops and orientations.
7. Maintains bulletin boards, brochure racks, and other information areas with transfer guides, career information, enrollment literature, and assessment study guides.
8. Provides clerical support for various programs and functions including College outreach and recruitment programs, advising, counseling, and assessment.

**Knowledge**
*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- College admissions requirements, programs, and courses.
- Customer service techniques and practices.
Skills

_Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed._

- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Performing clerical tasks.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

One year related work experience.

Education

Associate degree.

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.
Assistant, Testing  
(ID: 12353)

**FLSA Status:** Non-Exempt  
**Band:** Assistant  
**Level:** 2

**Reports To**

Testing Center Supervisor

**Job Purpose**

To assist in test administration maintaining the integrity of the testing process and exam site security.

**Description of Duties and Tasks**

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

1. Provides correct exam to student.
2. Verifies candidates' identity and enrollment and directs to appropriate area; provides test instruction; distributes test materials; monitors students as they test; collects test materials at end of testing period; grades and files completed exam.
3. Follows established Testing Center guidelines in working with students and faculty.
4. Files tests, answer keys, and student answer sheets.
5. Notifies Supervisor of testing security irregularities or unusual events during testing session. Interacts professionally and according to Testing Center guidelines in dealing with students cheating during test.
6. Responsible for security of test materials. Inventories condition of tests.
7. Maintains appropriate level of supplies by notifying Supervisor of supply requirements.
8. Enters incoming tests into computer system; uses ISD scoring system; enters data into database program; creates mail-out log in computer.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Basic office practices and procedures.
- Test administration.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Consistently following testing procedures.
- Maintaining confidentiality of test materials and results.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Six months related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

No ACC Testing Center employee can enroll in an ACC class that uses any ACC Testing Center. All ACC classes in which an ACC Testing Center employee is enrolled must be approved by the employee’s immediate supervisor.

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.
Assistant, Work Control

(ID: 16102)

**FLSA Status:** Non-Exempt
**Band:** Assistant
**Level:** 6

**Reports To**
Director, Building

**Job Purpose**
To provide administrative and technical support services for the College-wide work order system. Maintains the college fire, security and elevator contract.

**Description of Duties and Tasks**

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

1. Reviews approved work orders submitted through the work order system, tracks progress of requests, compiles data for reports, and trains users on work order system; Create work order status reports.
2. Dispatches personnel for emergency requests for fire and security alarms using established prioritization procedures to meet routine and emergency requests.
3. Dispatches personnel for non-emergency requests for fire alarms and security. Dispatches personnel for service requests on doors, windows, elevators, and plumbing.
4. Schedules and verifies annual inspections for fire alarms, sprinkler system, and fire hydrants district wide; tracks payment of contractor invoices.
5. Responds to inquiries by telephone, email, and in person.
6. Provides departmental support for special projects; orders parts, equipment, and office supplies; prepares invoices for payment.
7. Provides and creates work order status reports; creates queries for work orders, assets, etc., in the work order system.
8. Identifies, develops, and monitors the preventative maintenance program for college equipment and building systems in the work order system.
9. Designs, develops, and implements improvements to the computerized work order system; installs on users computers and trains new users on the work order system.
10. Maintain the department website.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Functions in a building and grounds department.
- Contract policies and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Prepare and/or process purchase orders.
- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Learning and using a computerized work order system.
- Following and effectively communicating verbal and written instructions.
- Communicating in a concise and effective manner.
- Determining priorities and handling high-pressure situations.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software including with work order systems.

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.
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Associate Vice President, Academic Planning, Development, & Evaluation
(ID: 232500)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
EVP/Provost

Job Purpose

Provide leadership in academic planning, evaluation, and resource development across all levels of the academic affairs units of the College (Instruction and Student Affairs) and other direct report units in the Provost area to promote excellence in their divisions and high levels of student achievement across all programs and services. Foster collaboration with faculty, staff, and external communities to advance the institution through a focus on academic departmental, divisional, and administrative master planning, student assessment, and grants management and development as well as compliance with programmatic aspects of externally funded programs. Administer all aspects and provide leadership, guidance, and supervision to the college’s accreditation process and status.

Description of Duties and Tasks

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
2. Manages and supervises and evaluates staff with the office of Academic Planning, Development, and Evaluation.
3. Oversees the development and operation of schedules and calendars to carry out the functions of Academic Master Planning, Student Learning Assessment, and Evaluation for the Academic Affairs Division of the College.
4. Oversees, coordinates, and assists principle investigators, faculty, and staff with all phases of the grant development process; aligns Grant Development services with the needs of the College.
5. Serves as Liaison to the SACSCOC.
6. Supervises the development, update, and evaluation of the Academic Master Plan for the Division of Academic Affairs.
7. Administers a program of program evaluation to include distance learning and continuing education.
8. Chairs the Academic Master Planning Council for the evaluation and improvement of the Academic Planning Process.
9. Provides leadership for the conduct and management of grant development activities including initial research, creation of timelines, identification of resources, proposal and report writing, data collection and aggregation, College and agency review processes, and submission of grant proposals to potential funding agencies.
10. Hires, supervises, trains, and evaluates Grant Development staff.
11. Represents the College in negotiation of resulting grants, contracts, and agreements; collaborates with outside agencies and organizations for grant development and implementation; networks with internal and external grant stakeholders as well as other grant development professionals.
12. Manages a program of training and development in the areas of Academic Master Planning, Program Evaluation, Student Learning Assessment, Accreditation and SACSOC requirements for College wide audience.
13. Provides leadership and administration for the division of Academic Planning, Development, & Evaluation in the office of the Provost/Executive Vice President for Academic Affairs.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of the community college philosophy and mission.
- Knowledge of college planning and evaluation systems and processes.
- Understanding of college regional accreditation.
- Grant development services.
- Grant standards and proposal guidelines.
- Potential funding sources.
- K-12 and post-secondary education issues.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Handling the demands and requirements of senior-level management in higher education.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Planning, prioritizing, and problem-solving.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Overseeing all phases of grant development.
- Identifying and recommending potential funding sources.
- Collaborating with outside agencies and organizations in relation to grant development and implementation.
- Developing procedures to assist in grant proposal writing and submission.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.
Safety

Provide resources for safe operation of units. Create and support workplace safety.
**Associate Vice President, College Access Programs**  
(ID: 22141)

**FLSA Status:** Exempt  
**Band:** Ungraded  
**Level:** 999

**Reports To**  
Provost/Executive Vice President

**Job Purpose**

Provides leadership in instruction and student services to ensure strategic planning, evaluation and resource allocation which enhances and sustains innovation, quality and high levels of student achievement across all student cohorts. Fosters collaboration with faculty, staff, students and external communities to advance the institution through focus on research, best practices, continuous improvement through commitment to an and practice of shared governance, Servant-Leadership and student success strategies. Provides leadership and coordination for College Access Programs (Developmental and Adult Education) to produce higher levels of student success.

**Description of Duties and Tasks**

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.

2. Provides leadership in developing a comprehensive strategic plan focused on improving student persistence and successful completion of college access courses and programs, transition of students into college credit courses and programs, and increasing equity of student success in all college level courses and programs.

3. Provides leadership and development support to Vice Presidents and Associate Vice President to create strong, integrated team focused on quality instruction and support services and on the effective delivery of the daily operations of instruction and student support.

4. Responsible for fostering and supporting innovation and continuous quality improvement by focusing on institutional performance research data, collaboration with faculty and staff, and creating/sustaining recognition and incentives which support an enhance student success.

5. Participates in decisions to integrate budget and other resources which align and support the teaching and learning functions at the College, and which enhance the success of all students.
6. Works with Institutional Research and Accountability staff, faculty and support staff, department chairs and deans to track student performance data across all cohorts of students (those who enter college-ready, new entering students, developmental education students, adult basic education students, and success across ethnicity/race, gender, age, etc.).

7. Provides leadership across organizational reporting structures to ensure that instruction and student success support services are well-aligned to support the strategic plan for increasing the success of developmental and adult education students. Participates in annual Master Plan review and goal-setting for instruction and student success support services.

8. Monitors local, state and national initiatives to improve student success in access programs, and provides leadership in the inculcation of best practices by facilitating faculty and support staff analysis and use of data to improve instruction and support services in access programs.

9. Convenes faculty, support staff, department chairs and deans to explore and address student access and success issues, and to facilitate the use of data for strategic planning to reduce barriers to student success.

10. Makes recommendations to the appropriate shared governance structures regarding policies and administrative rules to promote the success of all students.

11. Assists in promoting best practices for student success across the College.

Knowledge

**Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

- State and national initiatives related to entering students, developmental and adult basic education students and programs.
- Current and innovative research, best practices, and successful programs related to increasing the success of at-risk students.
- Current and innovative developments and research related to increasing student success.
- Current and innovative developments and research related to evaluation of programs.
- Development of curriculum and best practices in College Access Programs.

Skills

**Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Collecting, analyzing and interpreting complex data.
- Maintaining confidentiality of work related information and materials.
- Working with diverse populations, including faculty, staff, students, and community.
• Implementing innovative and creative solutions to achieve higher levels of student success in College Access Programs.
• Effective planning, research, and budgeting.
• Delivering effective presentations.

Technology Skills

• Demonstrated proficiency using standard office software applications.

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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master’s degree.

Special Requirements

Demonstrated success in expanding student access preferred.

Safety

Provide resources for safe operation of units. Provide financial and human resources to help eliminate identified safety hazards. Create and support a workplace safety culture by leadership and example.
Associate Vice President, Instructional Resources/Technology

(ID: 22105)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To

Vice President of Instruction

Job Purpose

Responsible for the planning and development of college-wide instructional resources and technology. The department of Instructional Resources and Technology includes Distance Learning, Instructional Computing and Technology Services, Instructional Development Services, and Library Services. The AVP provides leadership for planning, operating, funding and budget decisions relating to the college-wide use of instructional technology and library services.

Description of Duties and Tasks

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
2. Leads the strategic planning of college-wide instructional technology and resources.
3. Provides overall leadership in operations and coordinates activities of the units in the Office of Instructional Resources and Technology: Distance Learning (including video support services); Instructional Computing and Technology Services (computer, media and faculty resource centers, online course management, online instructional applications); Instructional Development Services (curriculum development, instructional design, web development, video production); Library Services (campus libraries, library extension services, technical services and automation).
4. Plans overall budget development of units and appraises annual performance.
5. Assists in the development of college-wide master and technology plans and, through the College-Wide Technology and Capital Outlay Committee (CWTCOC), leads the implementation of technology initiatives. Serves as Co-Chair of the College-Wide Technology and Capital Outlay Committee.
6. Provides leadership in the development and implementation of an integrated program of campus-based and college-wide online instructional technology services, including library services, which support the College's instructional programs.

7. Provides leadership in the development and implementation of instructional design, development and production services that support the use and integration of technology in instruction.

8. Oversees the development and delivery of training to support the distributed learning technologies of the College.

9. Promotes activities to develop and support distributed learning initiatives and technologies, including state and national initiatives (e.g. Virtual College of Texas).

10. Serves as Copyright Officer for the College and maintains the College’s copyright website.

11. Ensures appropriate safety training is completed, and compliance with all health and safety rules and processes.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use web-based applications, database management techniques, and educational software applications.

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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Associate Vice President, Student Success

(ID: 22106)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President of Student Support and Success Systems

Job Purpose

Responsible for developing, implementing, and evaluating ACC’s student recruitment and retention strategies with an emphasis on increasing enrollment of first-in-family and traditionally under-served populations. Works with faculty and staff to promote best practices in student retention and works with at-risk students.

Description of Duties and Tasks

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
2. Develops, implements, and evaluates the Colleges' student recruitment and retention strategies.
3. Assists in developing and leading ACC’s outreach efforts, especially among traditionally under-served populations and first-in-family to attend college.
4. Leads ACC's Closing the Gaps initiatives. Develops and implements strategies to ensure successful achievement of ACC's goals.
5. Coordinates and monitors legislation and Texas Higher Education Coordinating Board (THECB) rules/regulations to evaluate the impact on ACC programs, coordinates responses, and develops related policies and procedures.
6. Develops and maintains strong internal and external community and organizational relationships to further college goals and to shape future programs.
7. Collaborates with Director of Early College Start/College Connection to develop student outreach budgets and to leverage resources between ECS and the AVP's budgets.
8. Directs and develops tracking and reporting systems for collecting, analyzing, and disseminating recruitment and retention data and student success reports to college leadership, the Office of Effectiveness and Accountability, and other state agencies, as required.
9. Collaborates with Public Information and College Marketing to develop marketing strategies that will ensure the effectiveness of student success program initiatives.

10. Promotes best practices in student retention and student success in achieving educational goals among faculty and staff.

11. Oversees college-wide testing centers.

12. Assists the College in facilitating the resolution of faculty and student issues which requires a thorough knowledge of at-risk students.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master’s degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Associate, Learning
(ID: 123507)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Manager, ACCelerator

Job Purpose
To promote the learning community at the Highland Learning Center (HLC) ACCelerator by providing front-line assistance and instructional support for the students and faculty at the ACCelerator.

Description of Duties and Tasks

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

1. Provides proactive outreach and academic coaching for students; assists with student support activities.
2. Provides information to students in one-on-one and group sessions on various aspects of college programs such as majors, course selection, transferability, admissions, financial aid, assessments, career choices, etc.
3. Refers students to appropriate resources (i.e. tutoring, advising, counseling, Student Life, Library Services, etc.).
4. Facilitates student learning strategies in traditional and online courses.
5. Completes daily procedures and functions of the ACCelerator including check in, check out, and organizing instructional resources; inventories and maintains supplies; monitors and troubleshoots problems with copiers, printers, and the ID system.
6. Documents student interactions in appropriate College systems in an accurate and timely manner.
7. May provide reports and other analytics regarding student interactions at the Accelerator including attendance, academic progress, interventions, etc.
8. May monitor student progress and assist in the development of ways to engage students more fully in the learning process.
9. Serves as a liaison with various academic departments utilizing the ACCelerator.
10. May assist faculty with workshops, activities, and the creation of learning communities at the Accelerator.
11. Participates in other student success initiatives or projects as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Coaching, instructional and mentoring techniques.
- Processes and resources for organizing and leading group and collaborative activities.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding the principles and practices associated with Servant-Leadership.
- Dealing with sensitive issues relating to a diverse student body.
- Effective planning, organization, communication and interpersonal skills.
- Effectively assisting and assessing student learning.
- Interacting with students of diverse backgrounds.
- Maintaining an established schedule which may include evenings and weekends.
- Maintaining confidentiality of student information.
- Demonstrating proficiency using computer applications, classroom or other current learning technologies for effective teaching at the community college level.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

One year related work experience.

Education

Bachelor's degree.

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.
Attendant, Building  
(ID: 281503)

FLSA Status: Non-Exempt  
Band: Assistant  
Level: 1

Reports To

Campus Manager or Building Services Supervisor

Job Purpose

To maintain the cleanliness of the assigned facility; ensuring supplies are in stock.

Description of Duties and Tasks

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

1. Arranges or performs set-ups for special campus events.
2. Assists in cleanup/reorganization of facilities.
3. Cleans, replenishes and arranges custodial supply closets; determines and acquires equipment and supplies to perform assigned tasks.
4. Performs floor and carpet maintenance tasks; power washes sidewalks, stairs, entrances and patio areas.
5. Responds to service calls which may involve emergency spills, plumbing backups, transporting miscellaneous packages and items within campus environment, unloading supplies and equipment delivery; acts as part of Emergency Response team.
6. Moves and/or relocates furniture, including office and/or classroom moves; moves heavy mail and supplies for faculty and staff, and delivers media equipment.
7. Receives and processes requests for maintenance services and/or maintains campus bulletin board.
8. Depending on area of assignment, may sanitize and maintain health science labs.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Cleaning equipment, products, techniques and standards.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Following written and verbal instructions.
- Using cleaning products and equipment.

Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 1

Work Experience

Six months related work experience.

Education

High School diploma or educational equivalent.

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.
Buyer  
(ID: 16353)

FLSA Status: Exempt  
Band: Specialist  
Level: 7

Reports To

Manager, Purchasing

Job Purpose

To coordinate the efficient purchase of assigned equipment, supplies, and services for ACC through the application of relevant laws, regulations, and purchasing procedures.

Description of Duties and Tasks

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

1. Purchases supplies, equipment, and services for the College through the public bid process and Blanket Purchase Orders (BPOs)
2. Customer Service; Assists with administering contracts by applying extension options, monitoring, and rectifying contractors' performance or non-performance, and composing formal notifications; monitors vendor reports and encourages users to utilize such resources.
3. Provides assistance with the solicitation process including legal and product research, writing specifications and bids, coordinating with various levels of management, attending pre-proposal and evaluation meetings, conducting site visits, and providing recommendations.
4. Provides customer service to internal and external customers by expediting purchasing processes; ensures positive rapport with customers through effective communication.
5. Assists with managing online vendors system by reviewing orders, creating purchase orders, and releasing orders online; coordinates system users' personal information, adds new users to the system, and verifies correct budget and object codes to be used.
6. Provides assistance with purchasing training by delivering one-on-one or group training with an emphasis on conveying new processes, contract information, or products.
7. Assists with special projects and initiates new processes in compliance with technological trends including initiation of e-surplus auction, online ordering system, and vendor performance report.
8. Processes purchase orders by verifying product and source validity, model numbers, and item descriptions; determines best method for procurement for all purchases; complies with all legal requirements and regulatory deadlines.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Public purchasing.
- Purchasing laws, procedures, and regulations.
- Contract management and negotiation processes.
- Purchasing application software.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Preparing and/or processing purchase orders
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating purchasing activities in relation to equipment, supplies, and services.
- Processing purchase orders and assisting with the administration of contracts.
- Complying with all laws and regulations in relation to purchasing and contracts.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Certified Texas Purchaser (CTP) or Certified Professional Public Buyer (CPPB) Certification preferred.

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.
Buyer, Construction
(ID: 16361)

FLSA Status: Exempt
Band: Specialist
Level: 7

Reports To
Director of Purchasing

Job Purpose
To provide primary purchasing support for ACC's construction projects, including furniture, fixtures and equipment; coordinates purchasing processes for building construction services, professional architectural and engineering services, consulting services, professional architectural and engineering services, consulting services for College-wide projects, and specialized materials and services.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Conducting and coordinating purchasing support activities for ACC's construction related projects; Formal Public Solicitations.
2. Develops bid specifications and scopes of services for complex and technical solicitations including requests for proposals, requests for information and requests for qualifications.
3. Assists with administering the solicitation process including identification of need, specification/scope development, vendor selection and outreach, receipt of responses, evaluation committee coordination, contract negotiation, recommendation for award, award notice, contract development and execution, and contract management.
4. Coordinates construction projects with ACC Project Managers and vendors; determines procurement needs, educates end-users regarding goods and services, creates timelines for procurement, drafts bids and proposals, and ensures timely delivery of goods and services.
5. Processes purchase orders and verifies products sole source and validity, model numbers and item descriptions; determines the best method for procurement of all purchases; negotiates pricing and obtains best value for the College; complies with all legal requirements and regulatory deadlines.
6. Oversees construction contracts including applying extension options, monitoring and rectifying contractors' performance or non-performance, and composing formal notifications; monitors vendor performance reports and encourages users to utilize such resources.
7. Provides customer service to internal and external customers by expediting purchasing processes; ensures positive rapport with customers through effective communication.
8. Assists with conducting purchasing training either one-on-one or in groups with an emphasis on conveying new processes, contract information or products.
9. Provides assistance with managing online vendor systems by reviewing internal orders, creating purchase orders and releasing orders online; coordinates system users’ personal information, adds new users to the system, and verifies correct budget and object codes to be used.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Contract and bid processes, standards, and protocol.
- Compliance requirements for contracts.
- Systems administration of online data systems.
- Contract tracking and management systems.
- Training processes and techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Prepare and/or process purchase orders.
- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Coordinating the contract process in relation to goods and services.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining contract data and information systems.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Certified Texas Purchaser (CTP) or Certified Professional Public Buyer (CPPB) Certification preferred.

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.
Buyer, Senior
(ID: 163503)

**FLSA Status:** Exempt  
**Band:** Professional  
**Level:** 2

## Reports To
Manager, Purchasing

## Job Purpose
To coordinate the advanced efficient purchase of assigned equipment, supplies, and services for ACC through the application of relevant laws, regulations, and purchasing procedures.

## Description of Duties and Tasks

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

1. Purchases equipment, supplies, and services at the best value for the College utilizing procurement guidelines, rules, policies, and laws.
2. Processes and manages assigned technical solicitations including Request for Proposals and Requests for Qualifications.
3. Conducts and coordinates purchasing support activities for ACC's general district-wide purchases.
4. Assists with monitoring and administering contracts by applying extension options, monitoring, and rectifying contractors' performance or non-performance, and composing formal notifications; monitors vendor reports and encourages users to utilize such resources.
5. Writes and reviews specifications, solicitation documents, contracts, amendments and other legal and related correspondence.
6. Conducts and facilitates pre-proposal and evaluation meetings.
7. Evaluates bids, proposals and negotiates contracts.
9. Provides customer service to internal and external customers by expediting purchasing processes; ensures positive rapport with customers through effective communication.
10. Assists the leadership of the Purchasing Department with contractor performance and contract compliance matters working to resolve issues regarding contractor performance and contract compliance.
11. Works with online vendor and financial management.
12. Trains, coaches and mentors other Buyers on procurement processes and procedures.
13. May develop training materials and provide training to College Departments on procurement processes.
14. Assists the leadership of the Purchasing Department with complex issues and special projects which may involve policy interpretation and research, new initiatives, programs and process improvements.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Public purchasing.
- Purchasing laws, procedures, and regulations.
- Contract management and negotiation processes.
- Purchasing application software.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating purchasing activities in relation to equipment, supplies, and services.
- Processing purchase orders and assisting with the administration of contracts.
- Complying with all laws and regulations in relation to purchasing and contracts.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor’s degree.

Special Requirements

Certified Texas Purchaser (CTP) or Certified Professional Public Buyer (CPPB) Certification.

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.
Carpenter
(ID: 16154)

FLSA Status: Non-Exempt
Band: Specialist
Level: 5

Reports To
Supervisor, Buildings & Maintenance

Job Purpose
To construct, repair, remodel and perform preventive maintenance tasks so that the College facilities may be safe, secure, functional and accessible.

Description of Duties and Tasks

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

1. Installs, replaces, adjusts, and maintains door hardware such as locksets, door closures, hinges, astragals, weather stripping, silencers, etc.
2. Remodels existing facilities and assists in the construction of new structures.
3. Assists other staff members with projects and participates in maintenance, repair, and installation duties in the trades.
4. Evaluates problem areas or work requested; figures materials and hardware needed for the work to be performed by measuring and checking the branch, style, color, finish, or other details.
5. Orders, purchases, hauls, and unloads hardware and materials needed to perform work.
6. Makes repairs and adjustments to floors, ceilings, desks, tables, classroom fixtures, and other furniture, fixtures or facilities.
7. Completes paperwork regarding receipts, work orders, E-time, for hours worked each week.
8. Installs chalkboards, projection screens, TV-VCR mounts, and signs at all campus locations.
9. Oversees the work of hourly staff.
10. Oversees and performs truck maintenance which includes maintaining fluids, checking tire pressure, performing oil changes, and inspections, washing vehicles, and filling with gas.
11. Complies with all applicable health and safety regulations, policies, and established work practices.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Carpentry tools, materials, equipment, and safe work practices.
- Cabinet-making techniques.
- Tools, equipment, and materials common to the trade.
- All applicable codes, standards, and regulations.
- Project cost estimating and project management.
- Hazardous chemicals and materials.
- First aid and CPR.
- Construction, repair, restoration, and installation of wood or related materials.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Estimating time and materials needed for assigned work projects.
- Following and effectively communicating verbal and written instructions.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets including maintenance management systems.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

**Work Experience**

Two years related work experience.

**Education**

High School diploma or educational equivalent.

**Special Requirements**

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Fork Lift Certification preferred.

**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.
Cashier
(ID: 16454)

FLSA Status: Non-Exempt
Band: Specialist
Level: 2

Reports To
Cashier Supervisor

Job Purpose
Provides front line customer service to students and staff by collecting payments, balancing daily collections and inputting information into computer information system. Responsible for the receipt, custody and disbursement of college funds. Assists in

Description of Duties and Tasks

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

1. Advise and provide problem solving assistance to college staff and administrators for tuition payments, tuition deadlines and student accounts
2. Answer student questions regarding past due balances, accept payments and coordinate information with student accounting and collection agency.
3. Accesses, inputs and retrieves data from multiple software applications to process payments and resolve student account inquiries. Provides direct service to students and staff.
4. Accepts all College payments, determines type of monetary transaction, and is responsible for the correct posting to the accounting records.
5. Receives telephone calls, responds to inquiries made through cashier email and in person to assist students with all questions posed regarding payment, account balance, collections, College debit card, parking permit and bus passes.
6. Reviews and disburses petty cash and mileage reimbursements and coordinates support documentation.
7. Reconciles daily payment transactions and prepared bank deposits for armored car pickup. Coordinates with Student Accounting regarding collection payments and removal of Business Office holds.
8. Coordinates the distribution of payroll and accounts payable checks.
9. Assists students with ACCOneCard issues, ships student deposits, orders new cards as needed.
10. Works collaboratively with all College offices to share important payment information and address student issues.
11. Communicates and coordinates with Cashier Supervisor regarding staff training, operational and other job related issues.
12. May work at multiple campus locations, as needed.
13. Stays current regarding policies, procedures and requirements of cashier office.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Knowledge of and commitment to student-centered service.
- Understanding of accounting/bookkeeping principles and practices.
- Knowledge of advanced customer service standards and procedures.
- Understanding of cash handling practices.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accountable for inventory/property management.
- Maintaining an established work schedule.
- Ability to remain calm and professional in emotionally charged situations.
- Ability to work under pressure and without direct supervision.
- Ability to accurately handle multiple tasks and provide customer service simultaneously.
- Ability to communicate both orally and in writing.
- Ability to work effectively in a diverse community and meet the needs of diverse student populations.
- Effectively using interpersonal communications and critical thinking skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Handling money with exacting accuracy.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Six months related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

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.
Clerk, Accounting
(ID: 165000)

FLSA Status: Non-Exempt
Band: Specialist
Level: 4

Reports To
Supervisor or Manager

Job Purpose
Depending on area of assignment, performs a variety of complex clerical, accounting, and bookkeeping duties which may include posting, updating, reconciling, routine auditing, and preparing financial reports.

Description of Duties and Tasks

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

1. Verifies and edits various accounting reports.
2. Processes billings for sponsors, auxiliary accounts, and verifies sponsor agreements and waiver exemptions.
3. Researches banking or billing transactions for accuracy utilizing on-line resources to resolve discrepancies.
4. Reconciles accounts.
5. Audits invoices for accuracy.
6. Compiles data and prepares reports.
7. Serves as a liaison to vendors and departments.
8. Conducts research in relation to invoices, general ledger entries, or other issues.
9. Provides assistance with special projects as required.
10. Assists in Fiscal Year closings.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices of clerical accounting, auditing, and bookkeeping.
- Various types of filing systems.
- Office practices, procedures, and equipment.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications 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.
- Establishing and maintaining effective working relationships.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.

**Work Experience**

One year related work experience.

**Education**

High School diploma or educational equivalent.

**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.
Clerk, Document Imaging  
(ID: 13067)

**FLSA Status:** Non-Exempt  
**Band:** Specialist  
**Level:** 4

**Reports To**
Manager, HR Records

**Job Purpose**
To implement Human Resources document imaging projects.

**Description of Duties and Tasks**

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

1. Indexes scanned records, and analyzes them for clarity and accuracy.
2. Prepares files for the imaging process.
3. Implements the process of scanning college documents.
4. Determines the correct settings to ensure quality of each document.
5. Analyze scanned documents for clarity and accuracy.
6. Performs document imaging and conversion tasks in accordance with federal, state, and departmental quality control standards and procedures; ensures proper documentation and integrity of scanned images.
7. Ensures completeness of files; researches missing documents; removes non-essential material; prepares and organizes documents to conform to quality control standards, office procedures and system processes.
8. May assist ACC staff with imaging and records processes.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Electronic imaging processes and storage requirements.
- Image and document formats.
- Records management concepts and best practices.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Maintaining confidentiality of work related information and materials.
- Attention to detail, accuracy, and follow through.
- Adhering to policies, procedures, and quality controls in relation to electronic imaging.
- Maintaining an established work schedule.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use electronic imaging technology and related storage, image, and document formats.

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.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

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.
Clerk, Duplication/Mail Room
(ID: 12359)

FLSA Status: Non-Exempt
Band: Specialist
Level: 2

Reports To
Campus Manager or Duplication Services Supervisor

Job Purpose
To duplicate materials, distribute mail and packages.

Description of Duties and Tasks

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

1. Coordinates, supports, and monitors duplication and mailroom services.
2. Organizes campus mailroom system. Sorts and distributes mail, receives and ships packages and mail; logs incoming packages. Creates and maintains mailboxes for faculty and staff.
3. Ensures exams, syllabi and other pertinent information are completed at deadline and exams are kept secured at all times.
4. Performs preventative maintenance and troubleshooting of problems. Serves as point of contact for service calls.
5. Prepares monthly and semester billing reports.
6. May collect money from coin operated machines and deposit at cashier's office.
7. Troubleshoots copiers and printers.
8. May provide word processing, proofreading, and other clerical services to faculty and staff.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Practices and principles copying and duplication.
- Copying and duplication preventative maintenance.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Operating copying, binding, duplication, and other office equipment.
- Maintaining confidentiality of information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Six months related work experience.

Education

High School diploma or educational equivalent.

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.
Clerk, Lead, Duplication-Mail Room

(ID: 12358)

FLSA Status: Non-Exempt
Band: Specialist
Level: 4

Reports To
Campus Manager or Duplication Services Supervisor

Job Purpose
To coordinate duplication of materials, distribution of mail and packages and provide clerical support to faculty and staff.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Coordinates mail room/duplication operations.
2. Logs in student assignments and packages.
3. Provides duplication services.
4. Maintains and updates mail boxes.
5. Performs copier maintenance.
6. Performs preventative maintenance and troubleshooting of problems. Serves as point of contact for service calls.

Knowledge
Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Practices and principles copying and duplication.
- Copying and duplication preventative maintenance.
- Practices and principles of prioritizing work flow.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Operating copying, binding, duplication, and other office equipment.
- Maintaining confidentiality of information and materials.
- Prioritizing work flow.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

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.
Clerk, Records and Information
(ID: 19406)

FLSA Status: Non-Exempt
Band: Specialist
Level: 4

Reports To
Manager, Institutional Records

Job Purpose
To implement Records Management Services projects of document imaging, records storage, forms management and records management services.

Description of Duties and Tasks

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

1. Performs document imaging, records storage, forms management and records management services as required.
2. Prepares and scans college records, determining the correct settings, in accordance with federal, state and departmental quality control standards and procedures; ensures proper documentation and integrity of scanned images.
3. Indexes scanned records, and analyzes them for clarity and accuracy.
4. Assists with pick-up and delivery of records to and from college campuses.
5. Evaluates and verifies that all incoming records for storage and destruction are processed in accordance with the College Records Control Schedule and established procedures.
6. May assist with inventory, analysis and scheduling of college records and forms.
7. May assist ACC staff with imaging, records storage, forms management program and basic records management processes.
8. May perform data entry.
9. Assists internal and external customers by responding to inquiries and/or providing information.
10. Process Employment Verification's, Teacher Service Records, Non-Faculty Educational Recognition Awards and maintain records for each function.
11. Assists with the coordination of the implementation of new processes.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Records management concepts and best practices.
- Electronic document imaging processes and procedures.
- Records storage center practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Maintaining confidentiality of work related information and materials.
- Attention to detail, accuracy, and follow through.
- Adhering to policies, procedures, and quality controls in relation to electronic imaging and records management.
- Working in a team environment.
- Maintaining an established work schedule.
- Effectively providing high levels of customer service.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use electronic imaging technology and related storage, image, and document formats.

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.

Work Experience

Two years related work experience.
Education

High School diploma or educational equivalent.

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.
Clerk, Senior, Warehouse
(ID: 16357)

FLSA Status: Non-Exempt
Band: Specialist
Level: 4

Reports To
Warehouse Supervisor

Job Purpose
To coordinate mail processing and delivery for ACC, the daily work flow of postal operations College-wide and warehouse operations.

Description of Duties and Tasks

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

1. Coordinates and performs mail processing and delivery activities; ensures legal processing and security of all mail.
2. Prepares, processes, and meters all classes of mail including UPS, DHL, and FedEx; coordinates distribution of checks and accounts payable security bags; delivers all metered mail to the US Post Office.
3. Processes United States Postal Service (USPS) bulk mail, 1st class resort, certified express mail, international mail and customs reports; utilizes and maintains postage machine; maintains certified logs for post office.
4. Performs warehouse inventory activities including conducting a physical inventory of the warehouse, entering database information, and updating the Fixed Asset Datatel system.
5. Provides assistance with the administration of General Stores including ordering stock, maintaining inventory, maintaining account log book, and processing end of month reports.
6. Receives, checks, and verifies incoming warehouse shipments including visually inspecting packages, signing for deliveries, and/or refusing delivery of packages.
7. Provides assistance with coordinating inventory of assets for auction, salvage disposal, and storage; maintains accurate records for all processed goods.
8. As required, delivers and picks up equipment and items at various campus locations and departments throughout ACC; loads and unloads trucks at the warehouse.
9. Stocks and pulls warehouse items; processes incoming requests and paperwork.
10. Assists with coordinating warehouse workflow and training of warehouse personnel as required.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Inventory and warehouse documentation.
- Postal procedures and regulations.
- Postal data systems.
- General Stores administration processes.
- Warehouse operations and safety standards.
- General fixed asset management and auction processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using organizational and planning skills with attention to detail and follow through.
- Performing various warehouse operations activities.
- Receiving, unloading, inspecting, and processing deliveries.
- Stocking and pulling inventory.
- Processing mail in accordance with postal regulations and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Prepare and/or process purchase orders.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 1
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Clerk, Warehouse
(ID: 16358)

<table>
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<tr>
<th>FLSA Status: Non-Exempt</th>
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<td>Band: Specialist</td>
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<td>Level: 3</td>
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Reports To

Warehouse Supervisor

Job Purpose

To perform various warehouse operations activities including receiving, storage, delivery, and maintenance of supplies, materials, equipment, and surplus and salvage property.

Description of Duties and Tasks

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

1. Receives and inspects incoming shipments including visually inspecting packages, signing for deliveries, and/or refusing delivery of packages; processes receiving information and return goods; loads, unloads, sorts, and processes deliveries.
2. Delivers freight, supplies, interdepartmental mail, and other materials to campuses and other sites.
3. Stocks and pulls warehouse inventory; processes incoming departmental requests and paperwork.
4. Performs physical inventories of the warehouse; enters relevant database information; updates the Datatel Fixed Asset system.
5. Picks up and stores surplus, salvage, and temporarily stored property.
6. Pulls General Stores items; enters transactions into database for inventory purposes.
7. Processes mail including sorting, redistributing, and applying postage.
8. Provides administrative assistance in relation to the online Public Auction System.
9. Maintains, logs and assures safety of warehouse, vehicles, forklift, and other equipment.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Warehouse operations and activities.
- Inventory and warehouse documentation.
- Warehouse safety standards.
- Postal procedures and regulations.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Performing various warehouse operations activities.
- Receiving, unloading, inspecting, and processing deliveries.
- Stocking and pulling inventory.
- Processing mail in accordance with postal regulations and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Preparing and/or processing purchase orders.
- Accountable for inventory/property management.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

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.
Clerk, Warehouse

(ID: 16358)

FLSA Status: Non-Exempt
Band: Specialist
Level: 3

Reports To
Warehouse Supervisor

Job Purpose
To perform various warehouse operations activities including receiving, storage, delivery, and maintenance of supplies, materials, equipment, and surplus and salvage property.

Description of Duties and Tasks

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

1. Receives and inspects incoming shipments including visually inspecting packages, signing for deliveries, and/or refusing delivery of packages; processes receiving information and return goods; loads, unloads, sorts, and processes deliveries.
2. Delivers freight, supplies, interdepartmental mail, and other materials to campuses and other sites.
3. Stocks and pulls warehouse inventory; processes incoming departmental requests and paperwork.
4. Performs physical inventories of the warehouse; enters relevant database information; updates the Datatel Fixed Asset system.
5. Picks up and stores surplus, salvage, and temporarily stored property.
6. Pulls General Stores items; enters transactions into database for inventory purposes.
7. Processes mail including sorting, redistributing, and applying postage.
8. Provides administrative assistance in relation to the online Public Auction System.
9. Maintains, logs and assures safety of warehouse, vehicles, forklift, and other equipment.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Warehouse operations and activities.
- Inventory and warehouse documentation.
- Warehouse safety standards.
- Postal procedures and regulations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Performing various warehouse operations activities.
- Receiving, unloading, inspecting, and processing deliveries.
- Stocking and pulling inventory.
- Processing mail in accordance with postal regulations and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Preparing and/or processing purchase orders.
- Accountable for inventory/property management.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

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.
Coordinator I, Student Accessibility Services  
(ID: 121513)  

FLSA Status: Exempt  
Band: Coordinator  
Level: 1  

Reports To  
Dean, Student Services

Job Purpose  
To ensure equal access to the educational process, preventing discriminatory practices; determining and providing appropriate and reasonable academic adjustments.

Description of Duties and Tasks  
Essential duties and responsibilities include the following. Other duties may be assigned.  

1. Advises students regarding appropriate course selection and individualized educational accommodations and determines appropriate course placement based on assessment scores and prerequisites. Coordinates the registration process and enrolls students into courses.  
2. Determines if student is eligible under the Americans with Disabilities Act Amendment Act (ADAAA), requests additional information. Clarifies students' request for services and reviews data related to disability and functional limitations.  
3. Identifies and approves reasonable accommodations for eligible students based on individual needs.  
4. Arranges for and provides direct disability services; coordinates with faculty and staff to ensure equal access to educational programs and services.  
5. Monitors the effectiveness of student accommodations in the educational process.  
6. Maintains a database of student needs and documented impairments as well as the sources of stated limitations; collects data, creates reports, and evaluates results. Updates and maintains as appropriate.  
7. Monitors the academic progress of students with disabilities, particularly through their developmental education requirements, and intervene appropriately, when improvement is needed.  
8. Coordinates schedules, trains and oversees staff.  
9. Works with the community, faculty, staff and students to create collaborative processes for student recruitment, retention, and placement.
10. Maintains collaborative and consultative relationships with ACC faculty and staff personnel, school districts, disability-related agencies, and others involved in providing accommodations to qualified students.

11. Assists with updating department resource manuals, materials, policies, and procedures; participates in annual strategic planning and budget development process.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Vocational rehabilitation practices and strategies.
- Counseling and advising techniques.
- Laws, rules, and regulations pertaining to students with disabilities, including the Americans with Disabilities Act (ADA) and Vocational Rehabilitation Act, Section 504, as amended.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Ability to determine and apply knowledge to developing appropriate accommodations in higher education.
- Ability to interpret documents related to disabilities.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Understanding various kinds of disabilities, challenges of such disabilities and accommodation options.
- Understanding of operating assistive technology.
- Interacting with diverse groups of people.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor's degree in vocational education or related field.

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.
Coordinator II, Student Accessibility Services
(ID: 121514)

FLSA Status: Exempt
Band: Coordinator
Level: 2

Reports To
Dean, Student Services

Job Purpose
To ensure equal access to the educational process, preventing discriminatory practices; determining and providing appropriate and reasonable academic adjustments.

Description of Duties and Tasks

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

1. Advises students regarding appropriate course selection and individualized educational accommodations and determines appropriate course placement based on assessment scores and prerequisites. Coordinates the registration process and enrolls students into courses.
2. Determines if student is eligible under the Americans with Disabilities Act Amendment Act (ADAAA), requests additional information. Clarifies students’ request for services and reviews data related to disability and functional limitations.
3. Identifies and approves reasonable accommodations for eligible students based on individual needs.
4. Arranges for and provides direct disability services; coordinates with faculty and staff to ensure equal access to educational programs and services.
5. Monitors the effectiveness of student accommodations in the educational process.
6. Monitors the academic progress of students with disabilities, particularly through their developmental education requirements, and intervene appropriately, when improvement is needed.
7. Maintains a database of student needs and documented impairments as well as the sources of stated limitations; collects data, creates reports, and evaluates results. Updates and maintains as appropriate.
8. Coordinates schedules, trains and oversees staff.
9. Works with the community, faculty, staff and students to create collaborative processes for student recruitment, retention, and placement.
10. Maintains collaborative and consultative relationships with ACC faculty and staff personnel, school districts, disability-related agencies, and others involved in providing accommodations to qualified students.

11. Assists with updating department resource manuals, materials, policies, and procedures; participates in annual strategic planning and budget development process.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Vocational rehabilitation practices and strategies.
- Counseling and advising techniques.
- Laws, rules, and regulations pertaining to students with disabilities, including the Americans with Disabilities Act (ADA) and Vocational Rehabilitation Act, Section 504, as amended.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Ability to determine and apply knowledge to developing appropriate accommodations in higher education.
- Ability to interpret documents related to disabilities.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Understanding various kinds of disabilities, challenges of such disabilities and accommodation options.
- Understanding of operating assistive technology.
- Interacting with diverse groups of people.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Master’s degree in vocational rehabilitation, rehabilitation counseling, social work, or a closely related field.

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.
Coordinator, Student Government Association  
(ID: 101504)

**FLSA Status:** Non-Exempt  
**Band:** Coordinator  
**Level:** 1

**Reports To**

Director, Center for Public Policy & Political Studies (Student Government Association Sponsor)

**Job Purpose**

To provide support and oversee the actions and progress of the Student Government Association (SGA) in order to serve as a bridge between the SGA Sponsor and SGA.

**Description of Duties and Tasks**

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

1. Prepares SGA members for Student Board Forums.
2. Provides SGA officers with reminders of important dates.
3. Reviews in conjunction with the SGA Sponsor all SGA members' speeches and official correspondence to ACC administrators.
4. Provides information to the SGA Sponsor to allow the completion of GPA checks every semester for all SGA members.
5. Works closely with SGA officers, SGA members, SGA Sponsor, and the Student Life staff to ensure that each campus has proper senate representation and each senator is an active member of the campus teams; to address shared governance issues; to coordinate with the Student Success Fee Advisory Committee; to meet SGA marketing needs; to coordinate Student Board Forms; and to ensure that SGA is included in appropriate college functions.
6. Oversees the Election Committee. Updates Election Packet and investigates any and all unethical behavior by candidates.
7. Provides leadership training, professional development, and support to SGA.
8. Assigns students to shared governance committees, as needed.
9. Attends SGA conferences with students, all SGA meetings, all regular Board of Trustee meetings, and other events as needed.
10. Attends SGA conferences with students, all SGA meetings, all regular Board of Trustee meetings, and other events as needed.
11. Completes event proposals for SGA events and event summaries for SGA events when appropriate.
12. Maintains SGA professional memberships.
13. Completes all purchase and funding requests for SGA as well as mileage reimbursement for SGA.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Uses of emerging technologies and communication systems to promote programs, activities, and services.
- Student retention/attrition theories.
- Federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities.
- Principles and practices pertaining to planning, developing and overseeing student related leadership and student government programs.
- Procedures, guidelines, and compliance requirements for student government programs.
- Communication methods used with students of diverse backgrounds and ages.
- Assessment programs to identify student needs.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills.
- Overseeing workflow.
- Working collaboratively and as part of a diverse team.
- Establishing and maintaining effective working relationships.
- Maintaining confidentiality of work related information and materials.
- Ability to prioritize multiple projects.
- Ability to create, compose, and edit written materials.
- Ability to effectively manage change.
- Ability to develop, write, plan and implement short and long-range goals.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

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.
Coordinator, ABE/GED  
(ID: 205009)

**FLSA Status:** Exempt  
**Band:** Coordinator  
**Level:** 2

**Reports To**

Director, Adult Education Program

**Job Purpose**

To provide leadership in the planning and operations of Adult Basic Education and GED.

**Description of Duties and Tasks**

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

1. Evaluates and integrates curriculum.  
2. Prepares class schedules in a timely manner for all reporting and data systems.  
3. Assists with student intake and other events that pertain to the promotion and recruitment of students.  
4. Responsible for continuous quality improvement process for ABE, including instructional observations, classroom visits, and syllabi checks.  
5. Provides assistance to instructors with issues arising in the classroom or with students, and provides solutions with measurable outcomes.  
6. Maintains and updates ABE/GED faculty and ABE/GED student website and ABE calendar.  
7. Coordinates one or more programs within the Adult Education arena and represents those programs to internal and external partners.  
8. Works with Professional Development Coordinator on instructor training, including compliance with grant mandates. Assists with orienting and assigning mentors to new instructors.  
9. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, coordinates services, provides annual statistics and reports, and evaluates facilities.  
10. Orders and inventories materials including books, distance learning seats, instructional supplies, and office supplies.
12. Works with AE staff to maintain and update student data systems (attendance, Datatel, and federal reporting). Evaluates and maintains records such as test scores and statistics, class contact hours, attendance, instructor comments, and class grades.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Adult education principles, practices, and theories.
- Classroom management techniques.
- Brockton HS Literacy Model and its application in the adult education classroom.
- Growth Mindset (Dweck).

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Coordinating the activities of staff.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining an established work schedule, including some weekends and evenings.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

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.
Coordinator, ACC Foundation Operations

(ID: 10251)

FLSA Status: Exempt
Band: Coordinator
Level: 4

Reports To

Executive Director of the ACC Foundation Resource Development.

Job Purpose

To coordinate and report on the administration of the financial and related scholarship matters associated with the ACC Foundation Resource Development department, excluding fund raising.

Description of Duties and Tasks

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

1. Coordinates, tracks, and reports on scholarship cycle activities, including update and maintenance of scholarships, and of scholarships available to ACC students and prospective students, scholarship award letters, review of applicant essays, review of qualification criteria, completion of scholarship recipient files including award acceptances, thank you letters, and student correspondence, donor reports, funds awarded, student grades, ongoing qualification standards, and end of semester reports, etc.
2. Provides detailed analysis and financial reconciliation of Foundation funds and scholarship endowments.
3. Serves as liaison to ACC Scholarship Committee, Financial Aid Office, and faculty to clarify scholarship criteria, process related paperwork, obtain signatures, and finalize awards.
4. Plans, coordinates, and implements formal scholarship stewardship activities, such as donor receptions, and special meetings.
5. Coordinates audit activities. Compiles all reports and prepares them for external auditor review, reconciles accounts, prepares and reviews balance sheets, income statements and other accounting statements and reports, and prepares audit schedule. Coordinates the annual audit and preparation of IRS 990 reports.
6. Coordinates, tracks, conducts accounting of, and reports on gifts, endowment calculations, end of month and annual reconciliations for Foundation assets and accounts.
7. Conducts research, analysis, interprets data and formats Foundation reports. Provides data analysis support for internal and external reporting.
8. Serves as liaison to ACC departments, and internal and external organizations for scholarship account balances
9. Assists with the creation and maintenance of contribution reports for all constituency groups, the Foundation, College, donors, etc.
10. Monitors data and maintains database for prospective and current donors and scholarship providers, analyses data and reports, responds to prospects inquiries, researches and implements solutions to communication or information problems.
11. Assists with maintenance of department's website and facebook page.
12. Plan and present presentations to ACC classrooms and liason with area high school counselors to promote scholarship opportunities.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Applied ethics in development processes.
- Records and supporting documentation utilized in audit processes and student information.
- Compliance state and federal rules and guideline requirements in relation to College reporting and report auditing.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including occasional evenings and weekends.
- Making public presentations to large and small groups and one-on-one.
- Effectively using interpersonal skills and communication skills, including tact, diplomacy, understanding, compassion and valuing all contributions, while maintaining adherence to ACC rules.
- Effectively using organizational and planning skills, with acute attention to detail, exacting accuracy, and follow-through.
- Researching, analyzing, and compiling data, and producing accurate reports from complex datasets, surveys, and software programs.
- Maintaining confidentiality of work related information and materials, including information from student records.
- Establishing and maintaining effective working relationships and working in a collaborative manner.
- Effectively working with a diverse and multicultural student body.
- Prioritizing, implementing, and managing multiple projects and due dates.
• Accepting, receiving, and/or collecting payments.
• Preparing and/or processing purchase orders.
• Managing or administering grant funds.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

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.
Coordinator, ACE Grant

(ID: 205007)

**FLSA Status:** Exempt  
**Band:** Coordinator  
**Level:** 1

**Reports To**

Executive Director, Adult Education

**Job Purpose**

To coordinate the ACE Grant for Adult Education Department.

**Description of Duties and Tasks**

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

1. Meet with instructors and other staff to develop curriculum, identify effective strategies, and pursue I-BEST best practices.  
2. Coordinates the ACE Grant by scheduling class, obtaining supplies, securing classroom space.  
3. Collects, organizes, and reports all information in compliance with grant mandates.  
4. Recruits, hires, and orients instructors, and other hourly employees for grant activities.  
5. Meet with ACE Grant Recruiter Advisor to evaluate and plan grant activities.  
6. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, provides annual statistics and reports, assists with logistical changes, and improvements to programs. May include managing a program budget and purchasing books, supplies, and testing materials.  
7. Evaluates and maintains records such as test scores and statistics, class contact hours, attendance, instructor comments, and class grades. Assists with student intake and other events that pertain to the promotion and recruitment of students; may assist with providing transcripts to students.  
8. Provides assistance to students, instructors, and ACC and partner agency staff with issues arising in the classroom and provides solutions with measurable outcomes.  
9. Collaborates with partners, Continuing Education, and the college to ensure smooth functioning of the program.  
10. Monitors local, state, and national initiatives and best practices in career and college transitional programs. Attends Texas Higher Education Coordinating Board meetings regarding the ABE-IG.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Adult education principles, practices, and theories.
- Best practices in implementing contextualized instruction and learning communities.
- Learning assessment techniques and practices.
- Effective recruitment and retention methodologies.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some weekends and evenings.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

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.
Coordinator, Adult Education Staff Development

(ID: 20506)

FLSA Status: Exempt
Band: Coordinator
Level: 2

Reports To
Executive Director, Adult Education

Job Purpose
To plan and implement a professional development plan for Adult Education staff and instructors.

Description of Duties and Tasks

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

1. Develops and implements professional development for staff and faculty which includes scheduling facilitators and training, revising schedule and plan as necessary.
2. Conducts workshops and facilitates professional development in different areas related to Adult Education.
3. Maintains a professional development file for all staff and instructors ensuring that the required paperwork is on file and kept up to date.
4. Monitors staff and faculty professional development hours throughout the year to ensure annual requirements are met.
5. Provides ongoing mentoring and training for new instructors.
6. Provides assistance and training to instructors who are having problems in the classroom or have developmental needs.
7. Assists in recruiting, interviewing, and hiring new instructors.
8. Consults with other coordinators regarding the purchasing of books, materials, and supplies for Adult Education classes; purchases resource books and materials for teacher training and use.
9. Assists in integrating, developing, and upgrading the Adult Education curriculum.
10. Builds and maintains community partnerships; attends meetings and conferences.
11. May assist with student intake and other events that pertain to the promotion and recruitment of students.
12. Revises forms and updates the Instructor Manual to reflect changes in policies and procedures; trains all instructors on procedures to follow in using new forms.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Adult Education programs, classes, and requirements.
- Adult education principles, practices, and theories.
- Learning assessment techniques and practices.
- Curriculum development and instruction design techniques and practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Maintaining an established work schedule, including some evenings.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Making individual and group presentations, conducting workshops and providing training.
- Developing curriculum, training materials, and learning activities.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.
Education

Bachelor's degree.

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.
Coordinator, Adult Education Workforce

(ID: 205012)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To
Executive Director, Adult Education

Job Purpose
To coordinate student recruitment, assessment, retention, and data collection efforts with Workforce Solutions.

Description of Duties and Tasks

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

1. Works closely with Workforce Solutions staff regarding the dissemination of information about Adult Education classes, conducts student recruitment and intake, and facilitates data collection efforts.
2. Establishes and maintains student referral systems with the Workforce Board and other partner organizations.
3. Coordinates ACC's efforts, evaluates and maintains records, such as student referrals, test scores and statistics, class contact hours, and student attendance.
4. Meets with key partnership personnel, provides reports and attendance data, assists with logistical changes, and improvements to program.
5. Provides assistance to students, instructors, recruiter/advisors, supervisors, and partner agency staff with issues arising in the classroom and provides solutions with measurable outcomes.
6. Integrates job readiness skills, employability plan development, and registering to work into academic instruction.
7. Assists AE students to get enrolled in Workforce Solutions programs and services.
8. Maintains up-to-date community assistance information and works with students and staff to make referrals to appropriate assistance programs.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Adult education principles, practices, and theories.
- Classroom management techniques
- Learning assessment techniques and practices.
- Effective recruitment and retention methodologies.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications 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.
- Establishing and maintaining effective working relationships
- Working and interacting in a collaborative manner with diverse groups of people.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.

Education

Bachelor's degree.
Special Requirements

Experience with Workforce Solutions, Texas Workforce Commission, or workforce programs preferred.

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.
Coordinator, Advertising and Licensing

(ID: 102014)

FLSA Status: Exempt
Band: Coordinator
Level: 3

Reports To
Director, Public Information and College Marketing

Job Purpose
To plan and implement marketing strategies for academic, workforce, and other ACC programs.

Description of Duties and Tasks

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

1. Develops advertising goals and objectives consistent with the College's Master Plan.
2. Contributes to formulation of marketing strategy and College marketing policies.
3. Designs new communications plans and programs; develops advertising campaigns creating concept, slogan, and message; writes copy and approves graphic design for print, print ads, and other materials.
4. Plans and deploys marketing activities within agreed budget and timetables.
5. Assists in the implementation of marketing strategies; coordinates graphics and ad production; manages media scheduling, ad placement and follow up to ensure ad is run as scheduled; monitors expenditures and prepares summary assessments and reports; reviews proofs and approves ads, brochures, and flyers before printing; coordinates production, reviews, and approves externally produced signs, banners, and other advertisements.
6. Assesses, recommends, and develops marketing partnerships; integrates departmental efforts with College wide marketing efforts.
7. Prepares proposals and budget reports for ACC print and web advertising and department-specific advertising. Identifies resource-sharing opportunities; processes advertising invoices; maintains, updates and files rate sheets and rate information.
8. Oversees departmental budget in the area of print, web, and promotions; tracks invoices for advertising accounts; coordinates media cost, placement, and scheduling and negotiates discounts with vendors and contractors.
9. Selects, approves, and orders specialty items for the College and departments approving items and artwork available in ACC General Store.
10. Facilitates and tracks staff and external promo item orders, maintains request forms, and keeps accurate records of approved proofs and artwork.
11. Negotiates and administrates advertising contracts, agreements, and orders.
12. Oversees USPTO trademark applications, updates, and renewals for the college.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Distribution channels, marketing media, and local media sources.
- Maintaining records and procedures.
- Marketing and advertising principles and requirements.
- Printing procedures and requirements.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Making recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Maintaining confidentiality of work related information and materials.
- Effectively using organizational and planning skills with attention to detail and follow through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Coordinator, AHEC Grant  
(ID: 202005)

FLSA Status: Exempt  
Band: Coordinator  
Level: 2

Reports To  
Executive Dean, Health Sciences

Job Purpose  
To help enlist potential students from diverse backgrounds into the health care field and to provide experience and opportunities for health care students in serving underserved populations by developing and coordinating recruitment activities between are

Description of Duties and Tasks  

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

1. Develops and maintains appropriate relationships with local, state, and national organizations.
2. Develops programming to meet community healthcare needs.
3. Functions as Grant coordinator for AHEC for the College of Health Professionals (RRHRC).
4. Identifies and recruits health professions' preceptors/training sites for medical students, nurse practitioners, physician assistants, and other health care students.
5. Coordinates placement and scheduling of students in the Capital AHEC service region.
6. Provides support for professionals entering practice and those already in practice.
7. Identifies, develops, and coordinates housing for students in community-based rotations.
8. Works with AHEC programs such as Texas Health Match.
9. Coordinates retention and evaluation activities for health professionals participating in loan repayment programs within the Capital Region.
10. Provides professional supervision and support to the Texas Area Health Education Center East-Capital Region.
11. May be assigned other related grant activities or job duties.
12. Works in the area of Community-Based Student Education (CBSE) in placing health professions' students for rotation with local preceptors and Practice Entry and Support.
13. Tracks AHEC's impact on program participants.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective recruitment and retention methodologies.
- Project management.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some weekends and evenings.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Excellent presentation skills.
- Ability to work independently.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation for local Austin area travel.

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.
Coordinator, APT Career Services  
(ID: 230514)

**FLSA Status:** Exempt  
**Band:** Coordinator  
**Level:** 3

**Reports To**

Grant Director

**Job Purpose**

To provide planning, implementation, and coordination services for career services, job placement, internship placement and monitoring, and industry partner recruitment and relations.

**Description of Duties and Tasks**

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

1. Coordinates all job placement efforts of the APT program, including internships, job shadowing, and permanent placement.
2. Responsible for the oversight of the APT Industry Partner program and website.
3. Develops and maintains the Internship, Apprenticeship, and Projectship (IAP) program including assignment and placement of students and monitoring student performance on a weekly basis.
4. Reviews and assesses APT students' qualifications relative to where their skills/experience meet industry partner/employer needs.
5. Works with the IT DOL Grant Director to develop and implement strategies for achieving employment after certification/degree completion.
6. Coordinates hiring events, workshops and one-on-one meetings with APT students in efforts to increase/enhance their ability to gain employment.
7. Collaborates and coordinates extensively with community partners in areas such as marketing and recruiting APT candidates. Represents the college and Career Services at conferences, local/national events and in the community, to enhance employer relations.
8. Gathers labor market trend data and serves as a resource in the development of solutions to employment challenges faced by employers within the high tech industry.
9. Works with employers in posting jobs, coordinating campus interviews and other promotions to students and faculty proficiency in using Campus2careers website.
10. Conducts routine job training classes for graduating students and potential interns, etc. including resume writing, interviewing, and soft skills training classes.
11. Recruits students and industry partners, and coordinates special events and general outreach efforts.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Maintaining extensive industry contacts
• Current IT market trends, both locally and nationally
• Equal Employment Opportunity and other local, state, and federal laws pertaining to employment.
• Effective recruitment and retention methodologies.
• Job preparation training.
• Community-based organizations, support agencies, services, and resources.
• Higher education student support services.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Ability to assess and recommend changes to procedures, etc. to increase student success and enrollment.
• Effectively presenting information to individuals and groups.
• Maintaining an established work schedule.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Supervising and coordinating the activities of subordinate personnel.
• Time management, prioritizing, and multi-tasking.
• Developing surveys and analyzing survey data
• Working collaboratively.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience

Education

Bachelor's degree

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.
Coordinator, Art Studios & Exhibitions
(ID: 111003)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 1

Reports To
Arts Department Chair

Job Purpose
To provide technical oversight and coordination of the ACC Art program exhibitions, studios and labs.

Description of Duties and Tasks

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

1. Supervises, manages, trains hourly and work studies employees to assist in the daily operations of the ceramic lab: testing, formulation and maintenance of over 50 ceramic glazes, daily duties of recycling clay, loading and unloading student work in 3 large electric, maintaining and insuring a safe and healthy learning environment.

2. Manages, schedules, coordinates, and implements ACC Art exhibitions, annual student/faculty special exhibits, installations and removals, receptions, and media announcements.


4. Oversight and management of art department events: to include press coverage, advertising, recruitment of participants, fundraising, installation/set up, verbal and written communications.

5. Coordinates the Art department studio maintenance activities; repairs and maintains studio equipment including drawing tables, easels, light stands, and other studio equipment; maintains art shop equipment not limited to belt sanders, table saws, band saws, drill presses, and electrical hand tools.

6. Constructs exhibit units including pedestals, walls and cases; coordinates with ACC construction staff as needed; designs signage and labels for artwork.

7. Maintains, tracks, and stores ACC permanent art collection; creates and catalogs the collection; photographically documents each collection piece; oversees relocation, delivery, and installation of art at designated College locations.

8. Assumes responsibility for delivery, transportation, and relocation of art and installation equipment and materials.
9. Provides assistance to instructors and students in art studios; delivers art supplies to College campuses.
10. Assists with department budget by determining costs for repair and purchase of all art materials, tools, and equipment.
11. Oversees construction and installation by exhibits committee.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Equipment and machine repair and maintenance.
- General building and construction techniques.
- Techniques and processes for storing and maintaining art collections.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Designing, constructing, and coordinating art exhibitions.
- Maintaining art studio facilities and equipment.
- Maintaining, storing, transporting, and tracking permanent art collections.
- Photography and artistic design.
- Repairing and maintaining shop equipment.
- Make recommendations that impact the budget

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor's Degree.

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.
Coordinator, Assessment Center  
(ID: 12156)

**FLSA Status:** Exempt  
**Band:** Coordinator  
**Level:** 1

**Reports To**

Dean of Student Services, Supervisor or designee

**Job Purpose**

Coordinates the day to day operation of the Assessment Center to include test scheduling, test administration, assigning work to and overseeing proctors, ensuring operation of computer lab by troubleshooting computer hardware and software problems.

**Description of Duties and Tasks**

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

1. Coordinates the day to day operation of the Assessment Center to include test scheduling, test administration, assigning work to and overseeing proctors, ensuring operation of computer lab by troubleshooting computer hardware and software problems.
2. Evaluates welcome center personnel to insure staff is adequate to meet daily workload
3. Monitors the department budget.
4. Develops and implements procedures to ensure compliance of College policies and state requirements
5. Schedules and administers assessment testing at off-site locations
6. Maintains and collects data for college reports.
7. Performs academic advising in course selection, transfer options, and degree planning.
8. Analyzes state mandated regulations and course skill requirements to determine student eligibility for enrolling in courses.
9. Interprets test scores and high school/college transcripts for course placement.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Standardized testing procedures and techniques.
- College admissions requirements, programs, and courses.
- Budget and expenditure control techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Administering standardized tests and analyzing results.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's Degree.

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.
Coordinator, Asset Management
(ID: 164000)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 3

Reports To
Director, Asset Management.

Job Purpose
To plan, coordinate, and implement a system for the accurate tracking, reporting, controlling, and safeguarding of the District's capital fixed assets.

Description of Duties and Tasks

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

1. Plans, coordinates, and promotes ACC's District-wide fixed assets inventory process.
2. Coordinates, updates, and maintains the fixed assets tracking system for all College fixed assets.
3. Ensures all fixed assets are properly tagged and recorded in the fixed asset tracking system.
4. Conducts fixed assets inventories, as needed.
5. Coordinates and records transfers and disposals of fixed assets.
6. Develops fixed asset reports, including inventory reports.
7. Assists in the reconciliation of the fixed assets tracking database with related fixed assets general ledger, and coordinates any variances with relevant fixed assets accounting staff.
8. Assists with the development of written processes and procedures for identifying, tracking, transferring, reporting, and disposing of fixed assets.
9. Assists in training of staff in relation to fixed asset systems, processes, and procedures.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Fixed asset management processes and protocol.
- Fixed asset tracking systems.
- Physical inventory practices and standards.
- Inventory control processes and standards

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating and maintaining capital and non-capital fixed asset tracking databases.
- Establishing and maintaining effective working relationships
- Conducting and coordinating fixed assets physical inventories.
- Implementing processes in relation to fixed assets safeguarding.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Coordinator, Benefits
(ID: 130510)

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Reports To

Benefits Manager

Job Purpose

To coordinate employee benefit and leave programs for the College staff and faculty.

Description of Duties and Tasks

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

1. Coordinates the Benefits, Retirement, Family Medical and Leave Act (FMLA), Employee Assistance, and other special leave programs for the College.
2. Creates, designs, and implements formal and informal benefit training programs and seminars; serves as facilitator and/or instructor for workshops and seminars for faculty and staff related to benefits and leave programs.
3. Serves as a liaison to the employee assistance program, insurance companies, state agency contact, and all benefit program contacts. Troubleshoots, as necessary, with outside agencies to ensure employee benefit coverages are accurate.
4. Coordinates the College's Sick Leave Pool Program, working with employees, supervisors and Sick Leave Pool Committee members.
5. Advises, counsels, and answers inquiries from employees and supervisors regarding benefits related issues.
6. Coordinates and conducts New Employee Orientation.
7. Coordinates short- and long-term disability claims with external vendors.
8. Reviews and analyzes benefits and program usage to identify needs for employee training related to benefits and other special leave programs.
9. Compiles, analyzes, and generates customized reports for administrative and external sources.
10. Implements, tracks, and oversees the maintenance of the employee database regarding benefits.
11. Serves as backup to the Benefits Manager.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Administrative procedures, principles, and practices.
- Customer service principles and practices.
- Electronic files, records and data management systems.
- Coordinating benefits programs.
- Federal and state employment leave laws including state disability, FMLA, ADAAA, Military Leave, etc.
- State of Texas benefit plan programs and options available to employees.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Coordinating benefits programs including making presentations to groups and individuals.
- Advising and counseling employees on sensitive topics.
- 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 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.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Coordinator, Bioscience Credentials Consortium
(ID: 230506)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 2

Reports To
Department Chair, Biotechnology

Job Purpose
To coordinate the projects and events of the Consortium for Bioscience Credentials grant funded through September 30, 2016.

Description of Duties and Tasks

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

1. Coordinates, researches, compiles data, and reports on student progress in developmental and accelerated bioscience bridge programs.
2. Coordinates and tracks student academic success, internships, as well as employment upon completion of bioscience certificate and/or degree programs.
3. Assists with planning and implementation, and tracks and coordinates grant related student activities.
4. Serves as communication liaison with grant partners, ACC departments, industry partners, and other Texas institutions.
5. Works with Capital Idea and Texas Workforce Commission to develop and implement recruiting strategies and programs for student in bioscience disciplines, including outreach for veterans, and underserved and/or undereducated workers.
6. Serves as industry liaison, coordinates student intern placement with bioscience industry partners, and tracks final employment for four years.
7. Maintains records and documentation for reporting to the Department of Labor and to the Consortium.
8. May assist with the development, coordination, and inclusion of biotechnology content and skills in program curriculum.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Biotecnology industry business practices, and related potential employment opportunities
- Data tracking, organizing, and reporting
- Biotechnology terminology
- Office management processes and practices
- Correct English usage, grammar, punctuation, and vocabulary

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including occasional evenings and/or weekends.
- Effectively interpersonal and communication skills, including use of tact, diplomacy, and confidentiality.
- Effectively organizational and planning skills, including attention to detail and follow-through.
- Working with others in a collaborative manner.
- Understanding biotechnology industries.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor’s degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

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.
Coordinator, Board Affairs
(ID: 103501)

**FLSA Status:** Exempt  
**Band:** Coordinator  
**Level:** 5

**Reports To**
Senior Executive Assistant to the President/CEO

**Job Purpose**
To coordinate activities and provide support for College responsibilities of the Board of Trustees and the Office of the President/CEO.

**Description of Duties and Tasks**

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

1. Acts as a liaison between the President's Office and the Board of Trustees to provide information, address complex and confidential issues and provide administrative support to the Board of Trustees by staffing the Board Office and assisting the President/CEO in preparing for meetings with Board Officers and public Board meetings.
2. Attends meetings of the Board (official meetings, work sessions, special meetings, and retreats) for the purpose of recording and transcribing the minutes.
3. Responds to inquiries by phone and/or email messages for the purpose of resolving problems, providing information and/or referring to appropriate staff or board member.
4. Coordinates and maintains the Board of Trustees operating budget.
5. Oversees development of Board Agendas and distribution of Board Meeting Packets.
6. Composes complex documents (agendas, minutes and the weekly Board Bulletin) for the purpose of communicating information to Board Members and the public.
7. Updates and maintains Board Policies.
8. Ensures the coordination of postings for agendas and public meeting notices and adheres to deadlines as required by the Texas Government Code 551, Open Meetings Act.
9. Organizes, coordinates, and maintains cloud-based Google calendar campus and community events/invitations, meetings, appointments, student forums, campus advisory committee meetings and Board Officer Meetings with the President.
10. Maintains files, records, logs and other tracking systems for a variety of information, projects and events.
11. Processes registrations for conferences/seminars and events. Coordinates and organizes travel arrangements (including transportation and hotel) and follow-up travel reimbursements for the Board of Trustees.
12. Prepares support materials for meetings, makes meeting space arrangements, coordinates resources and follow-up items as directed.
13. Performs complex computer activities including word processing, updating web sites, developing visual and graphic presentations, and updating College’s customized cloud-based Google Board Portal.
14. Manages Credit Card purchases and monthly P-Card Reports.
15. Prepares requisitions for purchasing of supplies and materials for board activities.
16. Coordinates and implements special projects (including researching and analyzing information, interpreting data, and applying policies and procedures.)
17. Works closely with the Special Assistant to the President/CEO.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of Open Records/Open Meetings Act and Roberts Rules of Order.
- College operations and organization, policies, and procedures.
- Records retention, preservation, and recording.
- Office management processes and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule including evenings and weekends.
- Effective interpersonal communications skills, working cooperatively with a wide range of personalities.
- Working well under pressure to meet deadlines.
- Effective organizational and planning skills. Ability to prioritize and multi-task administrative support for nine Board Members and the Office of the President/CEO.
- Effective writing skills (English usage, grammar, spelling, punctuation, and vocabulary).
- Exercising independent judgment including interpreting and applying rules, regulations, policies, and procedures.
- Compiling and organizing complex material into a website and an online cloud-based application, summarizing discussions and actions taken in report form.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

**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.

**Work Experience**

Two years related work experience.

**Education**

Associate degree.

**Special Requirements**

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

**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.
Coordinator, Business Testing Services
(ID: 123505)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To
Dean, Student Services

Job Purpose
To support the ongoing testing activities of the College's GED Testing Center, the Business Assessment Center, and other offsite contract test locations for Austin Community College.

Description of Duties and Tasks

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

1. Implements security procedures for all assessments housed in the Center. Provides security for test copies, answer keys and answer sheets; reports alleged cases of scholastic dishonesty.
2. Ensures correct student identification procedures, administration of tests, grading of tests using scoring machines, and providing students and businesses with feedback.
3. Acts as a liaison for ongoing contract maintenance for center testing including "High Stakes" testing through the ACT Certification and Licensure Exam Program, Pearson VAU Testing Center, MSSC Testing Center, iBT/GRE Testing Center, National Testing Consortium, CLEP Testing Center, DSST Testing Center, Proctored Examination Center and contract test sites off of the Austin Community College campuses.
4. Audits to ensure uniform implementation of proper testing policies and procedures including but not limited to National Testing Companies, the American Council on Education, and the Texas education Agency are followed.
5. Analyzes and advises on state mandated regulations and course skill requirements to determine student eligibility for enrolling in classes.
6. Arranges for space and equipment for contract testing for local, state, and national testing companies.
7. Troubleshoots and make recommendations for changes to better serve the user and support vendor protocols.
8. Assists in maintaining written procedures and guidelines for all testing activities.
9. May assist in acquiring new testing opportunities for the College.
10. May assist in review and recommend updates to annual center renewed contracts.
11. May assist in review and recommend changes to new center contracts as requested.
12. May oversee proctors as needed.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- High Stakes Certification and Licensure Testing administration.
- Testing policies and procedures.
- Testing center user requirements.
- Security measures and standards in relation to testing.
- Student identification procedures, administration of tests, and scoring.
- Reporting processes in relation to alleged scholastic dishonesty.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing test center security and enforcing/reviewing test center procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience
Two years related work experience.

**Education**

Bachelor's degree.

**Special Requirements**

Within 60 days of hire, must obtain the following appointments: GED Examiner and pass all certifications for "High Stakes Testing".

**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.
Coordinator, CE Communications and Outreach
(ID: 203504)

FLSA Status: Exempt
Band: Coordinator
Level: 2

Reports To
Director, CE Business & Marketing

Job Purpose
To develop and coordinate marketing materials, advertising & media campaigns, and outreach event planning for Continuing Education (CE).

Description of Duties and Tasks

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

1. Develops and coordinates CE marketing materials, including flyers, brochures, course schedules, etc.
2. Develops and coordinates social media posting for CE including Facebook, Twitter, LinkedIn, Instagram, etc.
3. Develops and coordinates advertising and media campaigns for CE, including print, radio, TV, earned media, etc.
4. Supports CE marketing strategy implementation, including outcomes reporting.
5. Develops and coordinates CE community relationships, including CBOs, NPOs, area schools, etc.
6. Plans and coordinates CE outreach events, including job fairs, community events, school events, conferences, etc.
7. Works proactively to identify new opportunities to market CE business operations.
8. Coordinates and supports multiple projects concurrently and efficiently through the use of project management best practices to ensure goals, deadlines, quality, and budget requirements are met.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles, methods, and marketing strategies for promoting CE and workforce education.
- Project leadership, from conceptualization through development, execution, and measurement.
- Advanced knowledge of grammar, spelling, and punctuation.
- Marketing initiatives and materials used to promote workforce training programs.
- Event planning practices.
- Strong foundation in graphic design and marketing communication principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Communicating, in person, in writing, by telephone, or email, at an advanced level, with those at all levels both within and outside of the college.
- Maintaining confidentiality of work related information and materials.
- Knowledge and experience with marketing communications, including web-based communications and social media.
- Creating and maintaining program marketing materials.
- Multi-tasking, managing multiple priorities, and meeting deadlines under pressure.
- Exceptional organizational, problem-solving, and planning skills, including exacting attention to detail and follow-through.
- Superior writing and editing skills with versatility in writing styles, including promotional, journalistic, editorial, and direct response.
- Ability to work independently and as a professional team member contributing to a positive and productive work environment.
- Maintaining an established work schedule, including some evenings and weekends.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

**Work Experience**

Two years related work experience.

**Education**

Bachelor's degree.

**Special Requirements**

Valid Texas Driver's License and reliable transportation for local Austin area travel.

Bilingual - Spanish/English preferred.

**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.
Coordinator, CE Workforce Institute
(ID: 202508)

FLSA Status: Exempt
Band: Coordinator
Level: 3

Reports To
Director, Workforce Development Center

Job Purpose
To coordinate development and implementation of Continuing Education (CE) workforce education institute courses, programs, and activities.

Description of Duties and Tasks

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

1. Coordinates assigned area workforce institute education courses, programs, and activities including developing course schedules, organizing practicum/internship sites at businesses. Updates current courses and programs based on industry need.
2. Monitors the progress of programs and courses. Evaluates the effectiveness of programs and performance of CE instructors to ensure customer satisfaction, program quality, and regulatory compliance. Establishes and sustains customer service and relationships.
3. Advises CE students or prospective CE students regarding CE workforce programs; provides information regarding education and training required in CE programs; provides information and resources on career opportunities. Addresses CE student issues, complaints, suggestions for improvements.
4. Develops, tracks, and analyzes and implements community needs assessments for new courses and programs. Confirms all new course work with relevant state agencies, credentialing, and accreditation organizations for certifications and approval and required professional CEUs for license/certification and renewal.
5. Promotes and provides information on courses and programs. Assists with creating and maintaining current brochures, applications, web resources, and other program marketing materials; maintains listserves. Promotes programs through numerous network channels such as attending job and career fairs, high school, professional association meetings, job clubs; interfaces with community organizations and internally within ACC to represent the assigned workforce area and programs.
6. Serves as communication liaison with area employers, industry specific professional organizations and advisory boards, potential students, and other groups to support communication flow and promotional efforts. Assesses community needs and develops and/or revises programs, courses, curriculum, and conferences based on input and workforce needs.

7. Conducts administrative tasks in relation to class implementation including ordering books, duplication, payroll, billing, collections, maintaining inventories. Coordinates logistics, facilities, equipment and resources for professional delivery and completion of courses and programs. Ensures equipment and labs are up to date, working properly, and adequately meets the industry requirements for training. Researches and acquires new practicum and internship sites.

8. Recruits, interviews, hires, assigns, oversees, and mentors CE instructors. Negotiates CE instructor agreements and evaluates hourly CE instructors in the development and delivery of training programs. Ensures that all CE instructors have required skills and up-to-date required certifications/licenses. Manages instructor payroll.

9. Oversees workflow and work priorities of administrative support staff who assist with coordination in assigned program area.

10. Improves efficiencies and reduces costs for the enhancement of CE student services. Responsible for fiscal judiciousness in program area.

11. Coordinates with agencies to provide workforce training for their clients and assists with contract negotiations. Serves on business and community advisory boards and ACC committees; attends professional conferences, state and local agency meetings, and professional organizations.

12. Collaborates with ACC academic departments to ensure delivery of integrated courses, when appropriate, and opportunities for stackable credentials. Collaborates with other departments within CE and ACC to support CE and ACC efforts.

13. Assists with providing expertise for grant applications, and other special projects.

14. May teach continuing education course work, as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Workforce education programs.
- Professions, practices, programs, courses, and curriculum related to area of assignment.
- Promotional techniques, materials, and resources.
- Program quality and regulatory standards.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evenings and weekends.
- Coordinating all aspects of workforce education courses and programs.
- Advising students regarding workforce training, education, enrollment, and potential related career opportunities.
- Developing and/or revising educational programs, courses, and curriculum.
- Assigning, overseeing, advising hourly instructors.
- Evaluating instructor performance and program quality.
- Effectively using interpersonal and communications skills, including using tact and diplomacy.
- Effectively using organizational and planning skills, with attention to detail and follow-through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.
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.
Coordinator, Center for Nonprofit Studies  
(ID: 101507)

**FLSA Status:** Exempt  
**Band:** Coordinator  
**Level:** 1

**Reports To**  
Director, Center for Nonprofit Studies

**Job Purpose**
To coordinate the development, scheduling, marketing/promotion, implementation, delivery, and evaluation of nonprofit professional and volunteer development programs, including processing instructor agreements and executing contracts.

**Description of Duties and Tasks**

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

1. Develops, coordinates, and maintains business development and community relations opportunities.
2. Identifies, develops, implements, and evaluates program services to increase nonprofit sector effectiveness.
3. Identifies, schedules, and provides learning opportunities such as workshops and other events and programs.
4. Initiates and enhances programmatic ventures such as education/training programs, creates and promotes e-books, webinars, distance-learning opportunities, and publishing of Center for Nonprofit Studies-developed resources.
5. Assists development of Certificate programs/series within the community to meet workforce needs of the Central Texas nonprofit workforce.
6. Promotes capacity building of Center for Nonprofit Studies through resource development for Center for Nonprofit Studies services such as sponsorships, scholarships and other financial underwriting.
7. Provides training, presentation, and support as required.
8. Maintains relevant databases, Internet website, and social media, as required.
9. Evaluates the effectiveness of programs and performance of Center for Nonprofit Studies instructors to ensure customer satisfaction, program quality, and regulatory compliance (especially with regard to certificate programs).
10. Coordinates with Continuing Education staff to insure Center for Nonprofit Studies programs meet qualifications for state or other reimbursements.
11. Maintains up to date knowledge of accreditation requirements for professional specialties related to Center for Nonprofit Studies certificate and other programs.
12. Develops advertising materials for the department. Creates and maintains current brochures, applications, web resources, and other program promotional materials, including social media, list serves and e-newsletters.
13. Assesses community needs based on input from nonprofit professional and volunteer communities, research on what other academic and professional development providers are doing, to develop or revise program services.
14. Represents Center for Nonprofit Studies at meetings and community functions.
15. Monitors and conducts research, analyzes & interprets data, and creates reports as it relates to the nonprofit sector and the interaction with and services of Center for Nonprofit Studies, with focus on the benefits to the corporate sector from a robust and well-educated nonprofit community.
16. Works with IT, Business Office, and Instructional Support Services to ensure courses are in compliance with college regulations.
17. Processes new instructor vendor paperwork, new hourly employee paperwork; ensures contractual agreements are in place for all instructors.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Nonprofit sector and community environments, operations, standards, and procedures.
- Logistics associated with coordinating professional and volunteer development programs.
- Methods and techniques of advertising and promoting classes.
- Nonprofit professional educational service delivery, functions and processes.
- Best practices in nonprofit sector.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accepting, receiving, and/or collecting payments.
- Meeting and training facilitation and group leadership skills.
- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Assessing and prioritizing multiple tasks and projects.
- Preparing reports using various software applications.
- Maintaining confidentiality of work related information and materials.
- Working and interacting with diverse group of people in a collaborative manner.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.

**Work Experience**

Two years related work experience.

**Education**

Bachelor's degree.

**Special Requirements**

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

**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.
Coordinator, Clinical Lab

(ID: 20202)

**FLSA Status:** Exempt  
**Band:** Coordinator  
**Level:** 2

**Reports To**

Executive Dean, Health Science

**Job Purpose**

To coordinate clinical learning lab facilities and services in assigned program area.

**Description of Duties and Tasks**

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

1. Coordinates day to day activities and services of assigned lab area including scheduling, lab set up, and management of lab equipment and supplies.
2. Coordinates the clinical schedules of EMSP Faculty.
3. Coordinates the scheduling of clinicals with clinical sites, and request clinical opportunities for students at least a semester in advance.
4. Receives clinical documentation from students and ensures that the documents are received on time as per the requirements of the department.
5. May tutor or supervise students and/or coordinate the work of other personnel.
6. Provides assistance to instructors and/or students in a clinical lab setting.
7. Ensures that the lab/classroom is clean, safe, and organized; promotes safe lab practices.
8. Repairs or coordinates the repair of lab equipment as required.
9. Coordinates the ordering and re-supply of consumable lab equipment; conducts quarterly equipment inventories.
10. May research, evaluate, and recommend new lab materials, equipment, and experiments.
11. Responds to inquiries inside and outside of Austin Community College; may work with organizations outside of ACC in relation to providing lab services.
12. Implements simulation activities as required.
13. Acts as a liaison between lab personnel, the Department Chair, and the Safety Office.
14. Audits the electronic program to ensure that the clinical data entry entered by the student is accurate.
15. Receives clinical documentation from students and ensures that the documents are received on time as per the requirements of the department.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Medical skills and equipment/technology applicable to area of assignment.
- Lab facilities and services
- Lab equipment and supplies.
- Safety standards and practices used in lab/classroom settings.
- Processes for maintaining and/or repairing lab equipment.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule including occasional evenings and weekends, and wearing a pager as required.
- Effectively using interpersonal and communications skills, including tact and diplomacy as well as working with diverse student and faculty populations.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Remaining calm and logical, and following established procedures in emergency situations.
- Coordinating lab activities and services.
- Providing assistance to students and instructors in a clinical/lab environment.
- Promoting and ensuring safe lab practices.
- Maintaining confidentiality of work related information and materials.
- Researching, evaluating and recommending new lab equipment and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Community college teaching experience or experience managing a medical skills learning lab preferred.

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.
Coordinator, Clinical Lab - Nursing
(ID: 20201)

FLSA Status: Exempt
Band: Coordinator
Level: 3

Reports To
Department Chair, Vocational Nursing

Job Purpose
To coordinate clinical learning lab facilities and services in the nursing program area.

Description of Duties and Tasks

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

1. Coordinates day to day activities and services of the nursing lab area including scheduling, lab set up, lab break down, and management of lab equipment and supplies; including the Associate Degree, Vocational Nursing Programs, and other health science departments. Coordinates management of lab equipment and supplies to nursing labs at other ACC locations.
2. Tutors or supervises students and/or coordinates the work of other personnel.
3. Provides assistance to instructors and/or students in a clinical lab setting.
4. Ensures that the lab/classroom is clean, safe, and organized; promotes safe lab practices.
5. Repairs or coordinates the repair of lab equipment as required.
6. Coordinates the ordering and re-supply of consumable lab equipment; conducts quarterly equipment inventories.
7. Researches, evaluate, and recommend new lab materials, equipment, and experiments.
8. Responds to inquiries inside and outside of Austin Community College; may work with organizations outside of ACC in relation to providing lab services.
9. Implements simulation activities with the Simulation Liaison as required.
10. Acts as a liaison between lab personnel, the Department Chair, and the Safety Office.
11. Complies with the NLNAC accreditation requirements.
12. Establishes and updates laboratory policies and procedures.
13. Prepares and maintains a variety of records and reports.
14. Updates the Nursing Skills Lab website.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Medical skills, equipment, and technology used in the nursing area.
- Lab facilities and services
- Lab equipment and supplies.
- Safety standards and practices used in lab/classroom settings.
- Processes for maintaining and/or repairing lab equipment.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Maintaining an established work schedule including occasional evenings and weekends, and wearing a pager as required.
- Effectively using interpersonal and communications skills, including tact and diplomacy as well as working with diverse student and faculty populations.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Remaining calm and logical, and following established procedures in emergency situations.
- Coordinating lab activities and services.
- Providing assistance to students and instructors in a clinical/lab environment.
- Promoting and ensuring safe lab practices.
- Researching, evaluating and recommending new lab equipment and materials.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree in Nursing.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

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.
Coordinator, College and Career Transitions

(ID: 205001)

FLSA Status: Exempt
Band: Coordinator
Level: 2

Reports To
Executive Director, Adult Education

Job Purpose
To coordinate the transition of Adult Education English as a Second Language (ESL) and Adult Basic Education (ABE and GED) students into post secondary and workforce training through the use of innovative programming.

Description of Duties and Tasks

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

1. Creates and coordinates Vocational ESL and Vocational ABE programs.
2. Creates and maintains up-to-date college and career pathways information based on local workforce needs and advises students and instructors on college and career choices.
3. Integrates College and Career Readiness Standards into AE curriculum.
5. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, provides annual statistics and reports, assists with logistical changes, and improvements to programs. May include managing a program budget and purchasing books, supplies, and testing materials.
6. Evaluates and maintains records such as test scores and statistics, class contact hours, attendance, instructor comments, and class grades. Assists with student intake and other events that pertain to the promotion and recruitment of students; may assist with providing transcripts to students.
7. Provides assistance to students, instructors, and ACC and partner agency staff with issues arising in the classroom and provides solutions with measurable outcomes.
8. Monitors local, state, and national initiatives and best practices in career and college transitional programs.
9. May assist in writing annual grant applications.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Adult education principles, practices, and theories.
- Best practices in implementing contextualized instruction and learning communities.
- Learning assessment techniques and practices.
- Effective recruitment and retention methodologies.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some weekends and evenings.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Communications/Social Media
(ID: 102023)

FLSA Status: Exempt  
Band: Coordinator  
Level: 2

Reports To
Director, Associate Communications

Job Purpose
To serve as a member of the marketing communications team, supporting efforts to educate and inform the public about ACC's mission, people, programs, and services. Responsible for writing and editing copy in a fast-paced, deadline-driven environment.

Description of Duties and Tasks

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

1. Coordinates college's presence on social networking sites, posting on relevant outlets and seeding content into social applications as needed.
2. Builds and maintains relationships with campus staff and student groups to coordinate social network activity and optimize promotional opportunities across the college.
3. Assists with the college crisis communications plan and implements the components of the plan in the event of a critical event/emergency.
4. Writes creative, persuasive, and dynamic copy for print, web, and radio ads, web and print publications, and other internal and external marketing communications.
5. Supports media relations efforts with writing, planning, coordination, and execution of activities and events that promote the college's image.
6. Writes and posts clear, compelling content to ACC social networking sites including Facebook, Twitter, YouTube, and similar community sites. Moderates content posted by external sources.
7. Reports on, photographs, or video-records college events and activities for use in college online and print media in support of specific marketing goals.
8. Engages in offline outreach to increase levels of online social media engagement.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Extensive knowledge of managing social media platforms such as Twitter, Facebook, YouTube, and blogs.
- Extensive knowledge in photo and video creation techniques, principles, and equipment.
- Familiarity with web programming languages such as HTML, web content publishing services, and search engine optimization.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Excellent copywriting skills; understands creative briefs.
- Ability to locate, digest, and compile information quickly and accurately.
- Excellent project and time management skills with the ability to work independently.
- Good technical understanding and ability to master new tools quickly.
- Strong interpersonal and teamwork abilities.
- Effectively using strong interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Strong verbal and writing/grammatical skills as well as the ability to present information and ideas logically and clearly; keen eye for detail.
- Maintaining confidentiality of work related information and materials.
- Ability to write quickly and effectively at a moment’s notice.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

One year related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Computer Information Technology  
(ID: 111502)

**FLSA Status:** Non-Exempt  
**Band:** Coordinator  
**Level:** 1

**Reports To**

Department Chair, Computer Information Technology (CIT)

**Job Purpose**

To coordinate and assist with planning and development of computer science programs and activities.

**Description of Duties and Tasks**

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

1. Provides support to CIT department, including, tracking and submitting book orders and maintaining lists and inventories of desk copies, and creating reports. May assist with workflow of administrative assistants.
2. Serves as departmental communication liaison.
3. May update and maintain department website.
4. Coordinates and implements special projects, programs, and departmental activities. Makes arrangements and schedules.
5. Works collaboratively with the advisory committees and faculty task force.
6. Conducts research and creates departmental reports.
7. Coordinates and maintains database information and tracks student enrollment, progress, and graduation data.
8. Coordinates, plans, implements, and attends annual job fair. Sends letters to students; coordinates details for participating organizations; and makes other arrangements.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Database maintenance and data tracking techniques
- Event planning processes
• Report design and formatting
• General office skills

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Ability to understand and follow instructions precisely.
• Multitasking, including working successfully on projects with changing priorities.
• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills, with attention to detail and follow-through.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Coordinator, Computer-Aided Drafting  
(ID: 16055)

FLSA Status: Non-Exempt  
Band: Coordinator  
Level: 2

Reports To
Director, Facilities

Job Purpose
To revise drawings and update electronic files; provides other drawings to record existing and future facilities.

Description of Duties and Tasks

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

1. Create CAD plan sets for building permits.
2. Updates CAD software and maintains standard drawing formats.
3. Maintains and updates the spatial database by calculating the square footages from the architectural floor plans and transferring to the database.
4. Provides drawing support for both the in-house group renovation projects and projects contracted to other engineering firms; generates sketches and plans; prepares reproductions of existing drawings.
5. Verifies dimensions of walls, doors, and renovations in existing buildings; develops and updates master drawings using AutoCAD.
6. Insures the integrity of the electronic CAD files on the server; corrects and repairs damaged files.
7. Assigns room usage and type defined by Texas Higher Education Coordinating Board (THEBC) codes; preserves and archives the process of all existing vintage drawings.
8. Meets with staff regarding signage needs.
9. Meets with installation personnel to insure proper placement of signs; issues and discusses work orders with the contracted sign agency; inspects the installation of all interior and exterior signage.
10. Maintains file room, file maintenance and organization plans; Installs signs according to ADA standards.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices of residential and commercial architecture and construction techniques.
- Principles and practices used in advanced AutoCAD software operation and application.
- Building construction codes and standards.
- Methods of calculating areas within buildings and properties and recording measurements.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Following and effectively communicating verbal and written instructions.
- Communicating in a concise and effective manner.
- Drafting and drawing using computer aided design technology.
- Operation and application of advanced AutoCAD programs.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Make recommendations that impact the budget.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software including computer aided design software.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

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.
Coordinator, Continuing Education

(ID: 205004)

**FLSA Status:** Exempt  
**Band:** Coordinator  
**Level:** 3

**Reports To**

Associate Dean, Continuing Education

**Job Purpose**

To coordinate the development, scheduling, marketing, implementation, delivery, and evaluation of workforce training and Continuing Education (C.E.) programs.

**Description of Duties and Tasks**

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

1. Coordinates assigned workforce education courses and programs offered at a specific campus. Includes developing course schedules, arranging facilities, facilitating instructor agreements, arranging duplication services, ensuring classroom/electronic setup, collecting completed class attendance rosters, coordinating payroll information for operations staff, and maintaining inventories.
2. Serves as campus CE communication liaison.
3. Provides information for students and potential students regarding C.E. programs offered at a campus location; explains education, training, enrollment availability, requirements, and associated career opportunities.
4. Creates and maintains current brochures, applications, web resources, and other program marketing materials; maintains listservs.
5. May assist with planning, developing, preparation, and proofreading of Continuing Education semester course schedule.
6. May assist with CE community needs assessments.
7. Assigns, oversees, and evaluates hourly instructors in the development and delivery of CE courses offered at the campus location.
8. Evaluates the program participation, customer satisfaction, success of courses, and effectiveness of instructors at the campus location.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Processes for developing course schedules.
- Continuing education services.
- Establishment of priorities for coordinating various continuing education programs.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Creating and maintaining program marketing materials.
- Assigning, supervising, and advising hourly instructors.
- Maintaining confidentiality of work related information and materials.
- Evaluating instructor performance and program quality.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
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.
Coordinator, CPPPS

(ID: 101509)

FLSA Status: Exempt
Band: Coordinator
Level: 3

Reports To

Director, Center for Public Policy and Political Studies

Job Purpose

To coordinate programs and events of the Center for Public Policy & Political Studies (CPPPS).

Description of Duties and Tasks

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

1. Coordinates daily activities of the Center.
2. Plans, promotes and coordinates events hosted by the Center.
3. Provides answers to students and the public regarding program goals and policy interpretation. Interacts with the public regarding activities of the Center.
4. Participates in committees and task forces designed to improve the quality of service to students.
5. Coordinates and conducts surveys/studies relevant to Center activities.
6. Prepares or coordinates preparation of financial and administrative reports; analyzes and interprets statistics, financial data, and management planning data for predicting resource needs and developing long range plans.
7. Assists in the development of long- and short-range goals for the Center.
8. Acts as liaison with the community, students, faculty, and staff in facilitating Center programs.
9. Assists, as needed, with administrative work of the Center.
10. May oversee the work of work study or hourly employees.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Program development and execution.
- Social media and its application.
- Budget management methods and techniques.
- Planning and executing public events.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Problem solving and decision-making.
- Maintaining confidentiality of work related information and materials.
- Experience using QuickBooks for financial reporting.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Working with non-profit or public Board of Directors.
- Planning, analyzing and coordinating activities and establishing priorities.
- Establishing and maintaining effective working relationships.
- Working with people from a variety of culturally diverse backgrounds.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Coordinator, Data Management

(ID: 20511)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To
Executive Director, Adult Education

Job Purpose
To plan, coordinate, and manage records and data systems.

Description of Duties and Tasks

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

1. Creates reports and ensures accuracy of reporting system for federal and state grant requirements, director, and external stake-holders.
2. Develops and maintains department-wide data management systems.
3. Prepares reports and written materials.
4. Researches, evaluates, and recommends changes to systems and processes related to the collection, reporting, and dissemination of information.
5. Stays current regarding Adult Education rules and regulations, performance measures, data collection methodology, and state mandated data systems.
6. Works to integrate Adult Education and ACC data systems.
7. Provides quality assurance by analyzing and verifying data entered into the state mandated system.
8. Generates rosters and reports for instructors on a regular basis. Works with instructors to ensure all data is collected and is verifiable.
9. Trains regular and hourly staff on data systems.
10. Plans and oversees archiving of student records.
11. Creates reports for the director and for internal and external stake holders.
12. Collaborates with IT staff within ACC and at state entities to develop enhancements and solve technology problems including issues with ACC’s ERP system.
13. Combines data reports from ERP system via Entrinsik and state mandated system to provide meaningful data-analysis for program improvement.
14. Serves as a liaison with other ACC departments to coordinate data-related issues and processes.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Data collection, verification, and compilation methods.
- Report design.
- Ability to communicate clearly and explain complex systems to non-technical personnel.
- Basic querying methods.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accountable for inventory/property management.
- Managing or administering grant funds.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Data collection, analysis, and report writing.
- Ability to understand and follow instructions precisely.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Coordinator, Dental Hygiene Clinic  
(ID: 202006)

FLSA Status: Exempt  
Band: Coordinator  
Level: 3

Reports To

Department Chair, Dental Hygiene

Job Purpose

To coordinate services and activities of the on-site ambulatory care dental hygiene clinic.

Description of Duties and Tasks

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

1. Coordinates the day-to-day activities and services of assigned lab and clinical areas including support scheduling, clinic set up, and management of lab and clinic equipment and supplies.
2. Provides assistance to instructors and/or students in the clinical setting; trains faculty, staff and students on the use of clinic, lab and sterilization equipment.
3. Ensures that the materials lab, support areas and clinic are clean, safe, and organized; promotes safe clinical practices.
4. Coordinates the ordering and re-supply of lab and clinic expendables, clinic prescription products and medical glasses.
5. Repairs or coordinates the repair, servicing and replacement of lab and clinic equipment as required.
6. Maintains and coordinates an accurate inventory of departmental technology, clinic and lab equipment, and chemicals.
7. Assures regulatory compliance to meet local, state and nationals requirements; provides and tracks required compliance training to students, faculty and staff.
8. Serves as the key administrator of the patient management database (EagleSoft software) to include coordination of software upgrades, serving as the liaison with the software vendor, and providing associated training to students, faculty and staff.
9. Researches, evaluates and recommends new lab materials, clinic equipment and instructional technologies.
10. Acts as the liaison between lab personnel, clinical faculty, the Department Chair, the Health Professions Institute, and the Department of Environmental Health & Safety.
11. Responds to inquiries inside and outside Austin Community College regarding the Dental Hygiene Clinic.
12. May tutor or supervise students and/or coordinate the work of other personnel.
13. May work in other Health Sciences Departments when patient care is not occurring.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Safety standards and practices used in lab/clinical and classroom settings.
- Skills, equipment, supplies and technology applicable to dentistry.
- Regulatory requirements, processes and procedures applicable to dentistry.
- Lab and clinic equipment assessment, maintenance and repair.
- Purchasing/procurement and best practices.
- Patient care database management.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Applying regulatory requirements to ensure compliance.
- Applying technical expertise, experience and judgment to plan and accomplish goals.
- Using creativity and independent thought to resolve issues.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy as well as working with diverse student and faculty populations.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Following established procedures in emergency situations.
- Providing assistance to students, faculty and staff in a clinical environment.
- Promoting and ensuring safe lab and clinical practices.
- Maintaining confidentiality of student, patient and work related information and materials.
- Researching, evaluating, and recommending new lab and clinical equipment and supplies.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software including patient-management databases.

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.

Work Experience

Three years clinical work experience as a licensed dental hygienist in good standing in the state of Texas.

Education

Associate degree in dental hygiene, or equivalent combination of education, training or experience.

Special Requirements

Must have the ability to be bonded.

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Emergency Management
(ID: 16303)

FLSA Status: Exempt
Band: Coordinator
Level: 5

Reports To
Director, Environmental Health, Safety

Job Purpose
To coordinate the development, implementation and maintenance of a college wide, comprehensive, all hazards emergency management program to prepare for and direct the actions of the college community in the event of an emergency.

Description of Duties and Tasks

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

1. Prepares and maintains an all-hazards emergency operations plan (EOP) for the district’s 10 campuses, 2 business centers, 9 learning centers and a variety of continuing education locations. The EOP must reflect best practices and comply with Texas Education Code requirements, State EOP guidance documents and Federal requirements issued by Federal Emergency Management Agency, Department of Homeland Security and the Department of Education.


3. Conducts assessments, reviews and self-inspections. Analyzes and interprets results, recommends appropriate corrective actions, communicates results and follows-up on issues or concerns until completion.

4. Develops, coordinates, facilitates and maintains ACC crisis management policies and procedures and emergency operations activities ensuring adherence to the emergency management goals of: Protecting life, health, and safety; Securing and protecting facilities, property and equipment from loss; Maintaining essential academic and business services and operations; Providing for restoration of services, functions, and facilities as timely as possible; Continuously assessing the effectiveness of the policies, procedures, activities and organizational structure and provide feedback for continuous improvements.
5. Serves as a contact with federal, state, and local emergency response groups. Develop relationships with local fire, law enforcement, EMS providers and local emergency management groups.
6. Reviews and updates policies, programs, and procedures ensuring inclusion of any new legal requirements. Keeps abreast of changes to laws and regulations that impact the College. Utilizes best practices in emergency management and planning.
7. Reviews and investigates incidents, compiling findings and recommendations for corrective actions into summary report.
8. Develops, implements, and coordinates College-wide emergency training. Prepare and deliver appropriate training to all constituents of the college community.
9. Works with all areas of college to facilitate, implement, maintain and exercise an effective college wide business continuity plan that strives to reduce the possibility that ACC operations will be interrupted in the event of a disaster.
10. Participates in shared governance process as a committee member. Provides technical knowledge on emergency preparedness and related issues, plans, and projects for implementation.
11. Assists with the design, development and implementation of: disaster preparedness plans and training programs, emergency operations drills, department level emergency and mitigation plans, and interdepartmental activities. Routinely communicates emergency management preparedness measures to all constituents of the college community.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Development and implementation of crisis management plans.
- Best management practices in crisis management.
- Process/Procedures for interaction with professional leadership team during emergencies to lead with confidence, patience and integrity.
- Methods used to management emergency response operations.
- How to work positively in stressful situations.
- Emergency exercise design, implementation and management.
- Working with state, federal, and local emergency officials.
- Effective business continuity planning and implementation.
- Methodologies and techniques used in training a broad, multicultural group in emergency.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Application of regulatory requirements to ensure regulatory compliance.
- Applying technical expertise, experience, and judgment to plan and accomplish goals.
- Using creativity and independent thought to resolve issues.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Accountable for inventory/property management.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Coordinator, EMSP Simulation Lab
(ID: 202003)

FLSA Status: Exempt
Band: Coordinator
Level: 3

Reports To
Executive Dean, Health Science

Job Purpose
To coordinate clinical simulation learning lab facilities and services in Emergency Medical Services Professions Program.

Description of Duties and Tasks

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

1. Coordinates day to day activities and services of assigned lab area including scheduling, lab setup, and management of lab equipment and supplies.
2. May tutor or supervise students and/or coordinate the work of other personnel.
3. Provides assistance to instructors and/or students in a clinical lab setting.
4. Ensures that the lab/classroom is clean, safe, and organized; promotes safe lab practices.
5. Repairs or coordinates the repair of lab equipment as required.
6. Coordinates the ordering and re-supply of consumable lab equipment; conducts quarterly equipment inventories.
7. Implements simulation activities as required.
8. May research, evaluate, and recommend new lab materials, equipment, and experiments.
9. Responds to inquiries inside and outside of Austin Community College; may work with organizations outside of ACC in relation to providing lab services.
10. Acts as a liaison between lab personnel, the Department Chair, and the Safety Office.
11. Participates in student recruitment.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Medical skills and equipment/technology applicable to area of assignment.
- Lab facilities and services.
- Lab equipment and supplies.
- Safety standards and practices used in lab/classroom settings.
- Processes for maintaining and/or repairing lab equipment.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule including occasional evenings and weekends, and wearing a pager as required.
- Effectively using interpersonal and communications skills, including tact and diplomacy as well as working with diverse student and faculty populations.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Remaining calm and logical, and following established procedures in emergency situations.
- Coordinating lab activities and services.
- Providing assistance to students and instructors in a clinical/lab environment.
- Promoting and ensuring safe lab practices.
- Maintaining confidentiality of work related information and materials.
- Researching, evaluating and recommending new lab equipment and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

Community college teaching experience or experience managing a medical skills learning lab preferred.

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.
Coordinator, Enrollment Management Data  
(ID: 120503)

FLSA Status: Exempt  
Band: Coordinator  
Level: 2

Reports To  
Director, Enrollment Management

Job Purpose

To plan, create and manage the data systems for the Enrollment Management Office, which will include the development and management of new automated systems, web based systems, and workflow.

Description of Duties and Tasks

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

1. Responds to requests for complex queries from the College database system; gathers, compiles and performs initial data analysis; develops systematic documentation of computer applications written for the office of Student Support & Success Series. Prepares reports and data files for external and internal use, ensuring compliance with federal and state privacy laws.
2. Generates and maintains all statistical reports, provides training, and acts as a consultant to the staff regarding new electronic processes.
3. Researches and analyzes student data to support student access and success (i.e. recruitment, enrollment, retention, particularly in special programs such as Bridge, Youth Programs, and Men of Distinction).
4. Assists the Director in planning and implementing short- and long-term goals and objectives for student enrollment and retention.
5. Maintains Enrollment Management web pages.
6. Creates reports for the director and for internal and external stake holders.
7. Administers and coordinates the Enrollment Management Plan.
8. Provides guidance to the Information Technology department when upgrading or enhancing the Enrollment Management database system.
9. Develops and maintains department and college-wide data and communication management systems.
10. Develops internal college web surveys.
11. Interacts with the Information Technology department and The Higher Education Coordinating Board in regards to new automated systems or trouble shooting technical issues.
12. Researches, evaluates, and recommends changes to systems and processes related to the collection, reporting, and dissemination of information.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Processes and procedures used in maintaining all aspects of a College-wide communications management system.
- Data collection, verification, and compilation methods.
- Report design.
- Ability to communicate clearly and explain complex systems to non-technical personnel.
- Basic querying methods.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Generating computer reports using queries.
- Creating, maintaining, and updating web page documents.
- Working collaboratively.
- Analysis, research and data manipulation to support or justify a position, policy, or practice.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor’s degree.

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.
Coordinator, Environmental Health & Safety

(ID: 16302)

FLSA Status: Exempt
Band: Coordinator
Level: 5

Reports To
Executive Director, Environmental Health, Safety & Insurance

Job Purpose
To coordinate the development, implementation and maintenance of an environmental health and safety management system to ensure a safe, healthy workplace for employees and a safe, learning environment for students and visitors.

Description of Duties and Tasks

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

1. Management of environmental programs and policies.
2. Manage hazardous wastes and disposal pickups from all campuses and departments.
3. Conducts site assessments, reviews and self-inspections. Analyzes and interpret results, recommends appropriate corrective actions, communicates results and follows up on issues or concerns until completion.
4. Develops, implements, and maintains ACC policies and procedures ensuring adherence to local, state, and federal environmental, health and safety regulations. Keeps abreast of changes to laws and regulations that impact the organization. Serves as a contact with federal, state, and local regulatory bodies.
5. Reviews and updates policies, programs, and procedures ensuring inclusion of any new legal requirements.
6. Reviews and investigates accident/incident reports, compiling findings and recommendations for corrective actions into summary report.
7. Develops, implements, and coordinates Safety, Health, and Environmental College wide training.
8. Participates in shared governance process as a task force member. Provides technical knowledge on health and safety related issues, plans, and projects for implementation.
10. Assists with the design and development of facilities, work areas and work procedures and ensures the implementation of environmental, health and safety requirements accordingly.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Safety, health, and environmental engineering principles and practices.
- Federal, State, and local regulations and national standards relating to applicable areas of Environmental Health Safety system, risk minimization, and insurance provisions.
- Analytical test equipment such as dosimeter, draeger tubes, and multi-gas detection meter.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Application of regulatory requirements to ensure regulatory compliance
- Applying technical expertise, experience, and judgment to plan and accomplish goals.
- Using creativity and independent thought to resolve issues.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Knowledge of ACC Policies and procedures, Board policies and Administrative rules, analytical test equipment such as dosimeter, draeger tubes, and multi-gas detection meter.

Certification as Industrial Hygienist and/or Safety Professional.

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.
Coordinator, Evening/Weekend Operations  
(ID: 281501)

FLSA Status: Non-Exempt  
Band: Coordinator  
Level: 2

Reports To

Campus Manager

Job Purpose

To lead and oversee administrative operations in the evening and/or weekends including the oversight of facilities, designated support services, room scheduling, and collaboration with members of the community, as needed.

Description of Duties and Tasks

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

1. Ensures that basic instructional, support services, and facilities function efficiently for evening, weekend, or when necessary during the Campus Manager's absence.
2. Serves as person in charge of Campus Emergency Procedures during evening/weekend hours of operation.
3. Provides information concerning the College, to faculty, staff, students, and community groups and/or community representatives.
4. Facilitates evening events held by College organization or by neighborhood associations, and community groups. Serves as liaison to community members in absence of Campus Manager.
5. Schedules and handles changes in room assignments for evening classes, and may distribute mail, keys, supplies, paychecks, class rosters and evaluation forms, permits, identification cards, class withdrawal forms, complaint forms, and schedules.
6. Answers inquiries and resolves problems regarding programs, faculty, faculty support services, student support services, campus events, and canceled classes.
7. Serves as liaison for closed College offices during evening or weekend hours of operations.
8. May create and maintain a monthly newsletter for the campus.
9. Serves as College cashier when required.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Facility management, operation, and maintenance.
- Services and functions of educational institutions.
- Community involvement in special evening and/or weekend events.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including evening and weekend hours.
- Methods of collaboration with community leaders, or other community members.
- Event coordination.
- Effectively using interpersonal and communications skills, including tact and diplomacy with diverse constituencies.
- Effectively using organizational planning skills with attention to detail and follow-through.
- Maintaining confidentiality of work related information and materials.
- Resolving scheduling and/or resource deployment issues and conflicts.
- Overseeing facility operations.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Coordinator, Faculty Development  
(ID: 232005)

FLSA Status: Exempt  
Band: Coordinator  
Level: 3

Reports To
Manager, Faculty Development

Job Purpose
To coordinate professional development opportunities for faculty, helping professors to stay informed about new developments within the college, as well as within the field of higher education.

Description of Duties and Tasks

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

1. Creates, designs, and implements new training programs; serves as facilitator and instructor for workshops and seminars.
2. Assists with the design and maintenance of course offering database. Enters workshop attendance and evaluation ratings and reviews workshop feedback.
3. Researches and analyzes models of teaching and learning theories and best practices, and implements techniques to develop and deliver faculty workshops.
4. Creates and distributes marketing materials and class handouts.
5. Coordinates, develops, designs, facilitates, and teaches workshops and curriculum for faculty development.
7. Coordinates communication with supervisors regarding specialized faculty training.
8. Conducts faculty development needs assessments; prepares reports of completed faculty development offerings and evaluation results.
9. Assists with special faculty development projects and events.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Higher education organizations and processes.
- Instructional techniques, theory, and workshop design.
- Adult learning principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Designing and developing workshops and training for in-person and online presentation.
- Maintaining an established work schedule, including occasional evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills, with attention to detail and follow-through.
- Presentation skills, including teaching and conducting workshops.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, First Year Services
(ID: 123012)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 1

Reports To
Supervisor, Student Life

Job Purpose
To coordinate the Texas Grants (TG) First Year Experience (FYE) Grant for the Office of Student Life. This is a grant funded position.

Description of Duties and Tasks

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

1. Coordinates the First Year Experience (FYE) Grant by organizing, developing and implementing marketing, recruitment, placement, and assessment.
2. Collects, organizes, and reports all information in compliance with grant mandates.
3. Meets regularly with Supervisor and Director to evaluate and plan grant activities.
4. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, provides annual statistics and reports, assists with logistical changes, and improvements to programs. May include managing a program budget and purchasing books, supplies, and testing materials.
5. Evaluates and maintains records such as test scores and statistics, class contact hours, attendance, instructor comments, and class grades. Assists with student intake, orientations, tracking and other events that pertain to the promotion and recruitment of students.
6. Provides assistance to students, staff, instructors, and ACC and partner agencies with issues arising in the classroom and provides solutions with measurable outcomes.
7. Collaborates with ACC and community partners, to ensure smooth functioning of the program.
8. Recruits, assists with hiring process, and orients, hourly employees for grant activities.
9. Monitors local, state, and national initiatives and best practices in First Year Experience programs. Attends TG meetings regarding the Grant.
10. Meets with College-wide staff and faculty to develop FYE communities, programming, to identify effective strategies, and pursue First Year support practices.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Student development principles, practices, and theories.
- Best practices in implementing contextualized instruction and learning communities.
- Learning assessment techniques and practices.
- Effective recruitment and retention methodologies.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including some weekends and evenings.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Grants and Special Projects

(ID: 20156)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 1

Reports To
Department Chair, Electronics and Advanced Technologies Department

Job Purpose
Coordinates all stages of program implementation and delivery, and assists in the ongoing documentation and reporting of program deliverables for the Electronics and Advanced Technologies Department.

Description of Duties and Tasks

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

1. Coordinates, implements and facilitates various departmental grants including tracking deliverables, documenting grant requirements, and generating statistical reports.
2. Coordinates curricula development, meetings, and communication among subject matter experts, instructors, and college partners.
3. Plans and coordinates events and projects produced by the department.
4. Creates and designs brochures, applications, uses web site resources, and any other marketing materials related to projects to promote the department in career fairs, educational events, and industry events.
5. Creates student alumni page on department website.
6. Assists in the development of final reports. Performs several duties including correspondence, orders supplies and equipment, maintain files, compiles and records students' information and other tracking systems.
7. Partners with ACC financial management departments and partnering agencies to ensure appropriate management and allocation of grant funds.
8. Gathers and compiles data for various statistical surveys and reports such as grant program deliverables and student tracking.
9. Assists in the development of final reports.
10. Confers with the Department Chair about developing ideas and materials for student recruitment.
11. Contributes ideas on expanding subsequent grants and increasing student participation in the program.
12. May oversee the work flow of hourly employees.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Grant programs and activities.
- Program documentation and reporting.
- Program implementation and delivery.
- Program funds management and allocation.
- Basic query methods and database management.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Prepare and/or process purchase orders.
- Manage or administer grant funds.
- Maintaining an established schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Data collection, analysis, and reporting writing.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Coordinating and maintaining project-based budgets.
- Working and interacting with diverse groups of people.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Coordinator, Health Science Compliance
(ID: 20205)

FLSA Status: Exempt
Band: Coordinator
Level: 2

Reports To
Executive Dean, Health Sciences

Job Purpose
To coordinate and communicate information regarding compliance programs for academic and Continuing Education Health Science students.

Description of Duties and Tasks

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

1. Serves as a resource to Health Sciences faculty with regard to addressing teaching issues.
2. Collaborates with faculty and coordinates with the Instructional Design Specialist to integrate technology into instruction.
4. Creates, coordinates, and implements professional development activities relative to curriculum and instruction for the Health Sciences faculty.
5. Acts as a liaison to the Grant Development Department.
6. Provides assistance to the Dean of Health Science and Department chairs regarding the identification of external funding sources, proposal and report writing, and monitoring the implementation of Health Sciences grants.
7. Assists Department chairs in responding to external program approval and accreditation standards, including periodic reporting documents, and self-study reports.
8. Participates in special projects as assigned by the Dean of Health Sciences.
9. Reviews and interprets immunization records.
10. Reviews and interprets background check reports.
11. Enters confidential data into spreadsheets.
12. Serve as a liaison to vendors and departments.
13. Attends Employee Health Safety meetings and Department chair meetings.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- HIPPA regulations and requirements.
- FERPA regulations and requirements.
- Academic and continuing education compliance programs related to Health Science.
- Immunization schedules approved by the state of Texas.
- Criminal background checks processes and procedures.
- Drug screening processes.
- Processes for tracking accident and exposure incidents

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy, and working with people from diverse backgrounds.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating Health Science compliance program activities.
- Liaising with faculty, staff, and external agencies regarding compliance procedures and issues.
- Maintaining accurate documentation and records in relation to compliance programs.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree in Nursing.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Healthcare Programs
(ID: 20254)

FLSA Status: Exempt
Band: Coordinator
Level: 3

Reports To
Director, Workforce Development Center

Job Purpose
To coordinate the development, scheduling, marketing, and implementation of quality healthcare focused workforce education programs for the Health Professions Institute at Austin Community College.

Description of Duties and Tasks

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

1. Advises students regarding ACC healthcare programs; provides information regarding education and training required in healthcare programs; provides information regarding career opportunities.
2. Coordinates assigned programs and courses activities including drafting and developing course schedules, hiring instructors, insuring all required learning materials are available, monitoring the application process for consistency and accuracy, organizing practicum site visits; ensuring compliance with state and federal regulations for training, and monitoring course and program budgets.
3. Promotes programs by attending job fairs as well as high school and professional association meetings; assists in the development of program marketing materials and web resources; interfaces with community organizations to represent the Health Professions Institute and assigned programs.
4. Supervises and supports hourly instructors including negotiating instructor classes and teaching times, duplicating/ordering necessary course materials/equipment, facilitating learning opportunities for instructors, monitoring student evaluation of course material and instructor skills, and managing instructor payroll.
5. Develops and/or revises programs, courses, curriculum, and conferences based on input from healthcare and nursing sources, industry advisory boards, Health Science Faculty and Dean; identifies new/cutting edge topics and seeks expert sources to revise or create curriculum.
ensures that accrediting agency standards are met when curriculum is developed; justifies all new course work with relevant regulatory agencies.

6. Plans, develops, prepares, and proofreads each Continuing Education semester course schedule.

7. Coordinates with state agencies and boards to maintain up to date required data for accreditation.

8. Collaborates with Health Science Program chairs to ensure delivery of integrated courses and programs; coordinates with Customized Training staff to support their efforts in contract training for the healthcare community.

9. Coordinates continuing education providerships as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Workforce education programs.
- Healthcare professions, programs, courses, and curriculum.
- Marketing materials and web resources used to promote Healthcare programs.
- Accreditation requirements.
- Program quality and regulatory standards.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accept, receive, and/or collect payments.
- Accountable for inventory/property management.
- Determine individual benefit eligibility
- Maintaining an established work schedule, including evenings and weekends as required.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating all aspects of healthcare education courses and programs.
- Advising students regarding workforce training, education, enrollment, and healthcare career opportunities.
- Developing and/or revising programs, courses, and curriculum.
- Assigning, supervising, and advising hourly instructors.
- Evaluating instructor performance and program quality.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Bilingual preferred.

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.
Coordinator, HR Records

(ID: 130511)

**FLSA Status:** Non-Exempt

**Band:** Coordinator

**Level:** 3

**Reports To**

Manager, HR Records

**Job Purpose**

To maintain Southern Association of Colleges and School (SACS) faculty credential compliance process; to facilitate implementation of new processes for effectiveness and to coordinate development of electronic systems; to process employee records and data

**Description of Duties and Tasks**

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

1. Evaluates, analyzes, facilitates the design of electronic systems. Maintains HR Records electronic systems.
2. Coordinates HR Records processes. Oversees the workflow and monitors the work of the HR Records staff and hourly employees to ensure accurate payroll processing in compliance with college policies and procedures.
4. Updates and maintains full-time faculty records-related electronic processes, including online contracts and pay out options, new hires, terminations, and prorated salaries.
5. Coordinates, develops, implements, and maintains appropriate processes and electronic systems to support SACS faculty credential program.
6. Coordinates and maintains electronic faculty credential compliance processes. Identifies system issues, implements corrective action plan, collaborates with academic deans for evaluation and resolution.
7. Coordinates, maintains, and develops training for Fortis electronic document retrieval system, and for HR Records electronic systems. Develops training guides and manuals.
8. Conducts formal and informal training sessions regarding HR Records procedures, processes, and policies. Develops training and documentation of system use for users.
9. Serves as backup to the HR Records Manager.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Administrative procedures, principles, and practices.
- Federal and state wage and salary laws and regulations.
- General Human Resources practices and principles.
- Electronic files, records and data management systems.
- SACS faculty credentialing requirements.
- Training and presentation methods, styles, and techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule. Peak periods may require evening and weekends.
- Management of electronic systems.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with exacting attention to detail and follow through.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Preparing and reviewing narrative documents, reports, and records.
- Analyzing complex data and making recommendations.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Effective on-on-one and group presentation and training skills and techniques.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Institutional Planning & Assessment

(ID: 14052)

FLSA Status: Exempt
Band: Professional
Level: 2

Reports To

Vice President, Effectiveness and Accountability

Job Purpose

To coordinate the development, implementation, and maintenance of the College-wide Master Planning, and/or College-wide assessment processes to promote continuous improvement processes as required by policy.

Description of Duties and Tasks

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

1. Manages and maintains a comprehensive system to compile, manage, evaluate, and report data associated with College goals, and institutional initiatives.
2. Provides strategic and operational leadership for administrative unit assessment.
3. Coordinates the College-wide Master Plan (strategic planning) process. Initiates the planning process, maintains the planning database, coordinates and tracks cluster group activities, produces the Master Plan document, and assesses previous Master Plan initiatives and core institutional indicators. And/or works closely with faculty and staff to coordinate, facilitate, and monitor assessment activities for the institution. This includes instructional program review, assessment of student learning outcomes, administrative review, and other college-wide assessment processes.
4. Develops, administers, and analyzes college-wide surveys related to institutional effectiveness.
5. Documents, monitors and develops reports on institutional effectiveness.
6. Provides technical expertise and consulting on research design, survey development and data analysis for assessment-related research.
7. Provides strategic and operational leadership for administrative unit assessment.
8. Develops and maintains computer programs to access required data and produce reports to support planning and assessment.
9. Conducts focus groups and SWOT analyses.
10. Provides staff support for institution-wide assessment and planning committees.
11. Conducts professional development opportunities on assessment and planning for the ACC community.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Research and public policy related to higher education, particularly principles of institutional effectiveness.
- Principles of planning processes in higher education.
- Principles of educational research design, implementation and analysis.
- Principles of assessing student learning.
- Principles of performance measurement.
- Current requirements for accreditation by the Southern Association of Colleges and Schools Commission on Colleges.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Establishing and maintaining effective working relationships with faculty, staff and administration.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Writing and editing reports.
- Maintaining systematic project documentation.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor’s degree.

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.
Coordinator, Integrated Planning and Advising Services

(ID: 121511)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To

Dean, Student Services

Job Purpose

To implement the Degree Map/Integrated Planning & Advising Services (IPAS), an electronic tool, to enhance and streamline academic advising to include course selection, course registration, tracking of student progress, and recommending support service.

Description of Duties and Tasks

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

1. Coordinates the Integrated Planning and Advising Services (IPAS) grant to implement all activities associated with the Degree Map/IPAS, including project launch, reporting, outreach, staff training, data collection and evaluation.
2. Manage professional development training and orientation of faculty, advisors, and counselors to ensure college-wide adoption and support of Degree Map/IPAS.
3. Collaborates with Degree Map/IPAS providers and related college-wide stakeholders, creates, designs, and implements new training programs; serves as facilitator and instructor for workshops and seminars for faculty, staff, and students.
4. Leads and directs the continued implementation; works with IT and Degree Map developer to troubleshoot; evaluates effectiveness, gathers feedback from end users (students, faculty, and staff), and collaborates closely among departments to ensure success of the project during its initial phases.
5. Implements the Degree Map/IPAS project, addressing issues in a timely fashion.
6. Provides periodic updates on implementation progress to the college community, including faculty, staff, and administration.
7. Produces written information to students, staff, faculty and administration about the project.
8. Collects, organizes, and reports all information in compliance with the IPAS grant requirements including periodic project and budget reports.
9. Serve as a contributing member of the ACC Student Services team.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Higher education organization and processes.
- Understanding of applicable student success strategies.
- Knowledge of grant coordination.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Excellent communication, written and verbal, and interpersonal skills, including skill in persuading others.
- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Demonstrated expertise in project planning, development, implementation and analysis.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively working with a diverse and multicultural student body.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience
Two years related work experience.

**Education**

Bachelor's degree.

**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.
Coordinator, Internal Communications
(ID: 102032)

FLSA Status: Exempt
Band: Coordinator
Level: 2

Reports To
Director, Associate Communications

Job Purpose
To help develop and integrate high-impact communication strategies and vehicles to promote employee engagement and the overall integrity of the Austin Community College District culture; ensures alignment of internal communication with the mission, vision and goals of the District. Position is also responsible for ensuring the accuracy and integrity of the President's office database including data input and output, technology management, and end-user training and support.

Description of Duties and Tasks

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

1. Routinely measures and reports on internal communication effectiveness and outcomes.
2. Serves as senior copy editor for the Public Information and College Marketing Department.
3. Oversees the daily operation of the President's office database ensuring accuracy, security, and effectiveness.
4. Creates and produces reports from the President's office database to effectively identify specific segments of data for various analysis and targeted marketing efforts.
5. Recommends standards and policies for data entry and ensures compliance.
6. Writes, coordinates, and distributes internal communications to enhance employee engagement and the connection between the leadership team and the larger organization.
7. Establishes and maintains appropriate internal and external relationships to support the execution of executive communication.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated knowledge of corporate communications, journalist, and/or technical writing practices including researching, interviewing, and writing.
- Knowledge of online communications and client tools. Includes web content management systems, broadcast email marketing tools, social networking, and online databases.
- Expertise in use of English grammar, punctuation, and syntax.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Intermediate experience with photography or video.
- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills.
- Maintaining confidentiality of work related information and materials.
- Advanced research, newswriting, and editing skills.
- Excellent analytical, organization, and communication skills.
- Ability to work both collaboratively and independently.
- Ability to organize often complex information for effective presentation in publications, websites, and other media.
- Flexible and creative; able to handle changing priorities.
- Proactive, service-oriented attitude.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, International Programs
(ID: 20552)

| FLSA Status: Exempt |
| Band: Coordinator   |
| Level: 2            |

Reports To
Director, International Programs

Job Purpose
To organize, coordinate, and advise students, staff, and faculty on international education opportunities, including study abroad and provide support for special projects and international partnership development.

Description of Duties and Tasks

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

1. Coordinates, organizes, and supports ACC faculty-led study abroad programs.
2. Coordinates, organizes, and supports college and community activities that promote ACC faculty-led study abroad programs.
3. Develops multi-media promotional materials related to ACC faculty-led study abroad programs and other programs.
4. Coordinates and implements annual multi-media marketing and outreach campaign for ACC faculty-led study abroad programs and other programs in collaboration with Public Information and College Marketing.
5. Coordinates, organizes, and supports international student recruitment program in collaboration with International Students Office.
6. Coordinates, organizes, and supports International Visiting Scholar Program.
7. Coordinates, organizes, and supports incoming and outgoing international delegation visits.
8. Coordinates and implements ACC obligations under Congress-Bundestag Youth Exchange for Young Professionals (CBYX) program.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Grant application and administration procedures.
- Supervisory principles, practices, and methods.
- Event planning and organization concepts.
- International work or study experience.
- Use of program management models and tools.
- Basic accounting and resource management principles.
- Basic planning and organizing principles, practices, and methods.
- Basic marketing principles.
- Multi-media design principles and use of design software.
- Cultural competency.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accept, receive, and/or collect payments.
- Prepare and/or process purchase orders.
- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division.
- Manage the budget within assigned department.
- Maintaining an established work schedule, including some evenings and/or weekends.
- Developing promotional materials to include posters, fliers, brochures, push cards for ACC sponsored study abroad programs.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Program coordinating skills including those associated with budget and resource management.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Working with individuals from different cultures
- Organizing events for students, faculty, staff, and community that promote ACC sponsored study abroad programs.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

Proficiency in one or more foreign languages preferred.

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.
Coordinator, Interpreter Services
(ID: 122000)

FLSA Status: Exempt
Band: Coordinator
Level: 3

Reports To
Supervisor, Interpreter Services

Job Purpose
To coordinate and provide sign language interpretation services for students, teachers, and staff that are deaf or hearing impaired; and plans, directs, and implements the Interpreter Mentoring Program.

Description of Duties and Tasks

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

1. Provides interpreting services for students, faculty, and staff that are deaf or hearing impaired.
2. Prepares for assignments by reading textbooks; and conferring with students, instructors, and/or other interpreters.
3. Provides general office support such as assisting with planning and coordinating the scheduling of interpreters, and maintaining a resource library for interpreters.
4. Conducts and assists with workshops and programs to improve the skill level of interpreters; to promote awareness of faculty and staff regarding the use of interpreters, and best practices for serving deaf and hearing-impaired students; and to assess interpreter skills and screening of hourly interpreter applicants.
5. May train and mentor interpreting interns.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- American Sign Language, interpreting, and deaf culture.
- Interpreting and transliterating services provided in educational environments.
• Interpreter Services policies and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• General office procedures and techniques.
• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Providing interpreting/transliterating services in classrooms, meetings, student registration, testing, tutoring and counseling environments.
• Operating general office equipment.
• Effectively working with a diverse and multicultural student body.
• Establishing and maintaining effective working relationships
• Maintaining confidentiality of work related information and materials.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Associate degree.
Special Requirements

Must pass the ACC Interpreting skills assessment.

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.
Coordinator, Intramurals  
(ID: 123002)

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Reports To

Director, Student Life

Job Purpose

To coordinate all aspects of the Intramural Programs for ACC students.

Description of Duties and Tasks

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

1. Coordinates significant and high-quality opportunities in a variety of indoor and outdoor intramural activities, including those for disabled students, to satisfy the diverse needs of students, including team and individual/dual sport activities, tournaments, leagues and fitness challenges for students.
2. Coordinates, promotes, advertises and schedules intramural games on and off campus.
3. Organizes, oversees, and evaluates all student Intramural Programs, including budgets, and recommends equipment purchases and repairs.
4. Assists in the implementation of risk management policies and procedures.
5. Provides assistance for Student Life programs and participates on appropriate committees, as needed.
6. Researches and coordinates information regarding off campus facilities contracts for games and special events.
7. Coordinates with Student Life staff to maintain and improve website for online registration of events, leagues, etc.; tracks participation, maintains records and evaluations on participation and equipment inventory.
8. Attends and oversees intramural games; referees as needed; develops and implements team captain leadership training, referee and officials clinics; meets regularly with team student captains and student referees.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Event planning and coordinating processes.
- Administrative reporting processes.
- Student related activities and programs.
- Programming and administering intramural and recreation activities.
- Rules, objectives, and regulations of sports and competitive games.
- Adaptation of sports for participation by disabled students.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining a flexible and varying work schedule including mornings, afternoons, nights and weekends.
- Coordinating and prioritizing multiple projects with varying time lines.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating all phases of student activities, events, and programs.
- Effectively providing support and service to students, faculty, and staff regarding events, activities, and programs.
- Providing timely assistance to drop-in visitors as well as efficient follow-up to email and phone requests.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Experience working with students with disabilities preferred.

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

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.
Coordinator, IT DOL Outreach
(ID: 153003)

FLSA Status: Exempt
Band: Coordinator
Level: 3

Reports To
Director, IT DOL grant

Job Purpose
To provide planning, implementation, and coordination services for outreach, job placement, recruitment, intake, and student services for the Accelerated Programmer Training program in the IT DOL grant.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Plans, coordinates, and implements information sessions for prospective and current students. Presents overviews of ACC student services support resources for student success.
2. Conducts outreach activities and serves as communication liaison for special initiatives and programs, such as the Veteran's Initiative or other outreach/student success effort.
3. Assists in developing marketing and communication program materials.
4. Oversees APT student intake process.
5. Coordinates all job placement efforts of the APT program, including internships, job shadowing, and permanent placement.
6. Responsible for the oversight of the APT Industry Partner website.
7. Assists with special events, coordinates details, makes arrangements as needed.

Knowledge
Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective recruitment and retention methodologies.
- College admission, registration, and financial aid procedures.
- Higher education student support services.
Community-based organizations, support agencies, services, and resources.
Effective communication techniques.
Extensive industry contacts.
Contribute to long and short-range planning activities for APT program.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Assess and recommend changes to procedures, etc. to increase student success and enrollment.
- Maintaining an established work schedule.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Supervising and coordinating the activities of subordinate personnel.
- Time management, prioritizing, and multi-tasking.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
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.
Coordinator, Marketing Event  
(ID: 102020)

FLSA Status: Exempt  
Band: Coordinator  
Level: 2  

Reports To  
Director, Associate Communications

Job Purpose  
To coordinate and assist with planning, strategizing, and administering college-wide events and provide executive level administrative support.

Description of Duties and Tasks  

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

1. Coordinates and implements multiple events and activities for the College such as large meetings, conferences, galas, groundbreakings, launch parties, unveilings, community forums, cultural events, fundraisers, press conferences, and other special College-wide events as needed.
2. Manages the entire event production process: logistics, schedule, budget, staffing, and volunteers.
3. Researches and acquires venue, rooms, parking, registration, maintenance, lighting, audio/visual, security, food and beverages, set-up, "take-aways", and other items as needed.
4. Develops community-side event opportunities to promote ACC.
5. Supervises and escorts mascots while they are at an appearance. Maintains mascot costume cleaning and repairs between appearances.
6. Identifies and facilitates discussion and decisions about issues affecting events and ensures priorities are reflected in the planning and presentation of each event.
7. Receives or makes recommendations on program content and organization prior to all events; oversees event program and development.
8. Oversees follow up such as "thank yous" and surveys.
9. Manages vendor/sponsor relationships.
10. Provides administrative support of a responsible and complex nature and assists multiple departments. Performs with autonomy and initiative.
11. Assists with production of marketing materials including web contents, invitations, and email blasts.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

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

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Ability to work with efficiency and composure under stressful conditions and interact positively with the public, clients, and co-workers.
- Working effectively in groups and independently.
- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Self-direction and self-starting with a customer service orientation.
- Multi-tasking.
- Compiling and organizing complex materials, summarizing discussions, and reporting on actions to be taken.
- 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.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, P-16
,ID: 206504)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 2

Reports To
Director, P-16 Initiatives

Job Purpose
To coordinate P-16 College Readiness Initiatives and Articulated Credit Program with school districts, regional service centers, and other community colleges.

Description of Duties and Tasks

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

1. Provides technical assistance to area high schools and ACC departments regarding ACCTech.
2. Coordinates, organizes, and supports P-16 Initiatives activities with internal and external participants.
3. Coordinates and organizes the formation of articulation agreements with school districts.
4. Coordinates, organizes, and supports professional development workshops to support P-16 Initiatives and articulated credit.
5. Maintains and updates departmental website.
6. Maintains CATEMA database of students eligible to receive articulated credit.
7. Coordinates award of articulated credit with ACC Admissions and Records Department.
8. Monitors multiple budgets, maintains asset inventories, and assists in preparing budgets.
9. Coordinates MOUs between ACC and other entities regarding P-16 and articulated credit and maintains files of signed agreements.
10. Serves as the communication liaison with external and internal clients for P-16 Initiatives and articulated credit.
11. Prepares and develops reports on P-16 Initiatives and articulated credit programs.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Program documentation and reporting.
- Articulation procedure.
- Fiscal procedures for governmental entities.
- Secondary and post-secondary education policies, curriculum, and operation.
- Financial purchasing system.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Maintaining confidentiality of work-related information and materials.
- Making independent judgments regarding expenditures and budget streams.
- Interpreting and applying rules, regulations, policies, and procedures.
- Making individual and group presentations.
- Ordering and maintaining supplies and equipment.
- Coordinating administrative support services.
- Making travel arrangements and processing related documentation.
- Coordinating budget documentation.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Parent Engagement  
(ID: 204501)

FLSA Status: Exempt  
Band: Coordinator  
Level: 3

Reports To

Director, Teaching and Learning Center

Job Purpose

To coordinate services and technical assistance to the ACE 21st Century Grant partners in collaboration with Region XIII, and provide guidance and activities for campuses, participants and other stakeholders. The position is grant funded.

Description of Duties and Tasks

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

1. Coordinates and provides oversight for program services and technical assistance for all schools and communities in the collaboration.
2. Guides collaborative efforts to ensure coordination and delivery of parent involvement programs as outlined in the 21st Century grant; coordinates grant-provided activities with appropriate campus staff and with community resources.
3. Coordinates the collaboration of parent-involvement programs and activities to support parent and student success, including adult education services and volunteer opportunities.
4. Develops and delivers large and small group presentations to the ACE 21st Century community; and offers workshops to parents to promote career options and a college-going culture.
5. Communicates and collaborates to provide enhanced service delivery, program development, and customer satisfaction.
6. Provides training, technical assistance and expertise in serving adults and family members, including professional development, evidence-based curricula for character development and social-emotional learning.
7. Monitors, compiles, and analyzes data for reports utilizing spreadsheet and other data analysis software (TEASE) with improvements and modifications as needed.
8. Attends training sessions and conferences, as appropriate, to enhance the knowledge and skills needed for effective partnerships.
9. Coordinates development, communication, delivery, and evaluation services and training, using evidence-based practices, ensuring effective parent training.
10. Provides information on college and career readiness to elementary and secondary students, both onsite and at ACC campuses.
11. Develops marketing and communication materials and courses for parent activities and programs related to the after-school program.
12. Uses demographic change and employment opportunity data (US Census and Texas Workforce Center) to identify community-based services, public services, and career opportunities in the community.
13. Provides interventions for at-risk students using evidence-based practice for character development and wellness activities.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working with multiple partners and flexible schedules.
- Program coordination and oversight methodologies.
- Academic policies and procedures.
- Diverse cultures and economic backgrounds.
- Parent involvement programs and activities.
- Basic adult literacy, child development, and effective parenting techniques.
- Community-based organizations, support agencies, services and resources.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively develop and make written and verbal presentations to individuals and groups.
- Effective program management and coordination.
- Effectively maintain emotional control in stressful situations.
- Maintaining a flexible work schedule, including mornings and afternoons (before and after school hours), and some evenings and/or weekends.
- Working with frequent interruptions.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational skills, including tracking program elements, follow-up, and attention to detail.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Professional Development - TCALL Grant

(ID: 205011)

**FLSA Status:** Exempt  
**Band:** Coordinator  
**Level:** 1

**Reports To**

Executive Director, Adult Education

**Job Purpose**

To provide professional development (PD) support and assistance to local adult education and literacy providers funded statewide under Texas Workforce Commission (TWC) as function of the PD Center Project funded at Texas Center for Advancement of Literacy

**Description of Duties and Tasks**

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

1. Assists in identifying training needs of local providers.
2. Conducts workshops and facilitates professional development in different areas related to adult education in meeting the training needs of local providers.
3. Provides a variety of professional development services to local providers including curriculum development and research; duties may also include scheduling and training facilitators and revising schedules and plans as necessary.
4. Maintains professional development records via this program for all providers and instructors ensuring that the required paperwork is on file and kept up to date.
5. Provides professional development instructional design support to PD Center leadership.
6. Provides expertise to local providers including, but not limited to, assisting local providers in improving instructional and performance outcomes as well as assisting in the design of performance improvement plans.
7. May provide mentoring or coaching for new instructors and trainers as needed; provides other support and information to local providers as needed.
8. Assists in the evaluation of contract trainers.
9. Building and maintains community partnerships and actively participates in regular planning and strategy meetings with other consortium PD Center specialists.
10. Participates in ongoing professional development initiatives to keep abreast of developments and trends in the field.
11. Supports the objectives of the PD Center including research activities as approved by the TWC.
12. Completes reports according to established standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials and report requirements.
13. Travels regularly to local Adult Education & Literacy (AEL) Programs around the state.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Adult education principles, practices, and theories.
- Adult Education programs, classes, and requirements.
- Learning assessment techniques and practices.
- Curriculum development and instructional design techniques and practices.
- Knowledge of Adult Education National Reporting (NRS) rules and reporting procedures.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effectively using organizational and planning skills with attention to detail and follow through.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Maintaining a work schedule of 40 hours a week, as assigned, with some evenings and weekends.
- Effectively using interpersonal and strong written and oral communications skills, including the use of tact and diplomacy.
- Effectively working with a diverse and multicultural population.
- Ability to multitask.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor’s degree in education or related field.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area and statewide travel.

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.
Coordinator, Program - Men of Color
(ID: 120504)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To
Director, Enrollment Management

Job Purpose
To coordinate, plan and implement all aspects of the Men of Color Program.

Description of Duties and Tasks

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

1. Oversees the planning and implementation of specialized programs to assist men of color students with identifying and overcoming barriers to obtain their academic goals.
2. Coordinates details, facilitates recruitment and retention activities, and assists in the development and implementation of the Men of Color program, targeting men of color to become successful ACC students.
3. Establishes and maintains an active role in the community in order to recruit prospective students.
4. Plans and participates in community outreach and recruitment activities, including high school visits special events, information fairs, and material distribution. Makes presentations and recruiting visits to provide information to prospective students on options and programs available including assisting in completing admissions applications, financial aid applications, collecting/assessing transcripts, assessment and testing, orientation, advising, and registration.
5. Coordinates program details, including monitoring the budget, responding to inquiries, and preparing reports.
6. Maintains database of recruitment effort; conducts data research and analysis; and creates reports. Monitors project data collection of recruitment efforts and interventions, student participation in retention services, communication, and student outcomes.
7. Serves on internal and external committees that support the recruitment and retention of African American male students.
8. Assists in developing recruitment and advising materials.
9. Hires, schedules, trains, and supervises hourly employees.
10. Develops summary meeting reports to be used for communication purposes and reports out to internal and external stakeholders.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Special program coordination and data tracking methods.
- Supervisory principles, practices, and methods.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work related information and materials.
- Local ISD and higher education programs, services and strategic directions.
- Multicultural education programs and systems.
- Student outreach and retention processes and programs, and developmental programs.
- Issues related men of color entering and continuing through higher education programs.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including some evenings and weekends.
- Special event planning.
- Effectively using interpersonal and communication skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Working collaboratively within the institution and community; and establishing and maintaining effective working relationships.
- Effectively supervising, leading, and delegating tasks and authority.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.
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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Project
(ID: 160504)

FLSA Status: Exempt
Band: Coordinator
Level: 2

Reports To
Executive Director, Facilities

Job Purpose
To provide project design and coordination in the planning, directing and construction of a variety of reconfiguration and remodeling projects principally related to furnishings and minor remodeling.

Description of Duties and Tasks

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

1. Plans, designs, and implements reconfiguration and minor remodeling projects; researches and evaluates options for furniture, fixtures and equipment for use throughout the district's facilities.
2. Assists with the selection, acquisition, and installation of furniture, fixtures and equipment in major construction projects.
3. Assists in the development and maintenance of design and system standards for the district's facilities.
4. Coordinates with other departments regarding furniture, fixtures and equipment needs.
5. Assists in the development of operating budgets for the department and capital budgets for capital improvement programs.
6. Assists with drafting tasks in the department.
7. Oversees the installation of goods and services.
8. Serves or chairs various committees in the college.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Architecture, interior design, and construction management.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Preparing budgets and monitoring the disbursement of funds.
- Performing all facets of projects such as coordinator of demolition, inspection, furnishings, moving, permits, etc.
- Managing multiple projects and maintaining focus on top priorities.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational, planning skills, and attention to detail.
- Negotiating, evaluating and administering contracts.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
Special Requirements

Licensed as Interior Designer or Architect in the State of Texas.

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.
Coordinator, Public Information & Media  
(ID: 12031)

FLSA Status: Exempt  
Band: Coordinator  
Level: 3

Reports To
Department Head, Supervisor, or designee

Job Purpose
To increase the positive visibility and image of Austin Community College through the development and implementation of a comprehensive community outreach and media relations strategy.

Description of Duties and Tasks

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

1. Develops and implement strategic communications and media action plans to strengthen ACC's presence in local, state, and national media.
2. Writes and edits news releases and news stories.
3. Identifies newsworthy topics, develops supporting materials and content, targets the appropriate media outlets and journalists, and pitches those stories to generate coverage.
4. Cultivates strong relationships with journalists on behalf of ACC, provides rapid response to media requests, arranges and conducts news conferences, and coordinates other media opportunities (interviews, appearances, etc.).
5. Serves as a point person with the news media on a daily basis, as well as during college emergencies, which may include (but are not limited to) weather events, police incidents, and other institutional crises.
6. Coordinates the college response to Public Information Act requests and serves as liaison between requestors and college departments and attorneys.
7. Collaborates with social media coordinator to develop and execute a strategy to build and cultivate media engagement.
8. Provides media training and other services as needed.
9. Monitors and measures media mentions. Defines benchmarks and metrics to measure effectiveness of media coverage.
10. Develops and maintains an expert speakers bureau for media and community outreach.
11. Develops and regularly updates external PR-related webpages and print materials.
12. Assists executive director with creating and implementing public relations initiatives that include, but are not limited to, speaking engagements, community presentations, and public relations (PR) materials.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Mastery knowledge of reporting, interviewing, and editing principles, practices, and techniques.
- Solid understanding of public relations planning and best practices.
- Awareness of community college's role in higher education.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Ability to produce high quality work in a fast-paced environment while managing multiple projects and deadlines.
- Excellent writer/editor across a variety of media (news releases, talking points, print publications, web, social, etc.)
- Demonstrated ability to respond quickly and effectively to a variety of situations.
- Highly effective project management, prioritization, multi-tasking and time management skills.
- Ability to remain calm and clear thinking under stressful circumstances.
- Ability to present complex matters in a clear, concise way.
- Ability to have credible, positive personal impact with media representatives and at the college's senior management level.
- Ability to maintain confidentiality of work-related information and materials.
- A high degree of tact, discretion, diplomacy, and people skills with a demonstrated ability to interact effectively with all levels of the college.
- Effective public speaking skills.
- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using organization skills with follow-through.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Recording Studio Lab
(ID: 20052)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 1

Reports To
Department Chair

Job Purpose
To maintain recording equipment, electrical and musical equipment, computers, and software for the recording studio, MIDI studio, and lab.

Description of Duties and Tasks

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

1. Repairs and maintains recording and music equipment computers and software used in the recording studio, MIDI studio, and lab; updates and installs software.
2. Coordinates daily operations and student use of the Commercial Music Management recording studio, MIDI studio, and lab.
3. Prepares work schedule and assigns and reviews work of part-time lab monitors.
4. Researches new equipment and prepares quote information; gathers information for Department approval; makes purchases upon obtaining purchasing approval.
5. Schedules recording time for student projects.
7. Records recitals made by ensemble, faculty, and students.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Commercial music recording equipment and software.
- Practices and principles of music studio maintenance.
• Tools, materials, and techniques used in music equipment repair.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

• Prepare and/or process purchase orders.
• Accountable for inventory/property management.
• Make recommendations that impact the budget.
• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills.
• Repairing and maintaining music equipment.
• Supervising and coordinating the activities of subordinate personnel.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.
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.
Coordinator, Records
(ID: 194004)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 1

Reports To

Manager, Institutional Records

Job Purpose

To coordinate and implement College-wide document imaging projects.

Description of Duties and Tasks

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

1. Coordinates and implements the College-wide electronic imaging/document management plan; analyzes College records and workflow; evaluates current computing environment including hardware, software, and space requirements; determines the need for back-file conversion.

2. Assists the manager in the development of goals, objectives, timelines, new workflow processes, implementation roles, and responsibilities and qualifies work volumes.

3. Provides technical support and maintains all aspects of the College-wide electronic imaging system; runs preventative maintenance processes to ensure the integrity of the database structure and reliability of data; imports data from the College administrative system and ensures consistency between the systems.

4. Designs and maintains statistical reports, provides training, and acts as a liaison and technical resources for electronic imaging processes; coordinates the development and maintenance of process standards to ensure quality control.

5. Researches, evaluates, and recommends changes to College-wide electronic imaging systems to ensure currency with emerging technologies and effectiveness during the migration of College data; interprets and complies with federal and state regulations regarding electronic storage, retention, preservation, and disposition of College records.

6. Provides quality assurance system checks by analyzing and troubleshooting electronic processing problems and by isolating and resolving hardware and software problems; tests software and hardware upgrades to prevent loss of functionality.

7. Stays current regarding document management and record preservation imaging processes by attending relevant workshops and reading professional literature.
8. Assists in analyzing department records, classifies, and researches appropriate retention values for each class.
9. Assists in preparing retention schedule drafts for review.
10. Oversees and trains regular and hourly staff.
11. Coordinates the design and creation of database architectures and security models for College electronic imaging projects to ensure security, integrity, and accessibility of College records; develops advanced complex queries; creates and coordinates user accounts and use groups, and establishes appropriate levels of security.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Record and information management principles.
- Digital imaging.
- Federal and state laws relating to records retention.
- Quality control standards, policies, and procedures in relation to records management.
- Record control schedules.
- Establishing and maintaining effective working relationships
- Training principles and procedures for groups and individuals.
- Database architecture and security models in relation to electronic imaging.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Interpreting and complying with federal and state electronic imaging regulations.
- Creating database architectures and security models for electronic imaging projects.
- Developing and implementing document imaging management plans.
- Providing technical support and maintenance for a College-wide document management imaging system.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communications skills, including tact and diplomacy, and maintaining confidentiality and privacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining a computerized records management system.
- Coordinating and monitoring the release of information and records.
- Maintaining knowledge of state and federal laws relating to records retention.
• Maintaining confidentiality of work related information and materials.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use electronic imaging technology and related storage, image, and document formats.

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.

Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Certification as a Certified Records Manager (CRM).

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.
Coordinator, SACS
(ID: 14057)

FLSA Status: Exempt
Band: Coordinator
Level: 4

Reports To
Executive Vice President/Provost

Job Purpose
To coordinate the development, implementation, and maintenance of processes and submission of reports to meet Southern Association of Colleges and Schools (SACS) requirements, including substantive changes and faculty credentials.

Description of Duties and Tasks

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

1. Maintains current information on SACS policies and procedures.
2. Coordinates the submission of notifications and other appropriate documentation under the SACS Substantive Change policy.
3. Develops, implements, and maintains appropriate processes and systems to meet SACS documentation and reporting requirements.
4. Develops, implements, and maintains appropriate processes and systems to meet SACS faculty credentials requirements.
5. Coordinates the dissemination of information about SACS policies and procedures to the College community.
6. Working with the SACS Liaison, coordinates activities related to SACS compliance.
7. Monitor location related substantive changes.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current requirements for accreditation by the Southern Association on Colleges and Schools (SACS) Commission on Colleges.
- Institutional effectiveness.
- Faculty credentials issues.
- Planning processes within higher education.
- Student learning outcomes assessment processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effective writing, particularly clear, concise responses to SACS requirements.
- Coordinating SACS compliance processes.
- Developing systematic project documentation and coordinating the submission of SACS reports.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Make recommendations that impact the budget.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Master's degree.

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.
Coordinator, Scholarship
(ID: 12261)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To
Director, Office of Student Assistance

Job Purpose
To administer, direct, and market the ACC Scholarship Program and serve as the liaison to other ACC departments, external donors and the ACC Foundation Office.

Description of Duties and Tasks

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

1. Develop, manage, and maintain scholarship policies, procedures, and operations to ensure appropriate disbursement and fiscal accountability.
2. Promote the scholarship program in order to increase the number of scholarships and scholarship applications.
3. Develop marketing literature to promote awareness of scholarship opportunities for students, and scholarships for specific majors.
4. Provide leadership, supervision and direction for the Scholarship unit of the Financial Aid Office.
5. Implement policies and procedures while continuing to improve delivery systems, maximize office efficiency and improve overall scholarship unit effectiveness.
6. Plan, evaluate, and set yearly goals for the scholarship area.
7. Collaborate with faculty and staff in order to promote scholarships. Collaborate with IT staff to automate the scholarship application process.
8. Participate actively in enrollment management and student retention activities.
9. Develop and conduct presentations as needed.
10. Develop and maintain strong community relations with donors and potential donors and students.
11. Acts as liaison with ACC Foundation, other ACC departments and external donors/organizations.
12. Provide projections, allocations and comprehensive reports as needed.
13. Train, evaluate and supervise staff.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Scholarship and federal aid programs.
- Computerized financial aid systems.
- Compiling data and preparing reports.
- General operations of an institution of higher education.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accepting, receiving, and/or collecting payments.
- Determining individual benefit eligibility.
- Managing or administering grant funds.
- Maintaining an established work schedule, including occasional evenings and weekends.
- Making public presentations to large and small groups and one-on-one.
- Effectively using interpersonal skills and communications skills, including tact, diplomacy, understanding, compassion and valuing all contributions, while maintaining adherence to ACC rules.
- Effectively using organizational and planning skills, with acute attention to detail, exacting accuracy, and follow-through.
- Researching, analyzing, and compiling data, and producing accurate reports from complex datasets, surveys, and software programs.
- Maintaining confidentiality of work related information and materials, including information from student records.
- Establishing and maintaining effective working relationships and working in a collaborative manner.
- Effectively working with a diverse and multicultural student body.
- Prioritizing, implementing, and managing multiple projects and due dates.
- Complying with federal and state regulations.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Small Business Development
(ID: 163506)

FLSA Status: Exempt
Band: Coordinator
Level: 3

Reports To
Director, Procurement and Materials Management

Job Purpose
To oversee the College's supplier diversity which focuses on ensuring equal access for small, HUB, minority, veteran and women-owned businesses.

Description of Duties and Tasks

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

1. Raises awareness of the Small Business Development Program at ACC through community outreach and in reach activities. Monitors small business development for the College and provides reports to Administration.
2. Oversees the reporting of small business utilization and monitoring of activities through various reporting and tracking measures.
3. Conducts workshops to assist businesses on understanding how to go about working with the College. Manages programs that provide educational opportunities to small businesses.
4. Conducts one-on-one trainings, as needed, to increase supplier diversity.
5. Processes paperwork and ensures that all required forms and documentation are submitted in a timely manner.
6. Responds to requests for information regarding the College's Small Business Development Program.
7. In conjunction with the Director, Procurement and Materials Management, works to develop and establish goals and priorities for the Small Business Development Program.
8. Implements procedures, policies and guidelines for small business outreach.
9. Reviews and provides analysis of applications pertaining to small business development to determine eligibility.
10. Works to increase small business participation in the College's procurement and contractual endeavors.
11. Reviews and monitors related databases and ensures accuracy of reporting.
12. Audits payments to subcontractors and ensures accuracy as related to the Small Business Development Program.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Purchasing laws, procedures, and regulations.
- MBE/WBE certification programs.
- Federal, State, and Local Laws related to supplier diversity.
- Effective outreach strategies.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively conducting workshops and one-on-one trainings.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Complying with all laws and regulations in relation to purchasing and contracts.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Coordinator, Spanish Communications
(ID: 102001)

FLSA Status: Exempt
Band: Coordinator
Level: 2

Reports To
Director, Associate Public Information

Job Purpose
Under general supervision, assists in coordinator of the College's public relations activities with emphasis on those targeted for the Hispanic market, including print and broadcast advertising, publication production, media relations, and special events.

Description of Duties and Tasks

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

1. Provides assistance in development of strategic-level marketing communications. Analyzes, synthesizes and recommends best ways to position and disseminate information, ensuring that key messages congruent with institutional and campaign goals reach Hispanic market.
2.Writes and edits external and internal marketing communications, website content, external communication/marketing initiatives, and other publications, etc., for target audience.
3. Provides assistance in development and execution of crisis communications in the event of an emergency.
4. Translates strategic college marketing communications for the purpose of ensuring accuracy of information conveyed in both Spanish and English.
5. Consults on translations made by others for the purpose of reviewing and editing official college materials for accuracy, context, readability, grammar and style.
6. Updates and maintains the College's Spanish glossary for internal and external marketing and communications.
7. Provides assistance in planning and execution of media relations initiatives. Writes, edits, and translates press releases, media advisories, and news features; pitches stories to media; schedules media interviews; prepares faculty/staff for media interviews; and serves as media spokesperson as needed.
8. Coordinates media interviews.
9. Supports in event planning.
10. Maintains college’s Spanish glossary.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Excellent public speaking skills and the ability to present the College in a positive way to diverse populations.
- Advanced fluency in written and oral Spanish.
- Excellent command of Spanish grammar, syntax, and idiom.
- Strong command of English grammar, spelling, and punctuation.
- Familiarity with the regional Hispanic community.
- Basic practices of media relations and public relations.
- News writing and editing principles, practices, and techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Produces effective translations that communicate accurately and effectively rather than literal meaning.
- Writes and edits using correct English and Spanish vocabulary, spelling, grammar, and punctuation.
- Communicates effectively in English and Spanish.
- Performs under pressure to meet deadlines, establish priorities, organize and handle a variety of project simultaneously.
- Demonstrates emotional intelligence and poise in working with College and community leadership.
- Demonstrates superior organizational and planning skills with attention to detail and follow-through.
- Ability to assist in developing, implementing and evaluating public relations and marketing goals.
- Ability to gather information from a variety of sources and assimilate into a coherent presentation.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Coordinator, Special Events

(ID: 20054)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To
Department Chair, Hospitality Management.

Job Purpose
To plan, coordinate, and facilitate internal and external events produced by students in the Hospitality Management, Meeting & Event Planning, Travel & Tourism, and Culinary Arts Departments.

Description of Duties and Tasks

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

1. Plans and coordinates events produced by the Hospitality Management department for the College and external groups.
2. Researches, designs, and writes copy for communication materials such as monthly newsletters, weekly industry job postings, email communications, fliers, and brochures.
3. Develops and maintains event contacts and relationships internally and externally to produce events. Supports department objectives through communication with local industry students, and potential students.
4. Develops and oversees event plans and timelines; formulates and oversees event budgets, researches and selects venues, entertainment, food and beverages, audio elements, and decor.
5. Coordinates event registration, maintains contact database, and student learning activities related to events.
6. Oversees and coordinates students, volunteers, and hourly employees during events.
7. May provide program information at career fairs, educational events, and industry events.
8. Provide program information at career fairs, educational events, and industry events.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Event planning and coordinating processes.
- Catering requirements and practices.
- Supervision of event personnel.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Manage the budget within assigned department.
- Maintaining an established yet flexible work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organization and planning skills, with attention to detail and follow through.
- Creating electronic presentations, information packages, and activity schedules.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective internal and external working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Coordinator, Staff Evaluation
(ID: 131005)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 2

Reports To
Manager, Staff Professional Development & Evaluation

Job Purpose
To provide assistance and oversight of staff performance evaluations processes.

Description of Duties and Tasks

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

1. Checks the exactness and quality of scanned evaluation records.
2. Coordinates the daily processing work flow.
4. Assists with process improvement, and project logistics and implementation.
5. Researches and problem solves issues related to processing evaluations, software and hardware used in scanning and evaluation processing and storage. Assists others with using evaluation software programs. Works closely with Information Technology department for electronic problems and improvements.
6. Provides written reports on progress status, problems, and issues related to the evaluation processes.
7. Responds to and/or directs inquiries in person, via email, and/or over the telephone. Provides information to others regarding staff evaluation programs, processes, and related issues. Prints and evaluates email requests and inquiries, researches solutions, and records action taken.
8. May receive, review, and maintain departmental records and documents.
9. May input or retrieve department data and make inquiries via software applications.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Office procedures and practices.
- Customer service techniques.
- Employee evaluation processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Public speaking and presentation of ideas and materials.
- Maintaining an established work schedule with frequent weekend work during peak season.
- Effectively using interpersonal and communications skills.
- Effectively using organizational skills with exacting accuracy.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, State Theater School
(ID: 20402)

FLSA Status: Exempt
Band: Coordinator
Level: 2

Reports To
Director, Community Programs

Job Purpose
To oversee the day-to-day operations of the State Theater School of Acting.

Description of Duties and Tasks

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

1. Develops schedule of classes each semester and maintains a link between the Theater School and ACC, monitoring students' registration and enrollments; and ensures that student records are accurate.
2. Promotes the Theater School programs and classes by maintaining a website; creating and sending fliers, posting a list of classes, and creating posters for Theater display.
3. Maintains facilities and equipment to include one office, two studio classrooms, and a rehearsal hall.
4. Maintains office, files, and equipment including scripts.
5. Recruits, selects, and hires instructors.
6. Ensures instructors' payroll is completed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Methods and techniques of marketing classes.
- Acting and coordinating a studio environment.
- Facilities management.
- Educational institutions functions and processes.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accept, receive, and/or collect payments.
- Accountable for inventory/property management.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Overseeing an artistic program.
- Demonstrating acting techniques.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Skill in running a video camera and/or editing film on computers preferred.
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.
Coordinator, Student Life
(ID: 12303)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 1

Reports To
Supervisor, Student Life

Job Purpose
To coordinate and implement activities in relation to student clubs, organizations, committees, and student related special events, programs, activities, and recognition and award programs.

Description of Duties and Tasks

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

1. Oversees workflow of assigned Student Life Specialist, hourly and volunteer staff, and Student Life Campus Office.
2. Serves as a process holder for college-wide student development programming areas that includes: program development, implementation, evaluation, and assessment; serves on college-wide committees related to the program areas.
3. Provides oversight of student organizations and groups which include: recruitment, interviewing, work allocation, scheduling, training, problem resolution, pre- and post-performance evaluation and assessment. May serve in an advisory capacity to student groups and organizations.
4. Researches, recommends, develops and implements departmental programs and activities in conjunction with Student Life Specialists.
5. Maintains campus operating and programming budget accounts. Oversees financial transactions for student organizations and groups.
6. Prepares administrative reports for Student Life events, programs, budgets, and accomplishments.
7. Interprets and implements policies and procedures for Student Life programs, events, and activities.
8. Serves as first level contract negotiator of vendor event contracts, vendor insurance conditions and purchasing care requirements.
9. Plans, organizes and oversees student travel programs; chaperones off campus trips and events, as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Communication methods used with students of diverse backgrounds and ages.
- Assessment programs to identify student needs.
- Procedures, guidelines, and compliance requirements for student activities and programs.
- Uses of emerging technologies and communication systems to promote programs, activities, and services.
- Principles and practices pertaining to planning, developing, supervising, evaluating, and assessing Student Life related programs, including student clubs, organizations, leadership, diversity, student life, communication, media, and special events.
- Student retention/attrition theories.
- Federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills.
- Overseeing workflow.
- Working collaboratively and as part of a diverse team.
- Establishing and maintaining effective working relationships.
- Maintaining confidentiality of work related information and materials.
- Ability to prioritize multiple projects.
- Ability to create, compose, and edit written materials.
- Ability to effectively manage change.
- Ability to develop, write, plan and implement short and long-range goals.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Student Life Business
(ID: 123008)

FLSA Status: Non-Exempt
Band: Coordinator
Level: 2

Reports To
Director, Student Life

Job Purpose
To coordinate and manage the financial aspects of the Office of Student Life and serve as the financial and policy expert for the Department providing financial reporting, analysis forecasting, procurement and fiscal controls.

Description of Duties and Tasks

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

1. Monitors, researches, tracks details, resolves discrepancies, and reports on invoices, purchase card transactions, advertisement sales and sponsor billing and payments, accuracy of account activity, fees, and other departmental transaction activity.

2. Conducts business processes and procedures workshops and trains staff and students in transaction processes and procedures in compliance with college rules and regulations.

3. Develops and implements reliable methods and processes ensuring transactions are properly validated, approved, recorded in a timely fashion, and include required original documentation. Ensures accurate and complete data is entered into transaction application systems. Audits transactions for accuracy and compliance.

4. Creates and maintains a check and balance system to be used for transparency for all expenditures, processing of financial transactions, balancing budgets and accounts, requiring staff and student understanding and compliance with related regulatory requirements and college practices, procedures and policies.

5. Provides thorough explanation and justification for each transaction, and resolves any questions that arise concerning a transaction prior to forwarding to the budget authority for review and approval.

6. Coordinates Student Life department business processes and transactions ensuring timely processing and compliance with related practices, processes, procedures and policies. Ensures
the integrity of the financial data and that adequate financial controls exist within and among operating units and functions.

7. Uses student affairs communication system to review for accuracy and compliance budget proposals, event purchase requests and shopping lists, club expenditure proposals, and other budget request forms. Reviews event/activity planning related to expenditures and cost/revenue justifications. Meets with appropriate staff and/or students to discuss and resolve issues related to expenditure requests.

8. Negotiates and reviews all vendor purchase and subscription contracts in compliance with college policies and procedures.

9. Compiles data and reports, creates reliable, reviewable, and secure audit trails. Prepares and presents clear and concise monthly and quarterly budget, account, and financial reports. Identifies revenue/expenditure trends and any areas of concern. Prepares reports and provides presentations to Student Activity Fee Advisory Committee regarding status of budgets and proposed expenditures.

10. Ensures all new accounts, funds linkages, transfers and requests are appropriate and properly validated, approved, and documented, and reviews each transaction to ensure that all staff and/or students involved have fulfilled their responsibilities. Halts the event, transaction, purchase, or contract when the correct procedures are not followed. Provides explanation and follow-up to students and staff when correct procedures are not followed and must be corrected.

11. Reviews contracts between the College and performing artists and vendors. Works with appropriate College departments to conduct risk assessments, verify payment eligibility and provide operational and financial oversight of expenses related to performing artists and vendors.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Monitoring and tracking practices and processes used with business transactions.
- Transaction resolution techniques.
- Transaction tracking and auditing on multiple accounts.
- Problem resolution techniques.
- Issues related to working with students of diverse backgrounds.
- Training and workshop techniques and methods.
- Financial contracts, reporting, reconciliation, and auditing processes.
- Extraction and interpretation of statistical data.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with exacting attention to detail and follow-through.
- Maintaining confidentiality of work related information and materials.
- Effectively coordinating detailed transaction information and status on multiple accounts and varying financial transactions.
- Work in a collaborative manner with others of diverse backgrounds, and work well independently.
- Work effectively in a shared office and somewhat noisy environment.
- Developing and implementing secure and reliable transaction monitoring systems.
- Effectively communicating with others regarding transaction errors and omissions.
- Maintaining an established work schedule. Evening and weekend work is routinely required.
- Establishing a network of campus contacts to build knowledge about the job and secure support for Department needs.
- Integrating day-to-day operational knowledge and recommending effective short and long-term actions.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- May also use social media, work with desktop publishing, and update web pages.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, Student Services Special Projects  
(ID: 121509)

<table>
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<tr>
<th>FLSA Status: Exempt</th>
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<tr>
<td>Band: Coordinator</td>
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<td>Level: 3</td>
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Reports To
Dean, Student Services

Job Purpose
To provide planning, implementation, and coordination services for student services based special projects and events.

Description of Duties and Tasks

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

1. Plans special events, coordinates details, makes arrangements, and oversees events through completion. Supports College Connection efforts.
2. Plans, coordinates, and implements information sessions for prospective and current students, and parents. Presents overviews of ACC student services support resources for student success. Coordinates parent-involvement programs and activities.
3. Conducts outreach activities and serves as communication liaison for special initiatives and programs, such as the Veteran's Initiative or other outreach/student success effort.
4. Establishes and maintains an active role on the local high school campus, and within the community, for outreach efforts for prospective students. Develops and maintains community partners to support and provide program resources.
5. Assists in developing marketing and communication program materials.
6. Monitors, tracks, compiles, and analyzes data for reports, including student success rates, and other student related data.
7. Advises students; explains degree plans, admission and registration procedures; provides assessment and financial aid information, and other enrollment requirements.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Event planning and follow-through.
- Effective recruitment and retention methodologies.
- College admission, registration, and financial aid procedures.
- Parent involvement in activities and programs.
- Community-based organizations, support agencies, services, and resources.
- Higher education student support services.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Supervising and coordinating the activities of subordinate personnel.
- Time management, prioritizing, and multi-tasking.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.
Education

Bachelor's degree.

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.
Coordinator, Support Services  
(ID: 18055)

FLSA Status: Non-Exempt  
Band: Coordinator  
Level: 2

Reports To  
Director, Distance Learning

Job Purpose  
To coordinate support services for Distance Learning (DL) for faculty, staff, students, and the public.

Description of Duties and Tasks  

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

1. Serves as the primary ACC Contact for the Virtual College of Texas (VCT); manages all administrative services and functions between ACC, member colleges, and VCT students. Coordinates faculty and student support services for courses provided or hosted by ACC via VCT.
2. Coordinates DL's distance testing services; coordinates preparation and distribution of testing materials and maintains the integrity of the testing process.
3. Coordinates contacts and information for the DL students on DL programs, services, and technologies; answers questions and resolves support service issues.
4. Assists the Director of Distance Learning with the annual student survey on attitudes, course completion, and retention in the DL program.
5. Assesses need for distance education-specific student success and retention tools; creates, implements, and markets the resource in collaboration with other Instructional Resources & Technology (IRT) or DL team members. Creates and implements program-specific surveys; collecting and evaluating data for program planning and development.
6. Acts as contact expert, provides support for, evaluates, and coordinates DL's early intervention program including online tutoring service, DL online resources, faculty and student referrals to appropriate College office, student/teacher communications (print & electronic), and professional development opportunities regarding retention and special outreach programs.
7. Develops online forms, web resources, and other electronic communications; tracks and maintains logs for DL support services program transactions, monitoring program quality and compliance with College-wide student support services practices and procedures.
8. Collaborates with DL, VSS, and Professional Development Office in scheduling and presenting DL professional development workshops for College-wide staff; reviews teleconference activities annually and schedules downlinks for DL instructor professional development. Assists the Director of Distance Learning with marketing professional development activities for DL instructors and courses.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Community College or higher education structure, programs, and services.
- Principles, practices, and techniques in business communications, marketing, and customer service.
- Course schedule planning, development, and evaluation.
- Instructional techniques and technology trends; adult learning assessment, theory, and principles.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational, planning, and time management skills, including attention to detail and follow through.
- Assessing, developing, and maintaining web site content.
- Reviewing and preparing narrative and statistical reports and records.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Coordinator, Sustainability
(ID: 160506)

FLSA Status: Exempt
Band: Coordinator
Level: 3

Reports To
Director, Environmental Stewardship

Job Purpose
To coordinate the development, implementation and maintenance of sustainability initiatives working with many internal and external constituents.

Description of Duties and Tasks

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

1. Coordinates the development, implementation and maintenance of the College's Sustainability Initiatives, including developing and tracking the performance metrics of sustainability programs.
2. Promotes the College's sustainability programs to both internal and external constituencies.
3. Monitors and analyzes the sustainability program effectiveness and makes suggestions for improvement.
4. Presents the sustainability orientation program to students and employees.
5. Develops and maintains the sustainability website.
6. Coordinates the communication of the College's sustainability programs, including sustainable construction and renovation, sustainable facility operations, resource conservation, recycling and waste reduction, greening the workplace, and related programs.
7. Participates in the shared governance process as a sustainability liaison providing technical knowledge on ACC's sustainability initiatives.
8. Researches sustainability "best practices" at peer and other institutions.
9. Tracks the progress of the College's carbon reduction goals.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and concepts of sustainability.
- Project planning and management principles.
- Green Building Principles.
- Federal, State, and Local Regulations and National Standards relating to applicable areas of sustainability but not limited to recycling, refuse, energy and emissions.
- Coordination of programs, goals and policies.
- Reading blueprints.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including public speaking and technical writing, with tact and diplomacy.
- Effectively using organizational skills, with attention to detail and follow-through.
- Effectively using analytical skills.
- Effectively working independently and as a team so that multiple projects are prioritized and effectively managed.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Demonstrated proficiency using standard office software applications such as Word, Excel and Power Point as well as web development and maintenance software.
- Advanced knowledge in Excel, Adobe Photoshop, Adobe Illustrator, Adobe Dreamweaver, and/or Autode

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Coordinator, TANF Grant
(ID: 20510)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To
Executive Director, Adult Education

Job Purpose
To coordinate student recruitment, assessment, instruction, retention and reporting of Temporary Assistance to Needy Families (TANF) grant programs as part of community partnership with other agencies involved in serving TANF-eligible students.

Description of Duties and Tasks

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

1. Maintains up to date community assistance information and works with students and staff to make referrals to appropriate social services.
2. Coordinates and conducts student recruitment, intake, retention, and transfer for TANF programs, including attending recruitment events and other agency orientations.
3. May assist in writing annual TANF grant application.
4. Establishes and maintains student referral systems with HHSC, the Workforce Board, and other partner organizations.
5. Evaluates and maintains records, such as student referrals, TANF-eligible status, test scores and statistics, class contact hours, and student attendance.
6. Is responsible for the collection and verification of student eligibility documentation for TANF grant programs within Adult Education and monitors compliance issues.
7. Meets with key partnership personnel, provides reports and attendance data, assists with logistical changes, and improvements to program.
8. Provides assistance to students, instructors, recruiter/advisors, supervisors, and partner agency staff with issues arising in the classroom and provides solutions with measurable outcomes.
9. Integrates job readiness skills and employability plan development into academic instruction and conducts individual and group sessions with students to explore career options, teach job readiness skills, and assist students to become self-sufficient.
10. Trains and orients staff and instructors on issues regarding TANF programs and issues.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Adult education principles, practices, and theories.
- Classroom management techniques
- Learning assessment techniques and practices.
- Effective recruitment and retention methodologies.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications 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.
- Establishing and maintaining effective working relationships
- Working and interacting in a collaborative manner with diverse groups of people.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education
Bachelor's degree.

**Special Requirements**

Experience with TANF programs or clients preferred.

Experience working at a community college preferred.

**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.
Coordinator, Technology Planning
(ID: 190000)

FLSA Status: Exempt
Band: Coordinator
Level: 5

Reports To
Associate Vice President of Information Technology

Job Purpose
To act as the budget advisor to the Information Technology department and College-wide Technology and Capital Outlay Committee (CWTCOC), completing long-range planning and analysis as well as day-to-day licensing and purchasing.

Description of Duties and Tasks

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

1. Reviews and maintains technology maintenance and annual license agreements. Negotiates contracts with vendors for pricing and delivery options and terms.
2. Prepares the budget and provides analysis for the College-wide Technology and Capital Outlay Committee (CWTCOC).
3. Prepares budget projections, operating plans and funding requests; reviews and verifies funding availability and recommends fund transfers where appropriate.
4. Coordinates projects with ACC technical staff, departments and vendors.
5. Monitors expenditures to ensure compliance with CWTCOC policies and procedures. Reconciles general ledger accounts for the technology area and CWTCOC.
6. Prepares budgets for and administers the replacement of all College computers. Coordinates changes to configurations of hardware in the computer replacement program. Makes decisions in regard to non-standard hardware configuration requests.
7. Advises faculty and staff on replacement timelines and related policies.
8. Makes recommendations pertaining to technology trains and travel expenditures.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Budget planning, projection, and analysis.
- Website information maintenance.
- Information technology and instructional resources technology terminology, practices, policies, procedures and specification development of hardware and software.
- Financial, personnel, and administrative functions of a technology department.
- Information technology and instructional resources technology project management processes and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating daily financial activities for technical departments and/or committees.
- Maintaining a personal computer inventory database.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Coordinator, Television Studio Lab  
(ID: 20051)

FLSA Status: Non-Exempt  
Band: Coordinator  
Level: 1

Reports To  
Department Chair

Job Purpose  
To coordinate the daily operation of the television studio equipment and assist instructors in equipment operation during classes.

Description of Duties and Tasks  

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

1. Assists instructors in equipment operation for class instruction; assists students and staff with any technical difficulties.
2. Maintains, repairs, and calibrates equipment; conducts routine checks to ensure proper working condition; orders parts, tools, and supplies; keeps maintenance service records.
3. Maintains inventory of studio equipment; handles check-out of portable video equipment to students for classroom or field projects; maintains record of use and inspects condition upon return.
4. Installs equipment and performs necessary wiring for new equipment; performs system upgrades to equipment as necessary.
5. Researches and keeps current on the latest technology and new television products; makes recommendations for new equipment purchases with regard to technical specifications.

Knowledge  

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Trends, developments, and current technology in TV studio equipment.
- Broadcast engineering.
- Operating and maintaining a television studio.
Tools, materials, and techniques used in television studio equipment repair.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Prepare and/or process purchase orders.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Repairing and maintaining television studio equipment.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.

**Work Experience**

Two years related work experience.

**Education**

High School diploma or educational equivalent.

**Special Requirements**

FCC License preferred.
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.
Coordinator, Texas Success Initiative  
(ID: 12103)

FLSA Status: Non-Exempt  
Band: Coordinator  
Level: 2

Reports To

Director, Admissions and Records

Job Purpose

To coordinate the Texas Success Initiative (TSI) program functions and the administrative support needed to comply with TSI requirements.

Description of Duties and Tasks

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

1. Interpret and implement policies and procedures in accordance with Texas Education Agency (TEA), Texas Higher Education Coordinating Board (THECB) rules, ACC Developmental Plan and ACC administrative rules.
2. Advise and resolves compliance issues regarding the College Readiness program, course placement and registration requirements. Provides clarification regarding college readiness status determination for faculty and student services staff.
3. Interpret and implement policies and procedures in accordance with Texas Education Agency (TEA), Texas Higher Education Coordinating Board (THECB) rules, ACC Developmental Plan and ACC administrative rules.
4. Assures institutional compliance with all regulations and requirements regarding TSI.
5. Serves as TSI program liaison; provides direct support and responds to information requests from students, faculty, and staff regarding TSI regulations and policies; makes referrals for TSI students to Advising/Assessment Specialists; communicates with students regarding TSI program policies and procedures.
6. Monitors student TSI compliance by programming the student information system database, analyzes reports, auditing student compliance status, and running hold programs; researches and notifies students of TSI compliance and remediation requirements.
7. Maintains TSI database and files on TSI policies and procedures and all activities associated with the TSI program.
8. Assures compliance with the College's Development Education Plan.
9. Creates and updates computer information files relating to TSI policies, procedures, and implementation activities.
10. Coordinates information gathering and dissemination with those departments involved in TSI implementation.
11. Develops and delivers staff and faculty training.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Principles and practices pertaining to student advisement and counseling services.
- State and federal policies pertaining to students in higher education.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Applying academic record policy and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.

**Work Experience**

Two years related work experience.
Education

Bachelor's degree.

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.
Coordinator, Theatre & Productions  
(ID: 11102)

**FLSA Status:** Non-Exempt  
**Band:** Coordinator  
**Level:** 1

**Reports To**
Dean, Arts and Humanities

**Job Purpose**
To serve as Technical Director/Shop Foreman for all ACC drama and dance productions; serve as Facilities Manager for theatre spaces.

**Description of Duties and Tasks**
*Essential duties and responsibilities include the following. Other duties may be assigned.*

1. Maintains theatre facilities and all related equipment. Serves as theatre facilities Master Carpenter.
2. Coordinates the use of theatre facilities with various offices; ensures that all ACC and outside groups are familiar with College policies regarding the use of theatre spaces.
3. Ensures readiness of theatre spaces and coordinates use of space and equipment with relevant instructors.
4. Coordinates the construction of all Drama and Dance program sets and use of lighting equipment; oversees the strike of all sets and lighting.
5. Determines costs and purchases all materials, tools, and equipment that are required to support Drama and Dance programs.
6. Assists with monitoring departmental budget.

**Knowledge**
*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Set construction.
- Theatre space maintenance.
- Lighting equipment.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating the construction of theatre sets.
- Coordinating the use of theatre space and equipment.
- Maintaining theatre facilities and equipment.
- Determining costs and purchasing set production materials, tools, and equipment.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- May be exposed to a var...

Work Experience

Two years related work experience.

Education

Bachelor's Degree.
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.
Coordinator, Transitions and Assessment
(ID: 205006)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To
Executive Director, Adult Education

Job Purpose
To work with partner agency staff and students to ensure the smooth transition of students between ACC and other agencies, act as the ACC point of contact for transferring students, and ensure the accuracy and integrity of assessments under the WERC Project.

Description of Duties and Tasks

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

1. Determines student eligibility as defined by the WERC contract, and enters student data into the data system designated by the WERC contract.
2. Acts as a primary point of contact for Workforce Solutions and the Literacy Coalition of Central Texas. Attends WERC advisory council meetings.
3. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, provides annual statistics and reports, assists with logistical changes, and improvements to programs.
4. Conducts individual and group sessions with students to interpret assessment scores, set students goals, and discuss personal, social, and educational needs.
5. Orders, maintains, and disseminates Adult Education assessment materials to partner agencies and monitors compliance with State Adult Education Assessment policy.
6. Trains faculty and staff in the application and use of the assessment instruments used by the Adult Education program.
7. Conducts follow up with students after program completion to determine status.
8. Collects, analyzes, and reports data associated with ACC’s community partnerships.
9. Coordinates the recruitment, registration, assessment, enrollment, and retention processes of students transferring between Adult Education classes at community partners and ACC.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Adult Education programs, classes, and requirements.
- Assessment techniques and practices.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule, as assigned, with frequent evenings and some weekends.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.
Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Coordinator, VCT
(ID: 171000)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To
Director, Virtual College of Texas

Job Purpose
To assist Director in administering and operationally supporting a statewide collaborative of Texas' 50 community college districts and the Texas State Technical College system, which inter-institutionally share distance learning resources, including instruction, administration, technology, and student services.

Description of Duties and Tasks

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

1. Following a cyclical calendar, takes critical administrative actions at the VCT website; notifies member college contacts of actions required of them; monitors college responses; and takes follow-up action as needed.
2. Orient colleges' new VCT coordinators, instructors and administrators regarding VCT administrative policies and procedures. Addresses via phone and email ad hoc requests for explanations and clarifications.
3. Coordinates, oversees, and maintains VCT website; updates website content and links; provides recommendations regarding navigation, usability, accessibility. Updates and maintains website pages of Texas Association of Community Colleges, as requested.
4. Provides technical assistance to VCT coordinators, college instructors, registrars, and other college personnel regarding use of the VCT website and its numerous custom-programmed web applications; grants appropriate user permissions for website access. Provides user support for other VCT-developed software.
5. Receives user-reported website problems, troubleshoots them, and determines if the cause is user error or program malfunction. Works one-on-one to resolve user errors; reports program malfunctions to programmer and tests fixes to ensure problems have been appropriately resolved.
6. Works closely with contract programmer to test and debug custom-programmed web applications.
7. Manages multiple VCT listservs and mail lists.
8. Collects faculty credentials from colleges and uploads them to an online, electronic document system; ensures credentials in the system are current; arranges access to credentials for college-designated users; provides user technical support via phone and email.
9. Makes detailed arrangements for VCT meetings and events, including contracts with hotels, caterers, and other service providers including equipment, Internet access, and audio conference/telephone access.
10. Develops online surveys with special survey-development software; coordinates and manages annual Institutional Evaluation of VCT and fall and spring Evaluation of Instruction and Services completed by students statewide; ensures that compiled results of instruction and services evaluations are accessible at the VCT website and all instructors teaching courses offered through VCT are notified.
11. Writes comprehensive user instructions for custom-programmed web applications; drafts meeting reports based upon notes taken.
12. Performs complex computer activities using word processing, spreadsheets, presentation and survey development software. Designs and produces handouts, newsletters, brochures, presentation slides, or other documents, as needed.
14. Manages receipt and payment of all VCT expenses, via ACC purchasing software, including vendor and service provider invoices and staff and non-staff travel.
15. Maintains precise, current record of VCT operational expenses on spreadsheet by budget subcodes.
16. Establishes and maintains files, logs, and other tracking systems for various initiatives and events.
17. May oversee work of hourly employees.
18. Prepares requisitions for supplies and equipment.
19. Makes staff and non-staff travel arrangements and completes travel and reimbursement requests.
20. May assist and coordinate special projects.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- College operations, organization, policies, and procedures.
- Records retention, preservation, and recording.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including the use of tact, diplomacy and confidentiality.
- Effectively using organizational and planning skills, including the use of intense attention to detail and follow through.
- Exercising independent judgment.
- Working with others in a collaborative manner.
- Compiling and organizing complex materials, summarizing discussions and actions taken in report form.
- Providing clear instructions regarding computer-based processes and transactions both orally and in writing.
- Analyzing situations quickly and accurately and adopting an effective course of action.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships in a virtual environment through use of telephone, email, listservs, and other web-based tools as appropriate.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Coordinator, Wagner Peyser Grant
(ID: 230512)

**FLSA Status:** Non-Exempt  
**Band:** Coordinator  
**Level:** 1

**Reports To**

Department Chair, Biotechnology

**Job Purpose**

Coordinates all stages of grant implementation and delivery, and assists in the ongoing documentation and reporting of program deliverables for Educating the Changing Texas Biotechnology Workforce Grant, known as the Wagner Peyser Grant. This position is grant funded.

**Description of Duties and Tasks**

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

1. Coordinates, implements and facilitates the grant including tracking deliverables, documenting grant requirements, and generating statistical reports.
2. Partners with ACC financial management departments and partnering agencies to ensure appropriate management and allocation of grant funds.
3. Gathers and compiles data for various statistical surveys and reports such as grant program deliverables, student tracking, etc.
4. Assists in the development of final reports.
5. Confers with the Department Chair and Principal Investigator regarding the grant program.
6. Contributes ideas on expanding subsequent grants and increasing student participation in the program.
7. May oversee the work flow of hourly employees.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Grant programs and activities.
- Program documentation and reporting.
- Program implementation and delivery.
- Program funds management and allocation.
- Basic query methods and database management.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Data collection, analysis, and reporting writing.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Coordinating and maintaining project-based budgets.
- Working and interacting with diverse groups of people.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Coordinator, Workforce Projects
(ID: 20308)

**FLSA Status:** Exempt  
**Band:** Coordinator  
**Level:** 3

**Reports To**

Director, CE Business & Marketing

**Job Purpose**

Manages all stages of grant-funded program implementation and delivery, data management, documentation and reporting of program deliverables, and assists in the process of researching and writing grants to support grant funded programs facilitated by the Customized Training department.

**Description of Duties and Tasks**

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

1. Performs technical, analytical, and related tasks for the collection, interpretation and evaluation of data for grant writing, reporting, and management purposes.
2. Manages and drives course logistics with the Continuing Education staff to ensure professional delivery and completion of all contracted training.
3. Develop program schedules
4. Oversees, coordinates, implements and facilitates various Customized Training grants, including the Skills Development Fund grant (and other funding sources as available) activities including curriculum plans; instructional staff, calendars and timelines; plans and implements all grant activities; schedules stakeholder meetings; develops agendas; gathers and maintains the integrity of data; and writes monthly progress and closeout reports.
5. Organizes and facilitates all aspects of instructional development including generating a curriculum plan based on the unique needs of industry partners; researching and securing curriculum solutions; hiring and coordinating qualified instructional staff; ordering supplies/books; arranging for classroom space and equipment; documenting class results and evaluations; and managing instructional payroll.
6. Coordinates College and outside personnel (including industry partners) involved in grant development and implementation projects; coordinates schedules, instructors, materials, participant documentation, and other grant related requirements.
7. Performs technical, analytical, and related tasks for the collection, interpretation, aggregation, and evaluation of data; incorporates data for grant reporting and management purposes.

8. Leads in the development and writing of monthly and final grant reports.

9. Coordinates with CT Executive Director for all grant management aspects.

10. Assists ACC Grant Writing department to develop, write, revise, edit, and submit grant proposals to funding agencies (with focus on Texas Workforce Commission grants) at a quality level that supports the likelihood of award; ensures grant submission criteria are met in grant proposals.

11. Participates in technical training provided by funding agencies and stays informed of changing grant standards and guidelines.

12. Recruit, hire, and manage instructors and staff for all direct sales and grant funded training programs.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Grant development and implementation processes.
- Data documentation, manipulation and reporting processes.
- Program implementation and delivery.
- Program funds management and allocation.
- Standards and proposal guidelines for grant writing and documentation.
- Grant terminology.
- Federal, state, business and other agency grant processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Managing or administering grant funds.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Data collection, analysis, and report writing.
- Maintaining confidentiality of work related information and materials.
- Coordinating all phases of grant management processes including budgets.
- Establishing and maintaining effective working relationships
- Researching grant and resource opportunities. Assists grant writing department with proposal development.
• Working and interacting with diverse groups of people.
• Effectively handling details of multiple projects with varying timelines.
• Ability to work well in a team environment.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Coordinator, Youth Programs

(ID: 12058)

FLSA Status: Exempt
Band: Coordinator
Level: 1

Reports To
Associate Vice President, Student Success

Job Purpose
To design, implement, supervise and manage Youth Programs services and supports.

Description of Duties and Tasks

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

1. Supervises, trains, and evaluates hourly staff including tutors for elementary schools and group leaders for summer programming; schedules and prioritizes work assignments; plans and conducts staff meetings; approves time sheets.
2. Monitors and initiates all program expenditures, related budgets and seeks external funding and community support for youth programs.
3. Develops, coordinates, and evaluates the activities for the youth programs.
4. Develops, coordinates, and evaluates the mentoring/tutoring program with the elementary schools.
5. Seeks external funding and community support for youth programs.
6. Hires, trains, and supervises work-study students for participation in the mentoring/tutoring program at elementary schools.
7. Hires group leaders for the youth program.
8. Makes large and small group presentations to the community; and offers workshops to parents to promote career options and a college-going culture.
9. Assists in developing marketing and communication materials for programs offered.
10. Assists in developing and monitoring all related budgets.
11. Develops and writes grant proposals.
12. Monitors, compiles and analyzes data for all programs and incorporates information into annual reports utilizing spreadsheet and other data analysis software.
13. Prepares written reports for all programs.
14. Conducts follow-up longitudinal studies of program participants.
15. Participates in community and advisory committee meetings.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- College programs, services, and strategic directions.
- Budgeting and accounting systems.
- Methods used in project coordination, planning, implementation, and scheduling.
- Grant proposal submission processes.
- Age-appropriate cognitive readiness and development of students in grades 1-7.
- Creative learning techniques.
- Supervisory techniques.
- Creative learning methodologies.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an establishing schedule, including some evenings and weekends.
- Effectively using interpersonal and verbal and written communication skills, including tact, diplomacy, understanding, and valuing all contributions.
- Effectively using organizational, planning, and problem solving skills, including focused attention to detail and follow-through.
- Working in a collaborative manner.
- Maintaining confidentiality of work related information and materials, including information from student records.
- Effectively working with a diverse and multicultural community and student body, including K-12 students and their parents.
- Public speaking and delivering PowerPoint presentations.
- Making site visits to public school campuses.
- Articulating program structure and student benefits to potential funding sources.
- Calmly resolving unplanned issues in a timely fashion.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor’s degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

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.
Counselor, Adult Education
(ID: 20502)

FLSA Status: Exempt
Band: Professional
Level: 1

Reports To
Executive Director, Adult Education

Job Purpose
To provide counseling and coordination of services to students in the Adult Education programs.

Description of Duties and Tasks

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

1. Provides effective counseling for individuals and groups relative to understanding and overcoming problems, conduct follow-up, and make referrals as needed.
2. Provides career counseling including decision-making, values clarification and career exploration. Administers and interprets career and assessment instruments.
3. Analyzes information about Adult Education students through interviews, assessments, and records to appraise their learning styles and abilities related to difficulty with the learning process.
4. Plans and implements the student counseling and advising program of the Adult Education Department providing career and academic counseling services.
5. Works with students or in small groups, with learning differences and/or frustration with learning processes.
6. Assists with Adult Education Department related community outreach, networking, and recruiting students.
7. Works with ACC Office for Students with Disabilities to coordinate accommodations for students with special needs. Monitors the effectiveness of student accommodations in the educational process.
8. Maintains collaborative and consultative relationships with College personnel, school districts, disability-related agencies, and others involved in providing accommodations to qualified students.
9. Refers perspective and current students to proper resources.
10. Assists with planning and implementing AE and College events and activities.
11. Assists with the registration, assessment, and enrollment process of students enrolling in Adult Education courses.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Adult Education programs, classes, and requirements.
- Learning assessment techniques and practices.
- Counseling techniques and processes.
- Knowledge of effective remediation methods for dysgraphia, dyslexia, ADHD, and other learning differences and/or conditions that could enhance students' ability to learn in a standard classroom setting.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evenings.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Master's degree in counseling or social work.

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.
Dean, Applied and Advanced Technologies
(ID: 221057)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To

Vice President, Instruction

Job Purpose

To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.

2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.

3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.

4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation.
standards. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience
Five years related work experience including management in a higher education academic environment.

**Education**

Master’s degree.

**Safety**

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Applied Tech, Multimedia, Public Service
(ID: 221030)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President, Instruction

Job Purpose
To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.
2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.
3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.
4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation...
standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Arts and Humanities
(ID: 221031)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President, Instruction

Job Purpose
To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.
2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.
3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.
4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation.
standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Business Studies
(ID: 221032)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President, Instruction

Job Purpose
To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.

2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.

3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.

4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation
standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Communications

(ID: 221033)

**FLSA Status:** Exempt  
**Band:** Ungraded  
**Level:** 999

**Reports To**

Vice President, Instruction

**Job Purpose**

To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

**Description of Duties and Tasks**

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.

2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.

3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.

4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation...
standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Computer Studies & Advanced Technology
(ID: 221034)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To

Vice President, Instruction

Job Purpose

To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.

2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.

3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.

4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation
standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Continuing Education
(ID: 121005)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President, Instruction

Job Purpose
To create vision, missions, and plans and to oversee the operation and growth of the Continuing Education division of the college. To have college-wide responsibility for non-credit instruction; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs, prepare students for success, and which meet the external requirements of SACS and THECB.
2. Works with the Vice President to ensure consistent application of administrative rules.
3. Supervises and evaluates Directors.
4. Oversees interview/hiring committees.
5. Oversees the approved budgets for assigned areas and functions including Customized Training and the Business Assessment Center.
6. Ensures that course schedule development process is implemented.
7. Assists in the development of partnerships with other organizations.
8. Prepares/oversees the preparation of required reports, including budget recommendations, student follow-up, and accreditation reports.
9. Provides leadership to ensure continuous quality improvement in the continuing education department and program activities.
10. Provides leadership to the continuing education staff for entrepreneurial activities.
11. Represents the mission of continuing education with community entities.
12. Provides leadership in the revenue generating activities of the continuing education unit to ensure positive revenue flow.
13. Coordinates and maintains contacts with the community in terms of requests or needs for new or expanded programs. Coordinates solicitation of funding in conjunction with Vice President and other appropriate college personnel.
14. Initiates and manages special projects and assignments.
15. Provides guidance to staff in policies and procedures which ensures that each department has clear and concise goals that support the success of continuing education as a whole.
16. Provides guidance in the acquisition and management of grants.
17. Ensures that workforce curriculum meets the requirement of the Texas Higher Education Coordinating Board as outlined in the Guidelines for Programs in Workforce Education.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of the community college philosophy/mission.
- Knowledge of Continuing Education programs.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated ability to collaborate effectively with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Demonstrated ability to work effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Ability to provide leadership at all levels of the college.
- Demonstrated ability to plan, prioritize, and problem-solve.
- Demonstrated expertise in related work field.
- Effective presentation skills.
- Computer skills.
- Ability to meet deadlines and handle multiple projects.
- Experience planning and managing budgets.
- Entrepreneurial in vision and activities.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master’s degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Health Sciences  
(ID: 221063)  

FLSA Status: Exempt  
Band: Ungraded  
Level: 999

Reports To  
Vice President, Instruction

Job Purpose  
To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.

2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.

3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.

4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation.
standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Library Services
(ID: 22113)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Associate Vice President, Instructional Resources and Technology

Job Purpose
To plan and develop of college-wide library services in support of teaching and learning. To provide leadership for management and supervision including planning, operating, funding and budget decisions related to services and resources of college-wide Library Services.

Description of Duties and Tasks

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

1. Ensures effective communication processes within Library Services and with ACC departments and other IRT units.
2. Provides overall leadership and has college-wide responsibility for establishing and maintaining a teaching, learning and working environment for Library Services operations, services and resources including campus libraries and library support for extension centers, teaching sites, and distance learning.
3. Provides leadership in strategic and operational planning and the formulation of goals, policies and procedures for Library Services.
4. Leads financial planning and budget management, and ensures library faculty and staff participation in budget planning.
5. Ensures effective Library Services organizational structure, including allocation of staff, and formulation of decision-making groups and committees.
6. Manages the selection, supervision, professional development, and evaluation of Library Services faculty and staff.
7. Provides library leadership and instructional leadership for the development and management of college-wide library services, such as information literacy instruction, materials selection, circulation, and automated services.
8. Maintains records and statistical data on Library Services functions and services and reports appropriate information to ACC administration and local, state, and federal agencies.
9. Serves on the IRT leadership team and committees, ACC administrative and academic teams, other college-wide committees and meetings.

10. Serves as the Library Services liaison to ACC's Information Technology Department.

11. Represents the College in local, state, regional, and national library organizations and initiatives to advance the interests of the College.

12. Ensures appropriate safety training is completed, and compliance with all health and safety rules and processes.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership principles.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master’s degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Math and Science
(ID: 221029)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President, Instruction

Job Purpose
To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.
2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.
3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.
4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation...
standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Public and Social Services  
(ID: 221058)

**FLSA Status:** Exempt  
**Band:** Ungraded  
**Level:** 999

**Reports To**

Vice President, Instruction

**Job Purpose**

To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

**Description of Duties and Tasks**

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

1. **Essential Job Functions:** Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.

2. **Student/Faculty Issues:** Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.

3. **Management:** Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.

4. **Curriculum/Instruction:** Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation.
standards. See Faculty Credentials at [www.austincc.edu/facstaff/faculty-credentials](http://www.austincc.edu/facstaff/faculty-credentials) where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Social and Behavioral Science
(ID: 221035)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President, Instruction

Job Purpose
To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.

2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.

3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.

4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation
standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Dean, Student Services  
(ID: 22110)

FLSA Status: Exempt  
Band: Ungraded  
Level: 0

Reports To
Vice President, Student Support and Success Systems

Job Purpose
Responsible for providing leadership, organization, supervision and evaluation of the following departments and programs: assessment, college-readiness, academic advising, counseling, disability services, transfer advising, career counseling, community outreach, college connection, and academic testing. Responsible for administering college policies and procedures regarding student’s rights and responsibilities and working collaboratively with instructional deans, faculty and academic support personnel to achieve student access and success.

Description of Duties and Tasks

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

1. Develops, implements, monitors, and evaluates campus services for assessment, college-readiness, academic advising, counseling, disability services, transfer advising, career counseling, community outreach, college connection, and academic testing. Hires, trains, supervises, and evaluates Student Services staff.
2. Develops and monitors the budgets for assigned areas and functions.
3. Ensures student rights and responsibilities are followed and respected, including providing due process in all student matters.
4. Directs the student judicial process to include but not limited to developing and implementing policies and procedures, conducting investigations, and determining student outcomes.
5. Serves as consultant to deans of instruction and faculty on student disciplinary issues.
6. Guides and coordinates assigned programs or services as process holder for areas such as advising, assessment, disability services, professional development, career services, transfer, distance learning services, testing, academic standards of progress, ACC 101, and student coaching.
7. Directs the assessment and advising college connection activities for assigned high schools.
8. Ensures continuous quality improvement in student services programs and services by analyzing qualitative and quantitative data.
9. Provides guidance at the campus level for other student services to ensure strong, reliable, and high quality services.
10. Provides leadership and collaborates and assists with instruction, campus operations, and other campus services to provide integrated and aligned, quality campus services.
11. Collaborates with instructional deans, faculty, and academic support staff to improve student retention.
12. Directs college leadership in strategic and organizational planning processes to increase college completion, graduation, and or transfer.
13. Chairs college-wide shared governance committees and leads other initiatives or committees.
14. Develops and revises policies, procedures, and operational guidelines in support of the teaching and learning environment.
15. Participates in the acquisition and management of grants.
16. Directs, monitors, and evaluates adherence to the local, state, federal, and Southern Association of College and Schools (SACS) regulations.
17. Participates in appropriate professional activities. On certain campuses, may provide advising and/or counseling, as needed.
18. On certain campuses, may lead the teamwork inherently necessary to provide services for students at the campus, both within student services, and all other campus departments.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of student development theory and student discipline in a higher education setting.
- Demonstrated expertise in project planning, development, implementation and analysis.
- Preparing and presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Experience incorporating theoretical and practical competencies involving student development, mediation, and conflict management.
- Planning and managing budgets and personnel needs.
- Demonstrated success in working with student, staff, and faculty regarding student conduct matters.
- Maintaining confidentiality in work related information and materials.
- Working in a collaborative manner with diverse constituencies, working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills, including skill at persuading others.
- Providing leadership at all levels of the College.
- Planning, managing, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.
Safety

Provide resources for safe operation of units. Create and support workplace safety.
Designer, Web
(ID: 102019)

FLSA Status: Non-Exempt
Band: Professional
Level: 2

Reports To
Director, Public Information and College Marketing

Job Purpose
To design, create, construct, and maintain ACC.

Description of Duties and Tasks

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

1. Plans, develops, maintains, and improves ACC's web presence.
2. Creates and maintains online versions of ACC printed materials produced by Publications department to ensure proper working order; addresses and resolves issues.
3. Designs and develops websites and other systems; develops custom graphics and computer code for new websites.
4. Identifies, designs, creates, and implements new or updates existing web marketing solutions.
5. Counsels and provides graphical and technical support and procedural information to users, ACC personnel, and the public, on website, system, or project utilization.
6. Researches new products and services that can be implemented to improve the effectiveness, functionality, and appearance of ACC's web pages.
7. Communicates and interacts with Information Technology and the public on all topics including solution deployment and maintenance of new projects, the use of said projects and support items regarding the project.
8. Identifies issues, researches options by reviewing available resources; makes determination if a custom built solution is required; implements policies and procedures to make a solution usable.
9. Engaged in special projects that may involve working with multiple groups with a specialized focus; provides custom graphics for projects.
10. Provides recommendations in relation to website navigation, usability, and accessibility.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Graphics design and solutions.
- Web development and administration.
- Online marketing.
- Emerging trends in web design, functionality, and usability

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal, communication and instructional skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively using information technology.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use web scripting languages and digital imaging software.

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.

Work Experience

One year related work experience.
**Education**

Associate degree.

**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.
Developer, Multimedia
(ID: 18206)

FLSA Status: Non-Exempt
Band: Professional
Level: 1

Reports To
Manager, Multimedia Production

Job Purpose
To provide multimedia consulting, technical support services, and project management for the ACC faculty and staff, including website development and cross-platform interactive CD-ROMs.

Description of Duties and Tasks

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

1. Designs and creates web pages, dynamic web content and cross-platform interactive tools using advanced authoring tools such as HTML, CSS, JavaScript, CSS, PHP, and other multimedia software applications; including motion graphics.
2. Plans and designs technical projects and products for websites and other multimedia platforms.
3. Designs and develops technical products integrating various media, such as graphics, still images, video, audio, animation, and 3-D models.
4. Applies principles of graphic design to create appropriate and visually appealing interfaces.
5. Creates and optimizes various media file types for specific delivery environments.
6. Performs quality assurance and compatibility testing on all products prior to release.
7. Attends meetings, and serves as support resource for ACC staff on multimedia development issues.
8. Designs, develops, and delivers workshops and training to faculty and staff in the use of educational multimedia.
9. Keeps current with software and hardware advances and trends in multimedia development.
10. Provides recommendations in relation to website navigation, usability, and accessibility.
11. Works with faculty and technical support staff to conceptualize appropriate solutions based on project goals and requirements of the audience.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices of multimedia production technology and applications in an educational environment.
- Multimedia authoring software application packages and development techniques.
- Current principles and practices of multimedia design and presentation.
- Project planning and management principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Designing and developing multimedia products that meet user requirements.
- Assessing project needs, and developing and promoting effective solutions.
- Operating and maintaining a variety of multimedia equipment safely and competently.
- Using equipment and procedures for developing multimedia projects and products.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software including graphics applications.

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.
Work Experience

Two years related work experience.

Education

Associate degree.

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.
Director, Academic Planning & Evaluation
(ID: 232501)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Associate Vice President, Academic Planning, Development, & Evaluation

Job Purpose
To direct, plan, develop and manage the College's academic assessment, planning, and evaluation processes; to provide leadership and oversight for all Academic Affairs master planning processes and activities. To develop, coordinate, and update the Academic Master Planning Process and direct and supervise the educational program effectiveness review process and associated evaluation activities.

Description of Duties and Tasks

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

1. Directs, coordinates, and evaluates program evaluation and academic planning activities for the Academic Affairs of the College.
2. Develops and ensures the consistent and appropriate application of relevant administrative rules, including assessment of instructional programs, master planning, and quality improvement, in support of the Academic Master Plan, equipment and software needs, again in support of master planning and evaluation and preparation of reports as required.
3. Manages the efforts of administrators, faculty and staff to develop, coordinate, facilitate, schedule, and monitor assessment activities for the Academic Affairs Division of the College.
4. Directs the District's efforts to establish and maintain continuous alignment of assessment, planning, review and effectiveness evaluation process for the areas of Academic Affairs in the administrative purview of the Provost.
5. Supervises ad hoc evaluation teams to assess and evaluate impact of implemented Academic Master Plans as directed by the AVP for Academic Planning, Evaluation, and Development.
6. Manages the collection of improvement plans and monitors their progress for educational programs/disciplines/departments and instructional units. This includes ensuring that the results of college wide assessment activities areas used for the improvement of teaching and learning to enhance student success.
7. Develops and maintains computer programs to capture, organize and access required data and produce reports to support academic planning and assessment.
8. Coordinates staff support for Academic Affairs wide evaluation, assessment and planning committees.
9. Communicates all relevant information and activities with the staff of the office of the Coordination of Accreditation by the Southern Association of Colleges and Schools Commission on Colleges.
10. In association with the office of Instruction, develops and oversees training/professional development activities related to educational programs, evaluation, assessment, and planning.
11. In conjunction with the Provost's assessment office, helps manage and promotes the effective application of student learning outcomes assessment to promote instructional goals and objectives conducive to student success.
12. Supervises and manages assigned staff; develops priorities and assigns tasks and projects as appropriate.
13. Supervises the conduct of an annual program of specialized studies to study their effectiveness in promoting student success.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- The comprehensive mission and philosophy of community colleges.
- Principles and practices associated with Servant-Leadership.
- Database management, statistical data interpretation and application of state of the art information technology as applied to student success and evaluation.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills, including working on multiple projects.
- Working in a collaborative manner with colleagues both in and outside of the College.
- Effective public speaking and presentation in front of small and large diverse groups.
- Maintaining confidentiality of work related information and materials.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Master’s degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, ACC Fire Academy
(ID: 230502)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To
Department Chair

Job Purpose
To direct and manage the programs and staff at the ACC Fire Training Academy including budget, purchasing, coordinating course schedules and assigning Adjunct and Skills Teaching Assignments.

Description of Duties and Tasks

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

1. Reviews course curriculum and Commission certification requirements; updates with new course curriculum; prepares course schedules, and instructor assignments.
2. Prepares and manages operational budget; processes requisitions, purchase orders and financial data; conducts annual budget review.
3. Reviews and updates operational policies.
4. Hires and supervises office and instructional staff; provides counseling as appropriate.
5. Reviews and approves payroll.
6. Maintains and repairs training equipment.
7. Ensures compliance with all health and safety rules and processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles, best practices, and trends in fire training and management.
- Supervisory principles, practices, and methods.
- Certification standards.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Leading and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Associate degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Accounting  
(ID: 16558)

FLSA Status: Exempt  
Band: Manager  
Level: 4

Reports To
AVP, Finance & Budget

Job Purpose
To direct, plan, implement, and evaluate the annual financial reporting and audit processes including: financial statement compilation and supporting schedules, development of internal controls and procedures.

Description of Duties and Tasks

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

1. Prepare CAFR, supporting schedules, and year-end accruals and assist internal and external auditors
2. Directs and reviews the financial reporting processes and audits for the Business Services division.
3. Develops and administers the systems of financial accounting and reporting to ensure adequate recording and reporting of College transactions.
4. Directs and reviews financial and reporting processes and activities; prepares annual financial reports for audit and public distribution; and analyzes and reports on the results of operations for incorporation into the audited Comprehensive Annual Financial Report (CAFR).
5. Manages general accounting staff and oversees accounts payable, bank reconciliations, ledger account reconciliations, and construction and building property accounting, and is functionally responsible for cash receipts and payroll transactions relative to the general ledger postings and account balances.
6. Develops and recommends policies, procedures, and guidelines for recording financial information and improving accounting processes in conformity with Generally Accepted Accounting Principles (GAAP).
7. Identifies and recommends related information system improvements.
8. Coordinates annual external audit activities, and works closely with internal and external auditors in relation to all audit matters.
9. Records bond issue transactions, ensures compliance with bond indenture, and reports annual bond statistics to external governing bodies.
10. Prepares annual reports based on statistical and financial information as required by Federal and State agencies.
11. Research tax issues and support departments with tax related questions, tax payments, guidelines and reporting.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Generally Accepted Accounting Principles (GAAP).
- Government accounting standards as set by the Government Accounting Standards Board (GASB).
- Comprehensive Annual Financial Reporting audit processes.
- Federal and State annual reporting requirements.
- Management practices within a complex budgetary environment.
- Supervisory principles, practices, and methods.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accept, receive, and/or collect payments
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating with IT staff to ensure integrity of the accounting system
- Preparing annual financial reports for audit and public distribution
- Writing reconciliation procedures and assisting with audit issues.
- Interfacing with relevant external governing bodies.
- Coordinating ongoing budgetary and accounting systems.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Adult Education Program  
(ID: 205008)

FLSA Status: Exempt  
Band: Manager  
Level: 2

Reports To  
Executive Director, Adult Education

Job Purpose  
To direct daily operations of Adult Education programs.

Description of Duties and Tasks  

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

1. Oversees daily operations of AE instructional programs, as well as their enrollment and assessment systems.
2. Hires, trains, supervises, evaluates, and coordinates ESL, ABE, and GED programs, and support staff.
3. Coordinates, aligns, and develops curricula and assessment systems with AE.
4. Represents AE in collaborating with internal and external departments and agencies in matters of curriculum, instruction, enrollment, and assessment.
5. Oversees the development of course schedules and class scheduling for each semester.
6. Assists the Executive Director in planning and managing budgets, including federal and state funding sources.
7. Assists the Executive Director on special projects. May represent the Executive Director at meetings or events.

Knowledge  

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- The community college philosophy and mission.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Budget development and expense control.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including some weekends and evenings.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Supervising and coordinating the activities of staff.
- Project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Handling multiple projects and meeting deadlines.
- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Providing leadership for AE instructional areas.
- Planning, prioritizing, and problem-solving.
- Managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Master’s degree.
Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, AHEC  
(ID: 230509)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 1

**Reports To**  
Executive Dean, Health Sciences and Director, Texas AHEC East

**Job Purpose**  
Responsible for the overall operations, management, and program plan implementation of the Texas AHEC East-Capital Region.

**Description of Duties and Tasks**  
*Essential duties and responsibilities include the following. Other duties may be assigned.*

1. Assist the Texas AHEC East program office in the preparation of funding requests and grant proposals.
2. Develop annual budget and work plans consistent with the goals and objectives of Texas AHEC East.
3. Oversee the TAE-Capital Region Advisory Board; provide training for role and responsibilities of members; and support the administrative needs of the Board.
4. Oversee the Texas AHEC East-Capital Region, consistent with contract requirements of The University of Texas Medical Branch (UTMB) at Galveston, to address community health workforce and community health system issues across the seven county Capital Region.
5. Manage and ensure that all expenditures are made in accordance with federal and state regulations, and the policy directives of UTMB and Austin Community College System.
6. Explore and develop funding opportunities for the center operations in alignment with mission and objectives of Texas AHEC East.
7. Prepare progress reports of the activities of TAE-Capital Region.
8. Plan, implement, and evaluate activities which support Texas AHEC East program objectives in the areas of: Health Careers Promotion and Preparation; Community-Based Student Education; Practice Entry and Support; Health Literacy; Community Health Systems; Community Health Worker Training and Outreach.
10. Promote professional growth of TAE-Capital Region staff.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Project planning and management principles.
- Principles of budget planning, preparation, and maintenance including fiscal management, needs assessments, and statistical analysis.
- Supervisory principles, practices, and methods.
- Community health care issues and services.
- Proposal and grant writing.
- Effective leadership and ethics techniques, including Servant-Leadership principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule which may include some evenings and weekends.
- Effectively supervising, leading, and delegating tasks and authority.
- Effective public relations and presentations in group and individual settings.
- Expertise in project planning, development and implementation.
- Working in a collaborative manner with diverse constituencies.
- Ability to manage and operate a community-based organization.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational skills including attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Alumni  
(ID: 101503)

FLSA Status: Exempt  
Band: Manager  
Level: 2

Reports To
Special Assistant to the President/CEO

Job Purpose
To plan, develop and administer the ACC Alumni Relations programs and activities that strategically engage alumni with ACC and provide tangible benefits to alumni and current students.

Description of Duties and Tasks

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

1. Establishes and builds relationships with a wide range of alumni, locally, regionally, nationally, and internationally; maintains regular communication with alumni via various communication methods (direct contact, email blasts, alumni web pages, print publications, etc.).
2. Manages, organizes and creates alumni special events and activities including creating announcement materials, tracking participation, and making arrangements for event and program facilities.
3. Serves as communication liaison for alumni events and programs. Encourages alumni support and participation in educational, cultural, and social programs of the College.
4. Secures commitments from alumni and the community to provide professional expertise and volunteer service; identifies and recruits alumni and the community for participation in special events and programs; identifies services to be made available to alumni.
5. Develops and manages database of alumni information including current contact information, biographical and career information, etc.; works in coordination with IT to develop protocols for internal access of alumni information.
6. Conducts alumni surveys and compiles, analyzes and reports alumni survey data to administration.
7. Manages the budget for Alumni Relations area including programs, services and communications.
8. Works collaboratively with the ACC Foundation Office in increasing support from alumni; routinely identifies and qualifies alumni prospects for gifts.
9. Works collaboratively with internal departments of the College, sharing information on the alumni program and cooperatively working within the ACC District to institutionalize the Alumni Relations programs and activities.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Importance of the role of alumni interaction with the College.
- ACC's vision and mission
- ACC's Servant-Leadership Philosophy

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including some evenings and weekends.
- Outstanding people skills, including the ability to connect people with one another and the College.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve college goals.
- Effectively coordinating programs and special events.
- 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.
- Prioritizing, implementing, and managing multiple projects and due dates.
- Effectively working with diverse and multicultural persons.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, programming languages, and database systems.
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Applications Development
(ID: 19101)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 5

**Reports To**

Associate Vice President, Information Technology

**Job Purpose**

To plan, direct, evaluate, and implement applications development projects related to administrative systems such as student systems, human resources, and financial systems, as well as other College-wide applications.

**Description of Duties and Tasks**

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

1. Directs the planning, budgeting, and operations of the Applications Development department.
2.Coordinates project initiation, prioritization, and information technology resource allocation.
3. Provides technical leadership for administrative systems.
4. Serves as a technical resource to departments regarding information technology needs.
5. Advises and consults with other departments on production software issues, concerns, problems, and questions.
6. Provides oversight and serves as an interface to executive management for large, campus-wide administrative system upgrades.
7. Evaluates programming techniques and training needs then selects and implements training as required.
8. Recommends selection of, trains or directs training of, supervisors and coordinators, and evaluates performance of professional staff.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices of information technology and applications development in an education environment.
- Computer languages, technologies, and protocols.
- Strategic planning, budgeting, and operations within an information technology department.
- Project initiation, prioritization, and information technology allocation processes.
- Management and implementation of organization-wide administrative software projects.
- Systems analysis, database design, and program design.
- Programming techniques and associated training needs identification and implementation.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing technical leadership for administrative systems.
- Effectively managing applications development projects related to administrative systems including Student Systems, Human Resources and Finance, as well as other organization-wide applications.
- Interfacing with executive management regarding large administrative systems upgrades.
- Consulting and advising departments in relation to software issues and concerns.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, programming languages, and database systems.
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Articulation and Transfer Resources
(ID: 110502)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Vice President, Academic Transfer

Job Purpose
To coordinate with Austin Community College and transfer institution staff in assisting students in the effective transfer of lower division courses at ACC to four year educational institutions. To develop, negotiate, revise and maintain university partnerships for articulation and transfer.

Description of Duties and Tasks

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

1. Provides transfer information through coordination with student services staff and faculty.
2. Maintains, updates and ensures the relevancy of articulation/transfer web page information.
3. Collaborates with ACC Department Chairs and Deans as well as transfer representatives to set up new articulation agreements and transfer plans.
4. Coordinates and facilitates events such as articulation agreement signing ceremonies, Math and Science Academy logistics, and other events as assigned.
5. Cultivates effective working relationships and communications with college and university articulation/transfer representatives.
6. Conducts periodic training and workshops for faculty and staff in relation to articulation and transfer issues, website links, and updates.
7. Gathers and maintains records of transfer in relation to ACC students who transfer to major institutions; shares data with academic and student services departments.
8. Negotiates with institutions receiving transfer course work including that which falls outside the established articulation agreement.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Transfer and articulation processes.
- Articulation agreements.
- Equivalency and transfer guides.
- Transfer tracking reports.
- Workforce education curricula.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Addressing the needs of students who have declared their intent to transfer.
- Negotiating with institutions receiving transfer course work.
- Developing effective working relationships with relevant college and university transfer representatives.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Associate Communications
(ID: 102008)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To
Executive Director, Public Information and College Marketing

Job Purpose
To assure alignment of all channels of marketing communications with internal, student, and external audiences and to oversee marketing communications (ad copy/promotion), internal communications, student communications, social media, web content (for internal audiences), Spanish communications, and crisis communications. To provide day-to-date direction for the development and execution of a wide range of communication projects that achieve the strategic marketing goals for the College and its academic and administrative units.

Description of Duties and Tasks

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

1. Supervises and oversees staff in all aspects of print and online communications (except media) relations. This includes recommendations regarding the hiring, motivating, professional development, coaching, and disciplining process of supervising a staff.
2. Manages daily workflow of writer/editor collaborations to enhance college-wide crises communications.
3. Develops strategies for internal and student SSI communications; collaborates on media and community relations strategies.
4. Plans, develops, and oversees multiple strategic communication projects across all modes of delivery.
5. Reviews and edits official College-wide informational and promotional print and online communications to ensure they meet the College's policies, editorial style, and standards of appropriateness.
6. Oversees the updating and maintenance of the College's editorial style manual for College-wide internal and external print and online communications.
7. Oversees the development and evaluation of informational and promotional communication directed toward targeted groups in support of the College's Master Plan.
8. Serves as a key liaison to various College entities to develop and improve communications to targeted groups.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Printing production process.
- Print and/or web design.
- Special event coordination.
- Style and grammar.
- Communication trends and tools.
- Clear understanding of the marketing/communications process.
- Working knowledge of social media.
- Understanding of higher education communications issues and appreciation of academic culture.
- Understanding of ACC's Master Plan goals and priorities.
- ACC Administrative Rules, Policies and Procedures, AP Stylebook, Strunk & White Elements of Style, HTML and CSS; and/or news media practices and processes.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Make recommendations that impact the budget.
- Effectively using interpersonal, interviewing, and communications skills, including tact and diplomacy.
- Effectively using organizational and event planning skills with attention to detail and follow through.
- Managing multiple projects.
- Gathering information from broad range of sources.
- Writing and editing.
- Maintaining confidentiality of work related information and materials.
- Leading and team building skills.
- Analyzing and problem solving skills both on a macro and mini scale.
- Developing strong collaborative partnerships and earning trust within an organization.
- Maintaining an established work schedule. May include some evening and/or weekend work.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Associate Financial Aid  
(ID: 12251)

FLSA Status: Exempt  
Band: Manager  
Level: 3

Reports To
Director, Student Assistance & Veterans

Job Purpose
To develop, implement, and maintain the daily operations of the Student Financial Assistance office; coordinate the administration of student financial assistance programs; ensure compliance with federal, state and local regulations, and College policies.

Description of Duties and Tasks

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

1. Directs, develops, implements, and monitors the day-to-day operations of the Student Financial Assistance District Office, and creates and/or recommends operational policies and procedures.
2. Supervises, hires, trains, and evaluates the performance of Student Assistance staff at the District Office.
3. Coordinates the administration of all federal and state student financial assistance programs, including the continued interpretation of existing regulations, and the development of new guidelines.
4. Prepares and submits federal, state, and institutional reports.
5. Prepares and submits funding requests and ensures proper fund utilization; coordinates and assists during internal and external auditing activities.
6. Researches problems and/or questions in relation to students with unique or unusually complex financial aid matters requiring interpretation of regulations.
7. Manages the distribution and utilization of student aid funds.
8. Identifies and recommends information requirements in relation to the development of automated reporting systems for the various financial aid programs.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Regulations governing federal, state and institutional financial assistance programs.
- Student financial assistance policies and protocol.
- Federal, state, and institutional financial assistance reporting requirements.
- Distribution and utilization processes in relation to student aid funds.
- Basic statistics and accounting principles.
- Supervisory principles, practices, and methods.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Administering student financial assistance programs.
- Coordinating internal and external auditing activities.
- Researching complex financial aid problems.
- Supervisory, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Associate Marketing  
(ID: 102027)

FLSA Status: Exempt  
Band: Manager  
Level: 1

Reports To
Executive Director, Public Information and College Marketing

Job Purpose
Leads marketing initiatives for Austin Community College. Assists with development and directs the implementation of marketing strategies to generate positive awareness and understanding of the College and to encourage interest in ACC programs and services.

Description of Duties and Tasks

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

1. In conjunction with the Executive Director of Public Information and College Marketing, develops, directs, and reports results of comprehensive marketing strategies that ensure high quality marketing content and design, as well as effective distribution to relevant external and internal audiences to increase awareness about ACC programs, services, and people.
2. Oversees marketing and publications budget.
3. Oversees development of production schedules for official college publications, e.g. registration guides, CE course schedules, catalog, handbook, in conjunction with all relevant constituents.
4. Prioritizes and manages multiple projects, varying in complexity, from beginning to completion, often working on segments of larger, more complex projects.
5. Works with team members to assign responsibilities, monitors progress, and prepares status reports to the clients on all project deliverables.
6. Assists with the development and maintenance of the college's public-facing website and constituent relationship management systems.
7. Undertakes and/or contributes to market analysis; identifies potential markets; gathers and interprets marketing data.
8. Leads and motivates a team of graphic design, marketing, and communication specialists from idea conception to creative excellence.
9. Establishes goals, conducts audience research, develops methods to measure results, conducts analysis, and follow-up project reports.
10. Assists with all phases of planning & preparation for various events and serves on appropriate college committees.

11. Keeps abreast of new marketing trends, providing counsel to senior college leadership on relevant marketing issues.

12. Fosters relationships with academic departments, student support services, Student Life, various campus groups, and external partners to create and implement effective marketing plans that align with ACC's Academic Master Plan and meet marketing goals.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Printing production process.
- Style and grammar.
- Communication trends and tools.
- Clear understanding of the marketing/communications process.
- Working knowledge of social media.
- Understanding of higher education communications issues and appreciation of academic culture.
- Print and/or web design.
- Understanding of ACC’s Master Plan goals and priorities.
- ACC Administrative Rules, Policies and Procedures, AP Stylebook, Strunk & White Elements of Style, HTML and CSS; and/or news media practices and processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Gathering information from broad range of sources.
- Writing and editing.
- Maintaining confidentiality of work related information and materials.
- Leading and team building skills.
- Analyzing and problem solving skills both on a macro and mini scale.
- Developing strong collaborative partnerships and earning trust within an organization.
- Maintaining an established work schedule. May include some evening and/or weekend work.
- Resolving scheduling and/or resource deployment issues and conflicts.
- Time management, prioritizing, and multi-tasking.
- Demonstrated leadership skills and ability to collaborate with a positive attitude.
• Strong interpersonal and communication skills with the ability to lead individuals in a team environment and foster positive and collaborative work habits.
• Effectively using organizational and planning skills with high attention to detail and follow through.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Buildings & Grounds

(ID: 16101)

FLSA Status: Exempt
Band: Manager
Level: 4

Reports To

EVP, Finance & Administration

Job Purpose

To plan, direct, organize and manage daily activities of the Buildings and Grounds department; responsible for operational budget. Oversees the functioning of building systems.

Description of Duties and Tasks

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

1. Plans, directs, and reviews the activities and operations of the department; provides leadership and supervises directly and through subordinate supervisors all department staff.
2. Develops, implements, and manages safety and health policies and procedures; ensures compliance with regulations.
3. Develops and monitors the operating and deferred maintenance budgets; prepares prioritized project and equipment lists; oversees expenditures, approves invoice payments and provides input during budget development.
4. Determines work to be accomplished in-house and recommends contracting of overload; manages outside contractor projects for facilities renovation projects for heating, ventilation, and air conditioning, electrical, remodel, and building renovations; inspects work performed by contractors.
5. Develops and implements process improvement across entire district; directs and oversees the development and evaluation of department programs.
6. Verifies the completion and quality of work orders and other work activities in order to attain the goals and objectives of the department.
7. Ensures appropriate employee safety training and compliance is completed.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Leadership for planning, development, and operations of complex multi-campus facility.
- Management principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Project cost estimating and project management.
- Architectural plans, specifications, and construction management.
- Heating and air conditioning systems.
- Relevant local, state, and federal regulations and codes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Determining allocation of budget among departments.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Preparing budgets and monitoring the disbursement of funds.
- Effectively managing, leading, and delegating tasks and authority.
- Estimating time and material requirements of assigned work projects.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Demonstrated proficiency using standard office software applications for maintenance management systems.
Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- Occasional lifting of objects up to 10 pounds.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, CE Business & Marketing  
(ID: 203503)

FLSA Status: Exempt  
Band: Manager  
Level: 2

Reports To

Executive Dean, Continuing Education

Job Purpose

To direct all business operations and marketing initiatives for Continuing Education (CE) and provide strategic planning and analysis for program development and implementation.

Description of Duties and Tasks

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

1. Oversees all CE business operations including: supervision of student registration staff; certain invoicing and payment functions; prepares reports on room utilization/availability, space, fixed assets, monthly financial progress and enrollment trends, contract, grant, and other financial activity, accreditation, budget recommendations and preparation, collects data for quarterly Coordinating Board reports; and develops long-range plans for department using fiscal forecasting and enrollment trends.
2. Develops, writes, and implements operating policies, procedures and practices.
3. Assists with student and staff complaints and resolutions and follow-up.
4. Ensures updates of CE website.
5. Directs all CE program marketing plans and initiatives, develops written and verbal communication and outreach strategies and sales campaigns, conducts presentations to community partners and clients and to ACC departments.
6. Develops strategic planning for CE program growth, analysis, and makes recommendations.
7. Participates in various external CE activities and events.
8. Coordinates with the college’s marketing department on various CE marketing materials and strategies.
9. Conducts strategic planning for department. Conducts research and analysis on CE programs and makes recommendations for improvement of CE processes and programs.
10. Assists with development of new CE programs and space acquisition. Initiates and manages special projects and assignments.
11. Conducts CE payroll functions.
12. Assists with departmental goal progress, program development, department-wide organizational issues, policies, practices, procedures, and standards.
13. Oversees CE curriculum as outlined in the Guidelines for Programs in Workforce Education, SACS, and other accreditation agencies.
14. Assists Executive Dean with special projects.
15. Serves on appropriate committees such as customer service and CE process improvement. May represent Executive Dean at meetings.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices of payroll and purchasing practices.
- State and Federal laws and regulations pertaining to departmental budgets and accounting practices.
- Supervisory principles, practices, and methods.
- Understanding of the community college philosophy and mission.
- Principles and practices of management, marketing, strategic planning, accounting, and budgetary theory and practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established flexible work schedule, including some evenings and weekends.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Creating, planning, and implementing marketing ideas and media.
- Establishing and maintaining effective working relationships, and working in a collaborative manner with individuals and groups within ACC and within the community.
- Ability to plan, prioritize, and problem-solve.
- Demonstrated expertise in related work field.
- Ability to meet deadlines and handle multiple projects.
- Entrepreneurial vision, abilities, and activities.
- Effectively using interpersonal and verbal and written communications skills, including effective presentations.
- Maintain and manage accurate records, payrolls, and budgets
- Maintaining confidentiality of work related information and materials.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Center for Nonprofit Studies
(ID: 101508)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To
Special Assistant to the President/CEO

Job Purpose
To lead and manage the Center for Nonprofit Studies and the College's nonprofit learning and engagement initiatives.

Description of Duties and Tasks

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

1. Identifies nonprofit trends and develops, implements, and evaluates workforce development program services to increase nonprofit sector effectiveness.
2. Assists ACC faculty, staff, and administration in relating to, working with, and establishing productive relationships within the nonprofit sector.
3. Serves as key source of information and referral regarding nonprofit governance, leadership, management, and strategic planning for both the College and external customers.
4. Leads and manages collaborative opportunities with individuals, corporate, governmental, and nonprofit sectors.
5. Identifies, designs and implements certificate level programs focused on strengthening workforce development within the nonprofit sector.
6. Designs, plans, and implements strategic initiatives for communicating programs and services through the Center for Nonprofit Studies website, publications, listserv, and other media.
7. Identifies, schedules, and provides learning opportunities such as workshops and other events and programs.
8. Supervises and evaluates the Center for Nonprofit Studies' customer services for learning opportunities (workshops) session leaders.
9. Represents the College on councils, committees, and agencies within the nonprofit sector.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices of organizational management, communication, and leadership.
- Teaching, coaching, and mentoring concepts.
- Community College values, philosophies, and assets.
- State, Federal and local entities, governmental and community agencies, and the nonprofit sector.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Strategic and creative thinking.
- Strengthening the effectiveness of the nonprofit sector.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Center for Public Policy and Political Studies  
(ID: 221040)

**FLSA Status:** Exempt  
**Band:** Ungraded  
**Level:** 0

**Reports To**
Special Assistant to the President/CEO

**Job Purpose**
To plan, develop and coordinate all activities of the Center for Public Policy and Political Studies (CPPPS) with faculty, students, administration, and community members.

**Description of Duties and Tasks**
*Essential duties and responsibilities include the following. Other duties may be assigned.*

1. Coordinates and cooperates with the ACC Center for Public Policy and Political Studies Nonprofit Corporation on their meetings, operations and fundraising activities to support the Center.
2. Serves as a member of the Center’s Executive Board and assists this body in its oversight and review of the Center’s operations and budget.
3. Facilitates the operation of the Faculty Advisory Committee to oversee projects and integrate faculty and students from as many disciplines as possible into appropriate projects to explore issues of public policy.
4. Participates in the hiring of full time and part time staff of the Center for Public Policy and Political Studies; makes work assignments, supervises and evaluates staff.
5. Fosters the development of hosted faculty projects on public policy issues, including securing support for grants and stipends for faculty projects.
6. Coordinates external outreach for the Center for Public Policy and Political Studies, expands potential student internships and experiences on policy issues in organizations and agencies.
7. Represents the ACC Center for Public Policy and Political Studies and the Nonprofit Corporation in external conferences, presentations, and special events.
8. Responds and cooperates with ACC administration for the operation of the Center for Public Policy and Political Studies.
9. Develops and manages budgets for the Center.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Public affairs locally, statewide and nationally.
- Program administration and project management.
- Supervisory principles, practices, and methods.
- Research methods and standards.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Reviewing and preparing narrative and statistical reports of research projects.
- Developing and writing for online and print newsletters and articles.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively working with a diverse and multicultural student body, faculty and community.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including managerial experience.
Education

Master's degree.

Safety

Provide resources for safe operation of units. Provide financial and human resources to help eliminate identified safety hazards. Create and support a workplace safety culture by leadership and example.

Supervise safe operation of unit. Facilitate safe
Director, Center Operations

(ID: 281505)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To

Executive Vice President, College Operations

Job Purpose

To direct operations for all ACC Centers, Highland Business Center (HBC), the Service Center (SVC), and Highland Mall.

Description of Duties and Tasks

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

1. Responsible for the operations of all ACC Centers including hiring, training, supervision, and evaluation of staff; budget development and monitoring; facilities contracts; course scheduling; and classroom scheduling and maintenance.
2. Supervises ACC Center supervisors and staff, including facility cleaning and maintenance at some locations; determines scheduling needs.
3. Coordinates all campus management requests from work orders to employee office moves; supervises campus-wide room scheduling for academic classes and meetings.
4. Serves on Steering Committees for future campuses and Centers.
5. Disseminates college-wide and campus information via campus email and postings.
6. Plans, develops, recommends, and oversees ACC Center budgets; approves Center expenditures.
7. Prepares Center reports such as room utilization and availability, space, fixed assets, and ad-hoc reports.
8. Develops, writes, and implements operating policies and procedures.
9. Represents the Executive Vice President, College Operations, on various internal and external committees.
10. Prepares annual Memorandum of Understanding for all high school and education entities for Centers’ operations.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Principles and practices or management, accounting and budgetary theory.
- Principles and practices of payroll and purchasing practices.
- State and Federal laws and regulations pertaining to departmental budgets and accounting practices.
- Supervisory principles, practices, and methods.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Strategic and long-term planning.
- Effectively supervising, leading, and delegating tasks and authority.
- Applying accounting and financial management principals.
- Effectively using interpersonal and public speaking communication skills, including tact and diplomacy.
- Effectively using organizational, management and event planning skills, with attention to detail and follow through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Community Outreach

(ID: 12054)

FLSA Status: Exempt  
Band: Manager  
Level: 1

Reports To

Associate Vice President, Student Success

Job Purpose

To create and coordinate community outreach opportunities that increase awareness and support for the College.

Description of Duties and Tasks

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

1. Create and maintain partnerships with churches, schools, universities, school districts and community organizations to increase enrollment, especially with under-served populations.
2. Create and maintain partnership with foster care youth, state agencies and organizations designed to assist those aging out of care to create a successful experience for them in higher education.
3. Creates and coordinates the execution of workshops, tours, and presentations for churches, schools, and community organizations.
4. Maintain collaboration with Huston-Tillotson University, The Links, Inc. and UNCF to increase ACC student participation in this program.
5. Create and coordinate monthly meet up sessions for Foster Care Alumni students to support their persistence in higher education at ACC.
6. Creates and coordinates the execution of Hip Hop Into College event in the fall and spring.
7. Represents the college at conferences, workshops, and weekend special events by speaking about the College's programs and services.
8. Maintains collaboration with the state higher education coordinating board to provide local access to visiting groups.
9. Sponsors clubs and creates opportunities to increase awareness, especially with under-served populations.
10. Develops and maintains appropriate records and databases. Maintains a follow-up system for prospective students and community stakeholders via follow-up letters and phone call.
11. Provides information to community contacts and prospective students on admission requirements, financial aid opportunities, college programs, transfer options, and career opportunities.
12. Assists with developing and maintaining a tracking and monitoring system to evaluate recruitment strategies.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- College programs, services, and strategic directions.
- Multicultural education programs and systems.
- Student database systems.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, which may include evenings 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 analyzing data and producing reports.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Establishing and maintaining effective working relationships
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Community Programs
(ID: 20401)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Executive Dean, Continuing Education

Job Purpose
To lead and direct the staff of Community Programs department.

Description of Duties and Tasks

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

1. Leads and Directs three areas: Continuing Education, Community Programs, Registration and the Event Planning and Floral sales and Rental division.
2. Oversees training and development of the the staff in Registration, community Programs and sales and services.
3. Provides direction for staff within the Department in new initiative development and creating new offerings.
4. Interfaces with the Directors and Managers of other areas within Continuing Education to promote the mission, vision, and goals of the department.
5. Oversees the development of each semester's schedule for Community Programs.
6. Verifies monthly and hourly instructor payroll within established guidelines.
7. Develops and implements marketing plan for Community Programs.
8. Meets with advisory boards and members of the community to identify new class offerings for Community Programs.
10. Supervises Community Programs staff.
11. Initiates and participates in comprehensive workforce education partnership, collaboratives and strategic alliances.
12. Coordinates information that is produced in the Continuing Education Schedule.
13. Coordinates with the business office, financial aid and other offices to ensure accuracy of records to ensure successful enrollment audit by the state of Texas.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Administrative and marketing principles and practices.
- Educational institutions functions and processes.
- Community continuing education programs.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accepting, receiving and/or collecting payments.
- Accountable for inventory/property management.
- Managing or administering grant funds.
- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively supervising, leading, and delegating tasks and authority.
- Marketing classes and course offerings.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software including prospect tracking.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Distance Learning
(ID: 18051)

FLSA Status: Exempt
Band: Manager
Level: 4

Reports To
Associate Vice President, IRT

Job Purpose
To direct the development and operation of the Distance Learning Program, and student and faculty support services.

Description of Duties and Tasks

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

1. Directs the planning, staff, and operations of the Distance Learning Program.
2. Identifies new distance and distributive learning technologies and evaluates the appropriateness for ACC use.
3. Works with departments in scheduling Distance Learning courses; develops annual and semester schedules and allocation of sections.
4. Manages licensing and copying issues, determines costs and works with appropriate College offices to arrange access to distance learning materials.
5. Directs video support services and operations including cable TV, ITFS/EBS and satellite uplinks and downlinks.
6. Develops and oversees the implementation of Distance Learning student and faculty support services.
7. Directs the efforts to identify new distance learning course materials, evaluates the appropriateness for ACC use, disseminates materials to faculty, and manages the approval process.
8. Assists in the development of the College's distance learning program and strategic plan.
9. Directs college activities to export and import distance education courses through collaborative initiatives, such as the Virtual College of Texas and the Educational Service Center Region XIII and coordinates appropriate faculty and student support services.
10. Supervises Distance Learning staff.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices of distance learning technology and applications in an educational environment.
- Management and implementation of organization-wide technology projects.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Project planning and management principles.
- Technology system development principles and techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Coordinating implementation of new technologies.
- Reviewing and preparing narrative and statistical reports and records.
- 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

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Early College High School
(ID: 176017)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Vice President, Instruction

Job Purpose
To coordinate ACC's Early College High School (ECHS) across the district.

Description of Duties and Tasks

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

1. Provides overall leadership for ACC’s ECHS initiative.
2. Supervises program management staff within the ECHS budget.
3. Monitors expenditures of funds assigned to ECHS programs.
4. Works with ACC departments to appropriately schedule college course sections for ECHS, ensuring alignment with both high school and college completion requirements.
5. Assists prospective faculty candidates with information regarding the faculty hiring process, and serves as a liaison when necessary between the ACC academic department and the candidate.
6. Facilitates regular meetings with ACC staff and school district and high school staff to ensure successful program integration.
7. Advises the Vice President, Instruction on matters regarding assigned programs/services; and provides information, advice, and documents to the staff, administrators, and others as necessary.
8. Provides campus orientations and support services to college faculty teaching at the ECHS.
9. Facilitates faculty participation in college orientation and professional development activities.
10. Guides collaborative efforts to support effective delivery of services. Communicates openly and effectively, and manages resources to support district goals.
11. Analyzes and evaluates other ECHS programs to identify best practices.
12. Makes recommendations to ECHS and ACC administration regarding pre-college evaluation, orientation, ongoing monitoring, and development of a mandatory student success course unique to ECHS students. Maintains open dialogue with all stakeholders, including ACC and AISD administration and others in the community.
13. Collects, maintains, and evaluates data on ACC’s ECHS student body related to retention and completion of college-level work and degrees.
14. Works closely with both AISD and ACC administration to coordinate effort to improve success rates among ECHS students.
15. In collaboration with ECHS administration, coordinates and leads professional development opportunities for ECHS staff to implement student success initiatives.
16. Provides regular written reports to ACC and AISD administration on progress of ECHS retention and completion activities.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Higher education organization and processes.
- Student success strategies.
- Early College High School programs.
- Instructional techniques, theory, and workshop design.
- Understanding of applicable student success strategies.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Demonstrated expertise in project planning, development, implementation and analysis.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively working with a diverse and multicultural student body.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Early College Start

(ID: 206500)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To

Executive Director, School Relations

Job Purpose

To direct and coordinate the implementation of Early College Start Programs (ECS) in high schools throughout the ACC service area.

Description of Duties and Tasks

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

1. Oversees and directs the resolution of ECS student registration and records problems; forms primary liaison with other ACC departments in effecting changes.
2. Oversees and manages overall ECS processes within the College in consultation with ACC departments.
3. Develops and maintains Early College Start Resource Manual, brochures, and other promotional materials for ISD faculty, staff, students, and parents.
4. Provides training to ACC and ISD constituencies to effect the implementation of ECS programs and to facilitate effective operations at ACC Centers.
5. Maintains articulation guide of ECS courses between ACC and ISDs and informs internal and external instructional centers; revises procedures, forms, and materials and inform internal/external constituents.
6. Serves as liaison to Capital Area Tech-Prep Consortium to ensure current and accurate articulations of Tech-Prep credit-in-escrow for high school students enrolling at ACC.
7. Prepares semester reports for Vice President and ISD Superintendents and Principals on ESC enrollments, THECB reports, etc.
8. Serves as liaison to designated staff to maintain accurate database of ISD administrators, faculty and counselors, and to maintain accurate ECS web page.
9. Ensures appropriate employee safety training and compliance is completed.
10. Represents ECS on college-wide committees.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Federal and state regulations related to student residency and recordkeeping.
- Data collection and communication methods.
- Educational institutions.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, to include some evenings and weekends.
- Effectively using interpersonal and public speaking communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Public relations.
- Leading and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Emerging Technology Fund Grant

(ID: 230513)

FLSA Status: Exempt
Band: Manager
Level: 4

Reports To

VP of Instruction

Job Purpose

To plan, direct, and implement the overall program goals and objectives of the Emerging Technology Fund (ETF) Grant at Austin Community College. The Director contributes to the success and quality of the projects under the Emerging Technology Fund Grant.

Description of Duties and Tasks

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

1. Manages the implementation, operation and evaluation of the Emerging Technology Fund Grant for Austin Community College in accordance with project goals, objectives and established timelines. Develops and implements all grant activities for the Emerging Technology Fund Grant.
2. Collaborates with the Texas Life Science Collaboration Center (TLCC) and others to establish a permanent biomedical accelerator/incubator (Center).
3. Works to develop a business plan for the Center to ensure that it is self-sustaining after the grant ends.
4. Actively recruits emerging operational life science companies to the Center and works closely with entrepreneurs, economic development interests and others to create a critical mass of biotechnology partners in Central Texas. Markets the accelerator/incubator and its activities to industry for the purpose of soliciting work for the Center.
5. Maintains a safe and compliant workspace for tenant companies of the Center.
6. Works with the ACC assigned Principal Investigator for the grant and other assigned personnel to manages the budget for the grant and the Center.
7. Serves as the industry liaison for coordinating all the contract research (CRO) activities carried out by the Center.
8. Facilitates the expansion of the ACC Biotech Program and interfaces with other ACC programs as needed.
9. Supervises assigned personnel for the grant.
10. Coordinates with ACC Deans and Department Chairs regarding faculty and student internships with the Center.
11. Works with other academic entities including high schools and universities to coordinate internships for the benefit of ACC and the companies using the Center.
12. Organizes, in conjunction with other partners, the annual advisory board meeting and training conferences at the Center.
13. Contributes to curriculum development as a result of work carried out in the Center.
14. Works with the appropriate ACC departments to ensure that the Center facilities are properly serviced and maintained.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Translating basic science discoveries into commercialized products.
- Food and Drug Administration and Good Manufacturing Practices.
- Successfully launching product lines.
- Establishing manufacturing, warehousing and distribution processes.
- Marketing and commercially launching biomedical products.
- Financial and operational knowledge and expertise.
- Project management.
- Curriculum design techniques and elements.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using project management skills.
- Effectively using written and oral communication and advocacy skills.
- Ability to work with boards of directors, manage advisory boards and other governing and advising bodies.
- Writing grants.
- Ability to multi-task.
- Effectively using leadership skills including a track record that reinforces the values of service, initiative, and collaboration.
• Working collaboratively with internal and external constituents including faculty members, research staff, health care executives, investors, biotech leaders, community leaders and public agencies.
• Maintaining confidentiality of work related information and materials.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills with attention to detail and follow through.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use automated financial systems.

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.

Work Experience

Three years related work experience.

Education

Master's degree.

Special Requirements

Travel on a national basis may be required.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Energy & Sustainability
(ID: 160507)

FLSA Status: Exempt
Band: Manager
Level: 4

Reports To
Executive Director, Facilities

Job Purpose
To oversee the District's efforts to promote responsible use of natural resources and protection of the natural environment, principally through reduction in the use of utilities, sustainable design and operation of facilities, promotion of recycling, and promotion of efficient modes of transportation.

Description of Duties and Tasks

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

1. Evaluates and recommends appropriate sustainable design concepts for new facilities, expansion and renovation projects. Evaluations must focus on the suitability of the design concepts for the intended use of the space, and the life cycle cost of implementation.
2. Evaluates existing construction to recommend and evaluate possible cost-effective retrofits to existing systems which will improve energy efficiency and/or functionality of the system.
3. Seeks and obtains rebates, grants and other alternative funding to defray installation costs.
4. Manages contracts for utilities to ensure that the District is acquiring the utilities under the optimum rate structure.
5. Manages the tracking of progress in reducing utility usage and other environmental impacts, and the preparation of reports of the progress.
6. Coordinates with others in Facilities & Construction, Buildings & Grounds, Environmental Health and Safety, Campus Management, educational department staff, students, local community members, and others to ensure that the sustainable design concepts integrate completely with the functional needs of the District.
7. Establishes specific needs and project scope requirements; evaluates alternatives, prepares budget estimates, and obtains concurrence of initial scope of work.
8. Prepares initial project scope, budget and delivery schedule; secures project funding and procures service of design consultants or service vendors required to complete project scope of
work; prepares and negotiates contracts; approves payments to vendors; ensures compliance with all applicable local ordinances, state and federal codes and laws.

9. Presents and reviews proposed solutions with educational department representatives, design consultants, and service vendors to ensure project scope meets client's needs; reviews design progress to ensure compliance with project budget, delivery schedule, and quality requirements in accordance with college standards and applicable codes.

10. Directs and manages the overall design and construction phases to meet the established project scope, budget and schedule; meets with local community committees and stakeholders to resolve potential problems and address concerns.

11. Schedules progress coordination meetings and periodic field inspections to ensure completed work in place is acceptable and in accordance with the design intent and satisfies the client.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Architecture, mechanical and electrical engineering, and construction management.
- Principles of sustainable design and operation of facilities.
- Regulations regarding accessibility and hazardous materials found in buildings.
- Laws and ordinances regulating building construction and operation.
- Project planning and management principles, including management of schedule.
- Budget preparation, bid and purchasing procedures, and expense control.
- Evaluation of life-cycle costs.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, with occasional nights and weekends.
- Maintaining confidentiality of work related information and materials.
- Preparing budgets and monitoring the disbursement of funds.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Interpreting legal descriptions of leases, easements, restrictive covenants, and all similar documents affecting real property.
- Performing all facets of projects such as the coordination, demolition, inspection, security, title clearance, materials testing, furnishings, moving, permits, etc.
- Managing multiple projects and maintaining focus on priorities.
- Making presentations related to facilities and projects.
- Collaborating with others to reach mutually beneficial goals and objectives.
- Negotiating, evaluating and administering contracts.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Enrollment Management
(ID: 12061)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Associate Vice President, Student Success

Job Purpose
Senior leadership position responsible for strategic enrollment management plan, providing creative vision and dynamic oversight of Enrollment Management Department. Plans and executes departmental programs to support the strategies and efforts of student recruitment to meet Closing-the-Gaps and other statewide and local enrollment initiatives.

Description of Duties and Tasks

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

1. Provides direct supervision to and budgetary oversight for the Student Recruitment Office, the Mobile Go Centers, the Youth Programs and reporting functions for strategic student recruitment.
2. Coordinates partnerships with high school career academic personnel that result in serving students at 46 high school campuses.
3. Develop, enhance and maintain effective strategic community partnerships and alliances that enhance student achievement.
4. Analyzes and evaluates strategic and targeted recruitment needs. Plans, implements, and reports on enrollment programs addressing such needs.
5. Assists in development of communication strategies for a variety of market segments that address prospective students, program and enrollment inquiries, application processes, and pre-enrollment phases of the ACC admissions process.
6. Directs the analysis and reporting functions of all recruitment efforts, statistics, measures and outcomes.
7. Creates long- and short-term planning and evaluation of recruitment strategies and programs, including resource management.
8. Ensures recruitment objectives, goals, budgets, policies, practices, and actions produce successful student recruitment results, consistent with ACC's overall mission, and strategic and master plans.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Recruitment strategies, including prospective student management, marketing, and targeted recruitment efforts.
- The comprehensive mission and philosophy of community colleges.
- Principles and practices associated with Servant-Leadership.
- Sensitive economic, cultural, and other issues relating to challenges to college enrollment by a diverse student body.
- Diversity of community college academic and certificate programs and application of associated careers and job paths.
- Database management, statistical data interpretation and application of state of the art information technology as applied to recruitment programs.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills, including working on multiple projects.
- Use of effective supervisory techniques.
- Working in a collaborative manner with colleagues and representatives from external organizations.
- Effective public speaking and presentation in front of small and large diverse groups.
- Using experience, creativity, and independent thought to develop successful student recruitment strategies.
- Using data and statistics to create predictive models of enrollment trends and results.
- Maintaining confidentiality of work related information and materials.
- Ability to communicate effectively regarding college operations and their relationship to identified outcomes.
- Managing or administering grant funds.
- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, External Affairs Outreach  
(ID: 101501)

FLSA Status: Exempt  
Band: Manager  
Level: 1

Reports To

Special Assistant to the President/CEO

Job Purpose

To plan, develop and direct special projects and committees within the scope of External Affairs pertaining to government, community and nonprofit agencies.

Description of Duties and Tasks

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

1. Make contacts and establish meetings with local and regional business, industry and nonprofit leaders to develop new opportunities for partnership and training services; continuing education.
2. Provides support in planning and developing activities of the Alumni Program, including marketing and outreach, and internal relationships within the college or other projects appropriate to expanding the College's Alumni Program. Provides Alumni Director staff assistance in the coordination of internal resources, and the marketing and outreach required to identify and cultivate alumni in private industry, public sector, and community action agencies.
3. Plans, coordinates, and cooperates with Executive Dean, Continuing Education to develop an outreach strategy to significantly expand and develop new and on-going work training relationships and course curriculums with Austin's growing industrial base and state, local and community based nonprofit agencies seeking fast track certification for employees to secure employment.
4. Provides grant support research and information, and assists in conceptualizing and developing grant-appropriate projects for both External Affairs and for CE Workforce programs.
5. Represents Governmental and Community Relations on behalf of the Special Assistant to the President on special projects and committees as directed.
6. Works with the Director, Center for Public Policy and Political Studies and the Coordinator, Student Government Association on special projects.
7. Provides assistance to External Affairs regarding timely funding and grant assistance opportunities at federal, state and private nonprofit agencies (i.e. conceptualization, research and coordination efforts).
8. Provides Center for Nonprofit Studies assistance in identifying and implementing internal curriculum partnerships, obtaining external support for new and ongoing initiatives (i.e. financial, in-kind, equipment, etc.).

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Public Affairs locally, statewide and nationally
- Program administration and project management.
- Supervisory principles, practices, and methods.
- Organizational Management.
- Research methods and standards.
- Resource development, grant standards, and fundraising.
- Institutional Advancement principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Reviewing and preparing narrative and statistical reports of research projects.
- Effectively supervising, leading and delegating tasks and authority.
- Effectively working with a diverse and multicultural student body, faculty and community.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule, including occasional evenings and/or weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills, with attention to detail and follow through.
- Maintaining confidentiality of information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Three years related work experience.

Education

Master's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, First Year Experience Program
(ID: 153006)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To

Provost,/Executive Vice President of Academic Affairs

Job Purpose

Provides leadership, management, and overall coordination for the First Year Experience (FYE) Program across all ACC campuses. The FYE Program will consist of FYE course(s) and aligned services, workshops, and extra-curricular activities/events designed to assist first-year students in academic and career preparation and planning that will support their persistence in and completion of college programs. The overall purpose of the FYE Program will be to facilitate student success in terms of student achievement of academic and career goals.

Description of Duties and Tasks

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

1. Establish and chair a FYE Advisory Committee.
2. Directs operations of First Year Experience (FYE) program, including hiring, staffing, training, supervision, and evaluation of FYE faculty and staff; budget development and monitoring.
3. Provides leadership in developing, evaluating, and maintaining a curriculum that prepares students for success and meets the stated requirements of the First Year Seminar.
4. Works collaboratively with both instructional and student service offices to align all FYE courses and activities/events for student success.
5. Works collaborative with institutional research to prepare FYE program data, reports, and narratives for effective evaluation and on-going development of the FYE Program.
6. Works collaboratively with institutional communications and marketing to prepare, disseminate, and present FYE program information and results for both internal and external audiences.
7. Participates actively in on-going professional development, including state and national dialogues, to ensure that the latest research and best practices related to student success are effectively incorporated in the FYE Program.
8. Works collaboratively with appropriate ACC offices to provide professional development opportunities for ACC faculty and staff.
9. Assists in the preparation of grant proposals for the FYE Program and related initiatives.
10. Oversees development and maintenance of the FYE Program website and FYE course template in the Learning Management System (LMS), and all course materials.
11. Works collaboratively with campus personnel to develop and approve final FYE Program course schedules.
12. Works collaboratively with campus personnel to resolve all FYE program faculty and student issues.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of current literature and research regarding best practices in support of student persistence and success.
- Understanding of the role and contributions of existing ACC instructional and student support programs and services.
- Understanding of principles regarding effective and ethical leadership and program management in a multi-campus college district.
- Understanding of and commitment to the community college philosophy and mission.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated expertise in project planning, development and implementation.
- Expertise in communications and interpersonal skills.
- Ability to maintain an established work schedule, including some evenings and weekends.
- Ability to handle multiple projects and meeting deadlines.
- Ability to plan and manage budgets and human resource needs.
- Effective public presentation skills.
- Ability to work in a collaborative manner with diverse constituencies.
- Ability to maintain confidentiality of work related information and materials.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Master’s degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, GURC Southwest Region
(ID: 111000)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To
Dean, Arts & Humanities

Job Purpose
To provide leadership and direction to the Gallaudet University Regional Center (GURC) for the Southwest region; to work closely with other GURC directors around the country to ensure a unified approach to planning and programming; to assist in developing regional and national outreach initiatives through the College of Professional Studies and Outreach (CPSO), ensuring alignment with the Gallaudet University strategic plan, University-side goals, CPSO goals, and the national mission mandates of the Laurent Clerc National Deaf Education Center (the Clerc Center).

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Leads the GURC for the Southwest Region, actively serving as Gallaudet University representative to deaf and hard of hearing students, families, and the educators and other professionals who work with them; leads identified projects within the region, e.g., family learning vacations, regional conferences and special events; initiatives and maintains contacts and resources within the region; shares information regularly about Gallaudet University and the Clerc Center; facilitates opportunities for networking between schools, programs, and families; actively pursues collaborative opportunities; and works closely with other GURC directors around the country to ensure a unified approach to planning and programming.
2. Utilizes technology to maintain networks and enhance communication, e.g., websites, online communities, videoconferencing.
3. Demonstrates exceptional customer service, both to the national constituency and to teachers, staff, families, and alumni of Gallaudet University; responds promptly to inquiries and requests for training and technical assistance, planning assistance, or other services.
4. Works cohesively as a positive, contributing member of a team; contributes actively to achieve the goals of the unit.
5. Supervises personnel as identified, e.g., staff, student assistants, volunteers.
6. Develops and monitors budget for GURC Southwest; manages financial paperwork properly; provides budget information and reports according to established timelines.

7. Maintains a wide variety of professional contacts in order to remain abreast of developments in the field and to promote visibility of Gallaudet University programs.

8. Serves as an active, contributing member of CPSO and the University community as a whole.

9. Assists in developing regional and national outreach initiatives through the CPSO, ensuring alignment with the Gallaudet University strategic plan, University-side goals, CPSO goals, and the national mission mandates of the Clerc Center.

10. Collaborates with others to ensure that Gallaudet resources, initiatives, training programs, and resources are disseminated to educators and families in a variety of educational environments and a broad array of settings, e.g., densely populated urban areas as well as more isolated or rural areas.

11. Helps market Gallaudet and Clerc Center offerings; remains well-informed about the academic, service, and support programs at Gallaudet and all training, publications, outreach, partnership, enrollment, and recruitment initiatives underway; demonstrates thorough knowledge of the University, sound judgment, well-developed professional skills, and tact in working with the public.

12. Collaborates with Austin Community College in promoting student success in its service area by providing access to higher education and workforce education.

13. Leads efforts to seek additional funding, identify and develop grant proposals, and implements activities that will generate additional revenue for the Center.

14. Maintains systems for the formal documentation of outreach contacts and activities; helps orient colleagues and transition the system into routine operations; maintains comprehensive and accurate records of own outreach efforts including information dissemination, training, consultation, and similar duties. Enters documentation into databases according to established procedures and time lines.

15. Participates in the development of print and web-based materials designed to promote the GURCs and regional and national outreach programs; helps ensure that information about the GURCs and related initiatives is clearly represented on the web.

16. Assists in planning and conducting professional meetings, e.g., GURC staff, Center for Innovative Thinking, etc.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Issues and lifelong learning needs for deaf and hard of hearing persons.
- Supervisory practices.
- Thorough understanding of Gallaudet University and Clerc Center programs and services.
- Thorough understanding of the mission of the Austin Community College.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, which may include evenings or weekends.
- Strong organizational skills; able to maintain appropriate records, budgets, meet established time lines.
- Working well as an active, contributing member of a team, and work effectively with diverse groups of people.
- Fluency in American Sign Language and English.
- Planning and oversight of budgets.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Leading projects, communicates effectively with the public, and providing outstanding customer service.
- Working collaboratively.
- Establishing and maintaining effective working relationships
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.
Special Requirements

Some local and out of state travel is required.

Valid Texas Driver's License and reliable transportation for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, HLC ACCelerator
(ID: 221054)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President, Instruction

Job Purpose
To provide college-wide coordination and facilitation among the College's functional areas in the planning, development, implementation, and administration of the HLC ACCelerator.

Description of Duties and Tasks

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

1. Facilitates development of the Vision, Mission, Goals, and Strategic Plan for the ACCelerator.
2. Serves as liaison across all ACC departments in the development of the strategic, business, and operational plans for the ACCelerator.
3. Coordinates with IT and IRT in the integration of the technology-rich environment, which will support the ACCelerator.
4. Serves as liaison with Public Information and College Marketing in the design and promotion of the public relations and marketing initiatives for the ACCelerator, both before and subsequent to the launch of the ACCelerator.
5. Leads the coordination of the effort to internally publicize the new Center and educate all members of the ACC community in the vision of the new Center.
6. As appropriate, coordinates with the Grants Department and other departments and entities to pursue grant opportunities aligned with the goals and objectives of the ACCelerator.
7. Coordinates with other departments in determining staffing requirements for the ACCelerator to ensure effective integration of all ACCelerator services.
8. Collaborates with all ACC departments in the support of existing academic and workforce programs in the development of the ACCelerator's overall environment and atmosphere, which will reflect the mission of student success outcomes.
9. Regularly monitors facilities, equipment, materials, resources, and budget and makes recommendations for changes in ACCelerator operations.
10. Performs monitoring and coordinating of feedback from students, faculty, and staff in the performance of the ACCelerator.
11. Develops systems to integrate feedback through statistics, monitoring, and assessment into the on-going development and improvement of the ACCelerator.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development, implementation, and evaluation.
- Effective leadership and collaboration-building techniques, including Servant-Leadership principles.
- Understanding of the community college philosophy and mission, as well as how the vision for the ACCelerator can contribute to this.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Excellent communication and presentation skills for delivery of information and summary reports internally and to the public.
- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multicultural student body and staff.
- Excellent communications, written, verbal, and interpersonal skills, including tact and diplomacy.
- Planning and managing budgets and manpower needs.
- Establishing and maintaining effective working relationships.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Five years related work experience including managerial experience.

Education

Master’s degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Director, Institutional Records

(ID: 194005)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To

Associate Vice President, Information Technology

Job Purpose

To direct, develop, plan, and administer the College-wide records management program; establish and enforce uniform standards, procedures and processes for security, maintenance, preservation, and disposition of all College records.

Description of Duties and Tasks

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

1. Directs, develops, and implements ACC's documents imaging program to ensure the preservation, integrity and accessibility of College records.
2. Administers the College-wide document imaging system; ensures security through the creation of user accounts and system designs; performs database maintenance activities to ensure the integrity and accessibility of the data and images; reviews and evaluates technology to ensure migration of College records.
3. Serves as the designated Records Management Officer (RMO) for ACC; conducts responsible technical, supervisory, and administrative management for the College-wide Records Management Program.
4. Supervises, hires, trains, and evaluates performance of records management staff to ensure consistent application of procedures, processes, and workflow.
5. Develops, monitors, and amends the College Records Retention Schedule; submits schedules to State Library for approval; distributes schedules to records custodians and other relevant College staff, and trains staff in their use; ensures that records information and schedules meet organizational needs and legal requirements.
6. Ensures that the maintenance, preservation, imaging, and destruction or other disposition of College records is carried out in accordance with the policies and procedures of the Records Management Program and the requirements of the law.
7. Establishes processes and procedures for storage and retrieval of inactive and permanent records, protection of essential (vital) records, and preservation of historically valuable records.
8. Identifies records eligible for destruction; carries out destruction in accordance with College policy and state laws; stops destruction of relevant records when litigation, government investigation, audit, or other special need is pending or imminent.
9. Prepares and administers the annual operating budget.
10. Develops and implements the College-wide forms management program.
11. Develops goals, objectives, timelines, new workflow processes, implementation roles and responsibilities, and quantifies work volumes.
12. Provides quality assurance system checks by analyzing and troubleshooting electronic processing problems and by isolating and resolving hardware and software problems; tests software and hardware upgrades to prevent loss of functionality. Designs and maintains statistical reports; acts as a liaison and technical resource for electronic imaging processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Budget preparation and expense control processes.
- Supervisory principles, practices, and methods.
- Records management standards and protocol.
- Processes and procedures for records storage, retrieval, destruction, and preservation.
- Federal and state laws in relation to records management.
- Records control schedules.
- Document imaging systems and architecture.
- Analysis, research, and technical writing.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Assessing and developing workflows.
- Effectively supervising, leading, and delegating tasks and authority.
• Establishing processes and procedures for storage, retrieval, destruction, and preservation of records.
• Establishing and maintaining effective working relationships
• Creating, amending, and submitting records control schedules.
• Developing and implementing a college records imaging program.
• Prioritizing, implementing, and managing multiple projects.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use electronic imaging technology and related storage, image, document formats and provide technical support for imaging based software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements


Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Instructional Computing & Technology
(ID: 18151)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To

Associate Vice President, IRT

Job Purpose

To direct the staff and operations of the Instructional Computing Technology services program, and provide uniform computer support services to faculty, staff, and students.

Description of Duties and Tasks

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

1. Directs the planning, staff, and operations of the Instructional Computing & Technology Program.
2. Directs the development, implementation, and evaluation of campus-based media and computer center operations, equipment inventories, and staff training for services and facilities provided.
3. Works with other staff in the implementation and maintenance of College-wide online instructional applications and services including application software, online course delivery software, and online registration systems.
4. Works with departments and committees College-wide to assess instructional needs for computer hardware and software; develops purchase recommendations consistent with determined instructional needs and department goals.
5. Directs the development of and maintains implementation timelines for campus-based and College-wide instructional technology initiatives.
6. Supervises and evaluates instructional computing and technology services staff.
7. Assists in the overall development and evaluation of instructional computing goals, objectives, budget planning, and use of staff.
8. Works with other IRT units and academic departments to ensure appropriate College-wide and campus-based services are available.
9. Assists in the development of the program strategic plan.
10. Develops and manages program budget.
11. Works with other IRT units and academic departments to ensure appropriate College-wide and campus-based services are available.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current principles and practices of Instructional Computing technology and applications in an education environment.
- Management and implementation of organization-wide technology projects.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Project planning and management principles.
- Technology system development principles and techniques.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Determining allocation of budget among departments.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Coordinating implementation of new technologies.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use network databases, courseware, and multimedia production software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Master's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Instructional Development Services  
(ID: 18201)

FLSA Status: Exempt  
Band: Manager  
Level: 3

Reports To
Associate Vice President, IRT

Job Purpose
To direct the staff and operations of Instructional Development Services, including instructional design projects, technology training, curriculum development, and video and multimedia production services.

Description of Duties and Tasks

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

1. Directs the planning, staff, and operations of Instructional Development Services.
2. Directs the development and implementation of a unified instructional development program.
3. Manages the planning, development and evaluation of training for faculty and instructional support staff in the use of instructional technologies and educational best practices.
4. Directs Instructional Development projects; evaluates requests and develops project priorities, and resource allocation plans.
5. Manages and tracks progress of projects; and assures milestones are accomplished and the project is brought to completion according to project timeframes; prepares and maintains status reports.
6. Manages the Innovation Grant process and assures compliance with College policies; develops and coordinates budgets and administrative controls to comply with standards, regulations, and guidelines.
7. Coordinates with management and internal departments and assures effective communication regarding issues, concerns, and other information that impacts the success in achieving customer satisfaction.
8. Confers with customers to discuss needs and recommend solutions.
9. Manages and provides leadership and guidance to staff; develops priorities and assigns tasks and projects; ensures that all issues are addressed and resolved.
10. Develops and manages program budget.
11. Provides vision and leadership on college-wide initiatives designed to improve and create a rich learning environment that promotes innovation and excellence in teaching and learning, and ensures operations are clearly aligned with the strategic and master planning priorities of the college.

12. Oversees and manages the instructional development program budget, resource planning, and assessment to ensure high-quality delivery of services in support of the teaching, learning and research that promotes pedagogical innovation; Recruits and directs a cross-functional team of instructional design and technology professionals specialized in areas of purview, design and delivery of instructional services and programs.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current principles and practices of instructional development and design services in an educational environment.
- Management and implementation of organization-wide development projects.
- Supervisory principles, practices, and methods.
- Project planning and management principles.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Managing or administering grant funds.
- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Coordinating implementation of new instructional development services.
- Reviewing and preparing narrative and statistical reports and records.
- Evaluating instructional development services and making recommendations for resources required to maintain and expand service levels.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use network databases, courseware, and multimedia production software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Master’s degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, International Programs  
(ID: 20551)

FLSA Status: Exempt  
Band: Manager  
Level: 2

Reports To  
Provost/Executive Vice President

Job Purpose  
Provides leadership and management of the International Programs Office including program planning, development, oversight of budgets.

Description of Duties and Tasks

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

1. Facilitates development and implementation of policies and procedures for study abroad and exchange programs.
2. Facilitates and acts as primary point-of-contact for approved visiting international groups.
3. Directs the International Programs Office including program planning, development, and oversight of budgets.
4. Hires, supervises, trains, and evaluates International Program staff.
5. Coordinates and facilitates faculty and student "study abroad" programs.
6. Identifies and prepares grant funded proposals for international initiatives.
7. Coordinates and facilitates student/faculty agreements with selected foreign colleges and universities.
8. Evaluates current International education program curriculum; facilitates the development and integration of courses into the general curriculum.
9. Establishes and maintains professional networks with related local, state, national, and international organizations and agencies.
10. Facilitates internal and external marketing and program information.
11. Collaborates with representatives from foreign colleges, universities, and organizations for special projects or programs as required.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current issues and best practices relating to international education.
- International program planning and development.
- International education program curriculum.
- Study abroad and exchange programs.
- Supervisory principles, practices, and methods.
- US and international higher education systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, with flexibility as required.
- Effectively using interpersonal and communications skills, including tact and diplomacy, and working with individuals from different cultures.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Identifying and preparing grant funded proposals in relation to international initiatives.
- Facilitating articulation agreements and study abroad programs.
- Collaborating and networking with representatives from foreign educational institutions and organizations.
- Making professional public presentations.
- Preparing budgets and monitoring the disbursement of funds.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Experience living or working internationally preferred.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, IT DOL Grant  
(ID: 230505)

FLSA Status: Exempt  
Band: Manager  
Level: 2

Reports To  
Dean, Computer Studies & Advanced Technologies

Job Purpose  
To direct the staff and operations of the Department of Labor (DOL) Competency-based IT Instruction. Deliver the competency base accelerated Computer Programming Degree Modules.

Description of Duties and Tasks  
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Directs the planning, staff, daily operations, the development, implementation, and evaluation of the DOL grant.
2. Works with Project Lead, Department Chair, Faculty and Industry Advisory Committee in the development and implementation of Grant.
3. Directs the project and meets the timelines according to the deliverable dates dictated by the grant.
4. Directs, supervises and evaluates DOL Grant staff.
5. Assists in the development of the program strategic plan.
6. Manages the project plan and reports program budget to meet the DOL Grant objectives.
7. Establishes a 3 year project plan with deliverables.

Knowledge  
Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices of Instructional Computing technology and applications in an education environment.
- Management and implementation of Grant technology project.
- Supervisory principles, practices, and methods.
Skills

* Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Coordinating implementation of new technologies.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively supervising, leading, and delegating tasks and authority.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use network databases, courseware, and multimedia production software.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Network Services
(ID: 192502)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 5

**Reports To**
Associate Vice President, Information Technology

**Job Purpose**
To direct the staff and operations of the ACC data/voice/video network services; to provide stable, secure, and reliable network support services to faculty, staff, and students.

**Description of Duties and Tasks**

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

1. Directs the planning, staff, and operations of the ACC network program.
2. Directs the development, implementation, and evaluation of district-wide computer network and telecommunications operations.
3. Analyzes ACC network functionality; identifies and resolves problems; evaluates trends and recommends operational, procedural, and technical improvements; coordinates integration with other systems; directs the execution of system upgrades; identifies and communicates strategies, goals, and objectives.
4. Assures functionality, compatibility and performance of ACC network systems; reviews College growth strategies and determines ACC network resource requirements, program goals, and deliverables; develops strategic plans and tactical goals; determines scope and priorities of projects.
5. Provides vision and planning for future growth and sustainability of the ACC network.
6. Works with departments and committees College-wide to assess network needs for computer hardware and software; develops enhanced network design consistent with ACC goals.
7. Meets regularly with staff to discuss and resolve workload and technical issues.
8. Remains current on trends and technology changes; evaluates new hardware, software, and related equipment for functionality and fit to current operating environment and user needs.
9. Analyzes network functions and evaluates the services provided; develops plan of action and recommendations; identifies milestones and issues to be addressed, and generates reports as required.
10. Manages and provides leadership and guidance to ACC network staff; develops priorities and assigns tasks and projects; ensures that all issues are addressed and resolved.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Principles and techniques for management of organization-wide projects.
- Computer network domains, technologies, and protocols. Networked systems access and security guidelines and procedures.
- Current trends and information sources for managing network systems.
- Telecommunications principles, regulations, and system management strategies.
- Management principles, practices, and methods.
- Project planning and management principles.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Evaluating complex network systems and making recommendations for resources required to maintain and expand service levels.
- Ensuring a highly professional and successful technical support environment.
- Assessing needs and developing and promoting effective solutions.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Administer network domains.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, NOVA DOL Grant
(ID: 230507)

Reports To
Dean, Mathematics & Science

Job Purpose
To plan, direct, and implement the overall program goals and objectives of the Health Professions Academy Lead at Austin Community College for the Northern Virginia Community College Credentials to Careers Consortium grant.

Description of Duties and Tasks

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

1. Manages the implementation, operation and evaluation of the Health Professions Academy Lead for Northern Virginia Community College's Credentials to Careers Consortium (NVCCCCC) grant, in accordance with project goals, objectives and established timelines.
2. Works with the Continuing Education department to establish a CAN/CNA Phlebotomy lab.
3. Works with a team of faculty to redesign the curriculum of BIOL 1308, 2404 and 2304.
4. Maintains adherence to specific requirements of grant outline, including accomplishing timelines and outcomes within specified time frame.
5. Coaches, mentors and motivates program faculty and staff members to take positive action and accountability to meet established Health Professions Academy Lead of the NVCCCCC program goals, objectives and timelines.
6. Establishes open lines of communication with local partners and other stakeholders. Works with Capital Idea to provide student case management.
7. Teaches 15 LEH per year, including some of the courses being redesigned. Maintains regular office hours to assist students.
9. Collects student data. Prepares and maintains reports and appropriate documentation as required by outside funding sources.
10. Works with the lead college, grant managers from partner colleges and other stakeholders to provide direction and input in the development of implementation strategies, processes and programs, and ensures compliance with U.S. Department of Labor (DOL) guidelines and requirements under the approved grant.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- An understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college staff and students.
- Curriculum design techniques and elements.
- Teaching techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Working collaboratively with internal and external constituents.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications 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

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.

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.

Work Experience
Three years related work experience including one year supervisory experience.

**Education**

Master's degree in Biology, Biological Sciences, Anatomy or Physiology, Biochemistry, Bioengineering, Biomedical Science, Botany, Aquatic Biology, Integrative Biology, Marine Biology, Microbiology, Cellular and Molecular Biology, Neuroanatomy, Neuroscience or related field.

**Special Requirements**

Travel on a national basis is required.

**Safety**

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, P-16 Initiatives
(ID: 22135)

**FLSA Status:** Exempt
**Band:** Ungraded
**Level:** 0

**Reports To**
Executive Vice President, College Operations

**Job Purpose**
To direct the implementation of P-16 initiatives within the ACC service district.

**Description of Duties and Tasks**

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

1. Initiates and supports P-16 activities, with particular interaction and focus between higher education institutions, school districts, business and industry, and community organizations.
2. Develops, organizes, implements, and tracks professional development and training opportunities for P-16 activities to improve educational practice and to improve the college readiness of students within the region.
3. Serves as a liaison, as assigned, with schools districts for the College Connection and Early College Start programs, and with P-16 activities and other initiatives. Develops, produces, and evaluates support and related materials.
4. Coordinates activities related to House Bill 1; monitors the college’s participation, activities, and compliance; coordinates activities with other state, regional, and local institutions; and maintains updated material on the college website.
5. Conducts advance planning; coordinates and conducts meetings and presentation logistics; creates and updates schedules; informs and updates participants; and tracks participation and outcomes of all assigned activities.
6. Oversees research, compiles data, and analyzes the results in written reports to the communities of interest.
7. Provides technical assistance and training for compliance with local, state, and federal policies.
8. Promotes and coordinates Career and Technical Education programs and activities between college and high school personnel, as assigned.
9. Develops and implements strategic plans.
10. Monitors and serves as budget authority for local, state, and federal budgets, as assigned.
11. Serves on college-wide committees, as assigned.
12. Represents the Vice President of College Support Systems and ISD Relations at events, functions, and meetings, as assigned. Develops and implements special projects, as assigned.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership principles.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Presenting information and summary reports internally and to the public.
- Maintaining confidentiality of work related information and materials.
- Demonstrated expertise in project planning, development and implementation.
- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Procurement and Materials Management
(ID: 16365)

FLSA Status: Exempt
Band: Manager
Level: 4

Reports To
EVP, Finance & Administration

Job Purpose
To oversee all department activities including central receiving, warehouse operations, mail services, and implements purchasing practices in accordance with applicable state laws.

Description of Duties and Tasks

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

1. Manages the College's purchasing activities, warehouse operations, and campus mail services.
2. Directs the automation of core functions division-wide with particular emphasis on the purchasing department, including all available electronic medium.
3. Oversees staff development and training including updated required certifications.
4. Plans, coordinates, and manages the operational, financial, administrative, and technical responsibilities of the College's purchasing function.
5. Develops, implements, and interprets appropriate College-wide procedures and policies in relation to the purchase of all goods and services; ensures compliance with state laws relative to the purchasing function.
6. Designs, develops, and coordinates training presentations on purchasing procedures for purchasing staff, College-wide departments and other relevant parties.
7. Manages complex bid processes including vendors to be solicited, requests for proposals, evaluation of returned proposals, selection of vendors, and award of contracts; ensures fair and open competition
8. Writes and analyzes complex requests for proposals and prepares recommendations that are legal, ethical, and demonstrate best value to the College.
9. Negotiates contracts, pricing discounts, and pricing agreements with vendors with an emphasis on maximizing value for all College funds expended; oversees the processing of purchase orders and other procurement instruments.
10. Prepares annual operational reports, operating budget, and Board of Trustees reports and agenda.
11. Coordinates the College's historically underutilized business (HUB) minority and other diversity/outreach programs.
12. Hires, supervises, trains and evaluates Purchasing Manager and Warehouse Supervisor and other staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Purchasing methods, processes, and applicable state laws.
- Complex bid processes.
- Contract negotiation and pricing agreements.
- Budget development and implementation.
- Supervisory principles, practices, and methods.
- Warehouse operations and campus mail services.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accepting, receiving, and/or collecting payments.
- Preparing and/or processing purchase orders.
- Accountable for inventory/property management.
- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Determining allocation of budget among departments.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Writing and analyzing complex requests for proposals.
- Managing bid processes and negotiating contracts.
- Developing and implementing purchasing policies and procedures.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

State of Texas Purchasing Certification and/or National Institute of Government Purchasing Certification (NIGP).

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Restricted Accounts
(ID: 16651)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To
AVP, Finance & Budget

Job Purpose
To implement, direct, plan, and evaluate the financial administration of District-wide grant programs; ensuring compliance with Federal, state, and local laws, and District policies and procedures.

Description of Duties and Tasks

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

1. Supervises, trains, and evaluates restricted fund accounting staff.
2. Plans, organizes, and directs the restricted accounts financial administration function for the District, which includes interaction with all levels of management and administration, ACC employees, and Federal and state agencies.
3. Develops, reviews, and presents indirect cost and administrative cost reports for grant funded programs and Board of Trustees regular meetings.
4. Directs, delegates, and controls restricted accounts financial administration work-flow to ensure timely handling to meet needs of the District.
6. Prepares restricted fund revenue, and initiates funds requests to grantor agencies.
7. Monitors restricted funds expenditures and financial reporting to ensure compliance with applicable Federal, state, and local laws, grantor agency requirements, special use restrictions, and District policies.
8. Establishes and maintains a master financial report schedule for the District restricted funds and appropriately prepares and submits budget amendment documents to grantor agencies.
9. Reviews all notices of intent to apply for grant funds, and advises relevant parties regarding the financial implications of the grant applications.
10. Compiles, analyzes, and reports budget information for the District.
11. Create, design and implement processes and procedures related to grants management.
12. Ensures all notices of intent to apply for grant funds, and advises relevant parties regarding the financial implication of the grant applications.
13. Develop and assist with the college district wide operating budget system.
14. Train and provide support with the college district wide fiscal budget.
15. Assist Grant Development department with grant budgets.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Establishing and maintaining effective working relationships
- Current ACC policies and procedures for restricted fund accounting.
- Federal and state reporting processes for budgets and expenditures.
- Restricted fund accounting policies, practices, and legal requirements.
- Indirect cost and administrative cost reporting.
- Supervisory principles, practices, and methods.
- Uniform Grants Management Standard (UGMS).
- Office of Management Circulars relative to the accounting and auditing of federal grants.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accepting, receiving, and/or collecting payment.
- Managing or administering grant funds.
- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Determining allocation of budget among departments.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Directing, planning, and organizing a restricted accounts financial administration function.
- Monitoring restricted fund revenue and initiating funds requests to grantor agencies.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Security Management

(ID: 16304)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To

Executive Director, Environmental Health, Safety & Insurance

Job Purpose

To manage and direct the development, implementation and evaluation of the College-wide security program and risk minimization programs to ensure a secure facility, physical security and security of college assets, intellectual assets, information technology/computer systems and a secure environment for the college community.

Description of Duties and Tasks

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

1. Provides college wide leadership and direction in all areas of security, loss control, security best practices and security programs including strategic planning and campus wide collaboration; upgrades and replaces planning.
2. Collaborates with college administration and department and external groups to effectively resolve security related issues.
3. Establishes and implements short and long range organizational goals, objectives, strategic plans, policies, standards and operating procedures; monitors and evaluates effectiveness, and effects changes required for improvement that will ensure the highest level of security for ACC staff and assets and the lowest risk of loss and liability to the organization.
4. Designs, establishes and maintains an organization structure and staffing to effectively accomplish the organization's goals and objectives; recruits, employs, trains, supervises, and evaluates staff.
5. Develops, manages and monitors the security department budget and annual long range Facilities Improvement budget planning cycle.
6. Monitors security conditions and conduct ongoing analysis of data received from both external and internal sources, and advise administration on appropriate risk mitigation strategies.
7. Develops and implements a security training strategy for the college community and ensures appropriate steps are taken to ensure College wide security compliance. Provides frequent communications to the college community concerning security.

8. Oversees and provides direction for major security related projects and physical security technologies including but not limited to; various card key access systems, alarm systems, video surveillance systems, security services, IT and data security systems and various other related systems.

9. Oversees and directs security efforts across the college to identify security initiatives and standards. Provides technical expertise and facilitates implementation.

10. Participates and provides leadership on various college wide committees, councils and process improvement teams, acting in an advisory capacity.

11. Provides college wide guidance regarding "best practice" business security standards, solutions and guidance to maintain a secure environment for the protection of personnel, property and information.

12. Interprets security laws, regulations, and contract requirements; directs subordinates in enforcing compliance; and maintains relationships with law enforcement, regulatory agencies, and other issuers of security requirement.

13. Oversees security incident response planning and investigation of breaches; assists with disciplinary and legal matters associated with such breaches.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Federal, State, and local regulations, national standards and best practices relating to security systems. Must be aware of the implications of legislated requirements that impact security for the college community.
- Management principles, practices, and techniques. Budget preparation, bid and purchasing procedures, and expense control.
- Strong working knowledge essential security metrics, and provide tracking and reporting of those metrics to management.
- Strong working knowledge of information technology and security best practices in this area.
- Strong working knowledge of all aspects of physical security and technologies. Must understand and be familiar with current industry and market trends related to physical security.
- Comprehensive business and technical knowledge and organizational skills to oversee highly complex projects with high visibility and high impact on the business.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Overseeing highly complex projects with high visibility and high impact on the college.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Maintaining an established work schedule, including occasional evenings and/or weekends.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively supervising, leading, and delegating tasks and authority.
- Working collaboratively with a diverse and multicultural college community.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Presenting information to large and small groups.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor’s degree.
Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

Multiple major certifications are highly desirable including CISSP, CISM, CISA, CPP. Other related certifications are desirable including GSEC, GCFW, GCFA, GClA, GCUX, GCIII, GSE, Security +.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Service Learning/ Civic Engagement  
(ID: 111501)

FLSA Status: Exempt  
Band: Manager  
Level: 2

Reports To

Vice President, Instruction

Job Purpose

To serve as the liaison among faculty, students, and community agencies to promote and facilitate service learning and civic engagement at ACC. The Director will assist faculty with incorporating SL into new and existing courses; build and maintain partnerships with community agencies; assist students with finding appropriate service sites and work with ACC departments, offices, and programs to promote civic engagement.

Description of Duties and Tasks

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

1. Develops and implements a systematic long-term plan for institutionalizing Service learning and Civic Engagement across all ACC campuses.
2. Identifies grant opportunities and works with the Grants Office to support Service Learning/Civic Engagement at ACC.
3. Establishes relationships with community partners, including site visits, memoranda of understanding, agency orientations, safety assurances, etc.
4. Serves as primary resource for faculty, staff and students in support of Service Learning/Civic Engagement; Ensures quality control; Serves as point of contact for problem-solving; Builds resource library.
5. Continually identifies additional disciplines willing to make commitment to Service Learning/Civic Engagement and provides support and training as appropriate.
6. Conducts orientations for students each semester.
7. Conducts orientations for faculty each semester.
8. Conducts ongoing and regular evaluation and assessment of Service Learning/Civic Engagement at ACC.
9. Develops and coordinates annual event to recognize significant achievement in Service Learning/Civic Engagement.
10. Attends conferences as appropriate.
11. Drafts Administrative Rule and Guidelines for Service Learning at ACC; Develops functioning Faculty Advisory Council for Service Learning/Civic Engagement.
12. Identifies and develops internal collaboration opportunities.
13. Identifies and develops collaboration opportunities with area colleges and universities.
14. Develops systematic marketing plan and maintains Service Learning web page.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current issues and best practices in Service Learning and Civic Engagement.
- Service Learning program planning and development.
- Service Learning curriculum.
- Experience with community-campus partnerships.
- Supervisory principles, practices, and methods.
- Collaborative principles, practices and methods.
- Understanding of the community college mission and goals.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications 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

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Special Populations  
(ID: 12201)

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<th>FLSA Status: Exempt</th>
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<td>Band: Manager</td>
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Reports To

Vice President, Student Success and Support Systems

Job Purpose

To direct, plan, and develop the Special Populations Office, which includes Interpreting Services, the Support Center and manage the ACC Perkins Grant programs. Direct development and implementation of Student Accessibility Services policies and procedures.

Description of Duties and Tasks

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

1. Administers grants.
2. Provides Support Center program oversight.
3. Directs, develops, implements, and monitors the day-to-day operations of the Special Populations Office.
4. Supervises, hires, trains, and evaluates department staff.
5. Develops, implements, and monitors Perkins grant program activities, including coordinating with Perkins faculty and staff, College administration, and other relevant parties; serves as the principal writer for the College's Perkins Formula Annual Application; and develops amendments to the Annual Application.
6. Works with relevant parties to develop, implement, and monitor the College's Perkins grant budget accounts; develops budget procedures; processes funding related documents on a daily basis; and issues the Perkins Quarterly Budget Review.
7. Coordinates with Perkins faculty and staff, College administration, and other relevant parties to insure that Perkins grants reports are submitted to the Texas Higher Education Board.
8. Collaborates with Perkins faculty and staff, College Administration and other relevant parties to develop, implement, and monitor the College-wide Special Populations student identification and tracking system, and issue related reports for external and internal entities.
9. Represents the Special Populations Office in shared governance committees; acts as a community liaison for secondary education transition meetings and public service agency development task forces.
10. Develops, implements, and reviews program strategies that support student success for Special Populations.
11. Conducts professional development activities in relation to Special Population topics.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Program strategies to support student success of Special Populations.
- Grant program administration processes, standards and protocol.
- Processes for Perkins grants fund allocation.
- Grant budget accounts, budget procedures, and funding related documentation.
- Student identification and tracking systems for Special Populations.
- Special Populations related topics used for professional development.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Determining individual benefit eligibility.
- Managing or administer grant funds.
- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Determining allocation of budget among departments.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating the development and management of grant programs.
- Serving as a community liaison, and representing Special Populations in shared governance committees.
- Supervising, leading, and delegating tasks and authority.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Master's Degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Student Accounts  
(ID: 16501)

FLSA Status: Exempt  
Band: Manager  
Level: 3

Reports To
AVP, Finance & Budget

Job Purpose
To direct and manage the operation of the Cashier and Student Accounting departments; oversee and enforce internal financial controls for the enrollment process.

Description of Duties and Tasks

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

1. Supervises and monitors the operation of the cashier and student accounting departments and all AP staff; ensuring the efficiency and integrity of College accounting services.
2. Implements the cash management programs as set out in Board policy; records investment entries to the general ledger; updates computer schedules; reconciles accounts; Processes and/or review Invoices for Payment.
3. Directs and manages the accounting for the revenues of the College which include property taxes as levied by the Board of Trustees, tuition and fees, interest, statement appropriations, and other sources of revenue.
4. Prepares, reviews, and distributes daily cash balances report and other reports for internal and external use.
5. Prepares the TPEG set aside calculation each semester and makes appropriate recording entries.
6. Assists students with special payment problems. Reviews uncollectible accounts and records as bad debt.
7. Hires, supervises, trains, and evaluates cashier and student accounting staff.
8. Coordinates with staff and other departments regarding efficient, accurate processing of data and resolution of problems.
9. Reviews general ledger accounts for accuracy to facilitate year end audit activities; prepares audit schedules at fiscal year end.
10. Prepares and approves journal entries by staff for banks, financial aid accounts or other types of accounts.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accounting, auditing, and budgets.
- State and federal laws and regulations relating to higher education financial management.
- Supervisory principles, practices, and methods.
- Mainframe systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accept, receive, and/or collect payments.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Preparing budgets and monitoring the disbursement of funds.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Student Learning Services
(ID: 12056)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Associate Vice President, Student Success

Job Purpose
Supervises, plans and directs college wide operations of the on-campus Learning (Tutoring) Labs adequate and appropriate provision of tutoring services to students including those enrolled in Distance Learning. Oversees for the college the coordination and implementation of duplication services as specified by the designated contractor and supervises the work of the duplication staff assigned to HBC.

Description of Duties and Tasks

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

1. Supervises and coordinates the assignments given to Learning Lab Managers.
2. Ensures that Learning Lab (Tutoring) services provided to students are accessible; that procedures and services are standardized for all campuses; and that tutorial services are also provided for students enrolled in Distance Learning.
3. Coordinates development of all critical aspects of the budget for the Learning Labs and Central Duplication; and develops final budget recommendations based on college priorities.
4. Conducts annual assessments of tutoring and duplication services including customer satisfaction and program goal attainment.
5. Leads the Learning Lab managers and staff in collaborating with faculty to improve student learning outcomes.
6. Evaluates the work performance of staff.
7. Oversees that duplication services at campuses are accessible and efficient.
8. Assists the Office of Purchasing by monitoring and ascertaining that duplication services are provided as stipulated by the agreement with the Contractor.
9. Keeps the Director of Purchasing informed regarding changes to the status of services.
10. Conducts regular meetings with Campus Manager representatives and Central duplication staff to track that Contractor services are provided in a timely manner and are delivered as described...
under the current agreement and that communication with the end-users is adequately
maintained.
11. Ensures that Learning Labs, Distance Learning tutoring services, and Duplication keep pace with
emerging technology wherever it may improve delivery of services that are being provided.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable
accommodations, that the essential functions of the job can be performed.

- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Commitment to community college philosophy and mission.
- Understanding of accepted pedagogical/tutoring principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable
accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Handling multiple projects and meeting deadlines and adapting to changing work priorities.
- Project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Effectively supervising, leading, and delegating tasks and authority.
- Preparing budgets and monitoring the disbursement of funds.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor’s degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Student Life  
(ID: 12301)

FLSA Status: Exempt  
Band: Manager  
Level: 2

Reports To 
Vice President, Student Support and Success Systems

Job Purpose 
To direct, plan, develop, promote, and evaluate system-wide co-curricular special programs and services for students and the College.

Description of Duties and Tasks

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

1. Directs and administers system-wide co-curriculum events, including the forecasting, planning, developing, promoting, and evaluation of programs and services that are focused on providing a diverse student body with opportunities for personal growth and leadership development.
2. Provides vision, leadership, and strategic direction to the staff of Student Life in a multi-campus setting.
3. Supervises, hires, trains, and evaluates Student Life staff, including district-wide professional and technical staff.
4. Provides leadership in relation to all student activities, clubs, and organizations.
5. Develops and oversees the annual budget based on data that supports the College's guidelines and strategic goals; monitors budget expenditures; exercises budget authority for all student organizations.
6. Directs training for leadership, organizational analysis, fiscal management, and volunteer management; Develops departmental goals and objectives, operations and processes, and works with community resources to develop opportunities for students.
7. Maintains the responsibility of the strategic planning and operational management of the College Wide Office of Student Life.
8. Directs and supervises the development and production of informational materials pertaining to student activities including the district-wide student activities/college event calendar, student news magazine, promotional brochures, and press releases.
9. Researches and implements emerging technologies; creates and manages the district-wide internal communication system to promote student activities, programs, and services.

10. Develops and implements procedures and guidelines for student programs and organizations; recommends and interprets ACC policy, and issues directions for implementation while monitoring and maintaining compliance.

11. Negotiates services and fees with private sector organizations in relation to performances, speakers, and other events.

12. Develops departmental goals and objectives, operations and processes, and works with community resources to develop opportunities for students.

13. Represents the College as the spokesperson for co-curricular programming that impacts retention and persistence. Provides an understanding of current student issues, the broader network of family and social frameworks in which students develop, and the legal issues effecting students.

14. Plans, develops, recommends, and oversees the approved annual budget based on data that supports the College's guidelines and strategic goals; monitors budget expenditures; exercises budget authority for all student organizations. Negotiates services and fees with private sector organizations in relation to performances, speakers, and other events.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Program/curriculum design and promotion processes.
- Budget preparation, bid and purchasing procedures, and expense control.
- Assessment programs to identify student needs.
- Procedures, guidelines, and compliance requirements for student activities and programs.
- Emerging technologies and internal communication systems used to promote student activities, programs, and services.
- Supervisory principles, practices, and methods.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accepting, receiving, and/or collecting payments.
- Preparing and/or processing purchase orders.
- Accountable for inventory/property management.
- Determining individual benefit eligibility.
- Managing or administering grant funds.
• Making recommendations that impact the budget.
• Managing the budget within assigned unit/division.
• Determining allocation of budget among departments.
• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Articulating the role of student life programs to students, faculty, staff, parents, and outside constituencies.
• Directing and administering system-wide student programs and services.
• Developing budgets for programs and services, and managing expenditures and revenue.
• Evaluating the effectiveness of student programs and services.
• Managing the production of promotional materials in relation to student activities and college events.
• Effectively supervising, leading, and delegating tasks and authority.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.
Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Student Life
(ID: 12301)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Vice President, Student Support and Success Systems

Job Purpose
To direct, plan, develop, promote, and evaluate system-wide co-curricular special programs and services for students and the College.

Description of Duties and Tasks

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

1. Directs and administers system-wide co-curriculum events, including the forecasting, planning, developing, promoting, and evaluation of programs and services that are focused on providing a diverse student body with opportunities for personal growth and leadership development.
2. Provides vision, leadership, and strategic direction to the staff of Student Life in a multi-campus setting.
3. Supervises, hires, trains, and evaluates Student Life staff, including district-wide professional and technical staff.
4. Provides leadership in relation to all student activities, clubs, and organizations.
5. Develops and oversees the annual budget based on data that supports the College's guidelines and strategic goals; monitors budget expenditures; exercises budget authority for all student organizations.
6. Directs training for leadership, organizational analysis, fiscal management, and volunteer management; Develops departmental goals and objectives, operations and processes, and works with community resources to develop opportunities for students.
7. Maintains the responsibility of the strategic planning and operational management of the College Wide Office of Student Life
8. Directs and supervises the development and production of informational materials pertaining to student activities including the district-wide student activities/college event calendar, student news magazine, promotional brochures, and press releases.
9. Researches and implements emerging technologies; creates and manages the district-wide internal communication system to promote student activities, programs, and services.

10. Develops and implements procedures and guidelines for student programs and organizations; recommends and interprets ACC policy, and issues directions for implementation while monitoring and maintaining compliance.

11. Negotiates services and fees with private sector organizations in relation to performances, speakers, and other events.

12. Develops departmental goals and objectives, operations and processes, and works with community resources to develop opportunities for students.

13. Represents the College as the spokesperson for co-curricular programming that impacts retention and persistence. Provides an understanding of current student issues, the broader network of family and social frameworks in which students develop, and the legal issues effecting students.

14. Plans, develops, recommends, and oversees the approved annual budget based on data that supports the College's guidelines and strategic goals; monitors budget expenditures; exercises budget authority for all student organizations. Negotiates services and fees with private sector organizations in relation to performances, speakers, and other events.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Program/curriculum design and promotion processes.
- Budget preparation, bid and purchasing procedures, and expense control.
- Assessment programs to identify student needs.
- Procedures, guidelines, and compliance requirements for student activities and programs.
- Emerging technologies and internal communication systems used to promote student activities, programs, and services.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accept, receive, and/or collect payments.
- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Determining individual benefit eligibility.
- Managing or administering grant funds.
- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Determining allocation of budget among departments.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Articulating the role of student life programs to students, faculty, staff, parents, and outside constituencies.
- Directing and administering system-wide student programs and services.
- Developing budgets for programs and services, and managing expenditures and revenue.
- Evaluating the effectiveness of student programs and services.
- Managing the production of promotional materials in relation to student activities and college events.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.

**Work Experience**

Three years related work experience including one year supervisory experience.

**Education**

Bachelor's degree.
Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, System Services

(ID: 19351)

FLSA Status: Exempt
Band: Manager
Level: 5

Reports To

Associate Vice President, Information Technology

Job Purpose

To oversee and ensure the effective operation of all Information Technology administrative computer systems, including system administration and College-wide backup and recovery services; plan and implement new technology systems and upgrades; develop and monitor the annual Systems Services budget.

Description of Duties and Tasks

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

1. Maintains a College-wide backup and recovery system, with off-site data storage, to ensure that all critical systems are protected from data loss.
2. Directs, develops, and monitors the day-to-day operations of the Systems Services division.
3. Supervises, hires, trains, and evaluates the performance of Systems Services staff.
4. Monitors and maintains mission critical administrative systems and services as well as air conditioning and backup power (generators and/or UPS) to ensure high availability and functionality; develops and maintains a disaster recovery site for mission critical systems.
5. Maintains a College-wide backup and recovery system to ensure that all critical systems are protected from data loss.
6. Identifies and resolves system errors and performance problems; identifies requirements for additional resources or changes to current systems.
7. Leads in the development of policies and standards for the connectivity, accessibility, and security of administrative computer systems.
8. Researches and evaluates new technologies, and attends technical training to maintain a high level of technical expertise.
9. Directs the installation of system hardware, software, and operating systems; directs the development, writing, installation, testing, debugging, and maintenance of system hardware.
10. Maintains voice response systems used for telephone registration.
11. Creates scripts or writes programs for specialized functions, to monitor or automate certain day-
to-day operations.
12. Plans, advises, and recommends budget items for system hardware and software; writes bids and evaluates responses for system hardware and software procurement.
13. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Systems programming and systems administration.
- Connectivity, accessibility, and security standards for administrative computer systems.
- College-wide backup systems such as TSM.
- Voice response systems such as DirectTalk/6000.
- Windows server administration.
- Supervisory principles, practices, and methods.
- Hardware and software procurement processes.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Making recommendations that impact the budget.
- Maintaining an established work schedule and providing on-call assistance, including some evenings or weekends.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Effectively supervising, leading, and delegating tasks and authority.
- Creating scripts and writing programs for specialized functions.
- Identifying requirements for additional resources or changes to current systems.
- Maintaining backup systems to ensure critical systems are protected from data loss.
- Maintaining and monitoring administrative systems to ensure high availability and functionality.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing leadership to and IT systems group.
- Effectively using interpersonal and communications skills including tact and diplomacy.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, administer systems and servers as well as databases and voice response systems, and develop and maintain C programs.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Experience with systems programming, AIX or UNIX systems administration, voice response systems, writing shell scripts, college-wide backup systems, Windows NT/2000/XP server administration, and/or developing and maintaining C programs preferred.

Must wear a pager in order to be contacted after hours or during emergencies.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Systems Support
(ID: 191505)

FLSA Status: Exempt
Band: Manager
Level: 5

Reports To
Associate Vice President, Information Technology

Job Purpose
To manage ACC's College-wide integrated hardware and enterprise hardware systems and support functions for faculty, staff, and students; maintain system availability; provide system security to end users, and provide quality assurance and distribution of information services.

Description of Duties and Tasks

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

1. Provides direction for the operation and coordination of IT Support Services.
2. Serves on decision-making committees that address the feasibility and implementation of decisions that will have College-wide impact on technology services and customer support.
3. Directs the implementation, management, and auditing of mission critical administrative systems; adheres to state and federal regulatory requirements; and provides availability to the end user.
4. Directs administration of the College's Enterprise Resource Planning (ERP) integrated systems; keeps ACC current with new technologies and deployment.
5. Directs the work of the College's enterprise systems administration and database administration groups.
6. Directs the implementation and administration of ACC Online Services, e-commerce, and user interfaces to the College's ERP.
7. Directs the collection and analysis of trend data to identify technical training and documentation needs of faculty, staff, and students; works with the Professional Development office to design training and documentation to meet those needs.
8. Collaborates in discussions with relevant IT staff regarding new work projects, budget development, process improvements, and new initiatives.
9. Directs the creation of policies, measurable goals and objectives to manage the day-to-day operations, and quality improvement processes.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices of IT computer operations and help desk centers.
- IT technical concepts.
- Database application administration.
- Current database security standards as well as state and federal regulatory requirements.
- Planning and implementation processes in relation to quality programs.
- Supervisory principles, practices, and methods.
- Risks and challenges associated with managing enterprise and user application security.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule and provide on-call assistance as required.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing technical leadership for College administrative systems.
- Creating policies, measuring goals and objectives, and creating quality improvement processes.
- Analyzing trends and providing assistance with designing technical training and documentation.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, administer systems and servers as well as databases.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

ERP technical training preferred.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Virtual College of Texas  
(ID: 17102)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 3

**Reports To**

Provost

**Job Purpose**

To direct and manage statewide operations and activities of the Virtual College of Texas (VCT), a collaborative of all public two-year colleges. VCT’s mission is to increase student access to higher education and improve student success by facilitating inter-institutional sharing of instructional, administrative, and support services and by providing services that support member institutions’ eLearning programs. The Director acts in accord with counsel and direction provided by the Texas Association of Community Colleges (TACC).

**Description of Duties and Tasks**

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

1. Implements policies, practices, and new initiatives as directed by the Texas Association of Community Colleges (TACC). Closely coordinates VCT plans and activities with the Director of the TACC Center for Student Success, ensuring that they support TACC student success goals. Informs TACC of specific eLearning issues and concerns applicable to colleges statewide.
2. Works closely with the TACC Center for Student Success, the TACC eLearning Counsel, special task forces, and colleges' VCT Coordinators in the development of strategic plans. Collaborates with STARLINK to ensure that strategic plans of both VCT and STARLNK are complementary in support of TACC student success goals and objectives.
3. Develops and manages annual budgets. Hires and manages VCT staff and subcontractors and, as needed, hourly employees and consultants.
4. Supervises ongoing website management and maintenance and the development of custom-programmed applications, from specifications development through programming, testing, and user documentation.
5. Ensures the availability of technical assistance for VCT website users and administrative support for colleges in regard to VCT policies, practices, and procedures. Supervises the VCT Coordinator performing these duties.
6. Maintains ongoing communications with colleges and others regarding VCT services and benefits.
7. Manages special projects and initiatives, e.g., awarding VCT grants to colleges, managing software licenses negotiated by VCT.
8. Identifies areas needing improvement by assessing VCT performance data, input of the TACC eLearning Committee, TACC eLearning Council, VCT Coordinators and others, and results of the Annual Institutional Evaluation of VCT; proposes improvement strategies and directs their implementation as appropriate.
9. Serves as the liaison to the Southern Association of Colleges and Schools on matters related to VCT inter-institutional course sharing practices.
10. Oversees all VCT programs and lead initiatives to transform VCT into a world class learning organization meeting the needs of the college community.
11. Have a clear understanding of changing community college challenges and goals as well as the global workforce demographics and state's future workforce demands and tailor learning offerings accordingly.
12. Adheres to administrative policies and procedures of VCT's host institution, Austin Community College District.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Extensive knowledge of learning programs and the ability to implement world-class learning programs
- Current principles and practices related to distance learning technologies and applications in a synchronous and asynchronous educational environment
- Strong business acumen with results orientation to drive key business performance metrics

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Confident at influencing all levels of the organization, stakeholders, and legislative branches
- Ability to identify relevant leading practices in learning and apply them to meet community college needs
- Proficient at overseeing multiple programs concurrently, in a fast-paced and highly challenging environment
- A flexible approach to decision making, to adjust the needs of the majority
- Ability to mediate escalated problems appropriately
• Excellent communication skills, both written and verbal, ability to communicate with individuals at all levels of the organization, including strong facilitation skills
• Influence, interpersonal skills and high emotional intelligence
• Self-motivated, able to work to deadlines and manage competing demands
• Strong customer focus and relationship management skills
• Strong analytical mindset, able to tell compelling stories from data

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Master's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Director, Workforce Development Center  
(ID: 202501)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 2

**Reports To**

Executive Dean, Continuing Education (C.E.)

**Job Purpose**

To manage the operations of the Continuing Education (C.E.) Workforce Development Center including the Health Professions Institute, High Tech Institute, and Business and Industry Institute within the ACC Continuing Education Department; oversee the development and delivery of all continuing education (non-credit) workforce courses and programs.

**Description of Duties and Tasks**

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

1. Oversees all aspects of the C.E. Workforce Development Center services and activities. Ensures the functional and fiscal success of programs.
2. Hires, supervises, trains, and evaluates staff; ensures mandatory staff professional education is completed; supports additional professional development for staff.
3. Oversees all fiscal processes for assigned program areas including developing annual budgets for assigned program areas; approves all expenditures related to the daily operation of the department; manages program income and expenses; ensures that program instructor payroll is completed in a timely manner.
4. Acts as Grant Director for all grant projects in assigned program areas including assisting in drafting grant applications, hiring and supervising grant staff, managing the grant budget, and ensuring that grant deliverables are accomplished in accordance with granting source expectations and guidelines.
5. Ensures that policies and procedures are in place and maintained regarding the delivery of courses and programs in assigned program areas, including but not limited to procedures for state reimbursement, college accreditation, external student funding sources, industry specific accrediting agencies, local workforce industry partners, and continuing education partnerships.
6. Acts as a department representative by collaborating with internal ACC departments, external workforce development entities, and industry representatives to address current and emerging
workforce education needs within the College’s service area; directs the development of new courses and/or programs as needs are identified.

7. Collaborates with Continuing Education leadership in relation to strategic planning, marketing efforts, and process improvement.

8. Oversees the development of course schedules and class scheduling for each semester.

9. May coordinate workforce continuing education programs as needed, including: program development; scheduling; hiring of instructors; program and instructor evaluation; and other duties associated with program delivery.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Workforce Development services and activities.
- Grant project management.
- Processes and procedures in relation to course and program delivery.
- College accreditation and state reimbursement.
- External student funding sources.
- Budget development and expense control.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Course schedule development.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Managing the day to day operations of a workforce development center.
- Overseeing grant project activities in assigned program areas.
- Partnering with internal and external parties to address workforce education needs.
- Collaborating with relevant leadership regarding strategic planning, marketing, and process improvements.
- Developing course schedules.
- Overseeing fiscal processes including annual budget and expenses.
• Effectively leading, supervising, and delegating tasks and authority.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
District Police, Assistant Chief
(ID: 282001)

FLSA Status: Exempt
Band: Manager
Level: 5

Reports To
District Police, Chief

Job Purpose
To assist the District Police Chief in security oversight of campus operations and to provide leadership to the Department.

Description of Duties and Tasks

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

1. Responds to emergency calls on campus, acts as information resource, and approves law enforcement activities.
2. May direct proper investigation and follow up to crimes, misdemeanors, infractions of college policies, safety hazards, and motor vehicle accidents.
3. Takes appropriate action or makes recommendations of appropriate action for problem solving and follow up.
4. Reviews police reports, logs, and investigative and case reports.
5. Provides direct supervision of three lieutenants.
6. Approves request for outside employment.
7. Maintains employee files and complaints.
8. Maintains liaisons with campus managers and administrators.
9. Assists with development, update, and implementation of emergency management and crisis response plans, crime prevention initiatives, and disseminates information for crime prevention and other needs.
10. Assists with planning and implementation of effective safety procedures.
11. Serves as the District Police administrator as assigned in the absence of the District Police Chief.
12. Assists with development and implementation of annual plans to improve departmental accountability, effectiveness, and professional development.
13. Oversees annual Police work performance evaluation process.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices related to safety and security.
- Investigative and interrogative procedures, and techniques and protocols for observation and memorization of critical details.
- Supervisory principles, practices, and methods.
- Hazardous chemicals and materials, first aid, and CPR.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, with occasional nights and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational, planning, and problem solving skills.
- Care, maintenance, and safe operation of firearms and impact weapons.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Effectively supervising, leading, and delegating tasks and authority.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Reviewing and preparing narrative and statistical reports and records.
- Developing strategic directions for the division and developing annual plans and objectives.
- Communicating with violators and mediating difficult situations.
- Operating motor vehicles during emergency, high-risk situations.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Five years related law enforcement work experience with two years of law enforcement supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
District Police, Chief  
(ID: 221023)

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Reports To

EVP, College Operations

Job Purpose

To oversee all facets of District police operations and provide leadership to the Department; to manage budget, manage vehicle fleet, manage dispatch center and coordinate activities with college management.

Description of Duties and Tasks

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

1. Selects, trains, and evaluates College police officers, safety officers, and dispatchers.
2. Directs proper investigation and follow up to crimes, misdemeanors, infractions of College policies, safety hazards, and motor vehicle accidents. Takes appropriate action or makes recommendations of appropriate action for problem solving and follow up.
3. Reviews police reports, logs, and investigative and case reports.
4. Develops and updates emergency management and crisis response plans, crime prevention initiatives, and disseminates information for crime prevention and other needs.
5. Participates in the development of annual division budget. Administers budget and monitors division expenses.
6. Gathers data and prepares reports to ensure compliance with federal, state, local, and College staff as required.
7. Responds to emergency calls on campuses, acts as an information resource, and approves law enforcement activities.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current principles and practices related to safety and security.
- Investigative and interrogative procedures, and techniques and protocols for observation and memorization of critical details.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Hazardous chemicals and materials, first aid, and CPR.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational, planning, and problem solving skills.
- Care, maintenance, and safe operation of firearms and impact weapons.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Effectively supervising, leading, and delegating tasks and authority.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Reviewing and preparing narrative and statistical reports and records.
- Preparing budgets and monitoring the disbursement of funds.
- Interpreting and applying rules, regulations, policies, and procedures.
- Operating motor vehicles during emergency, high-risk situations.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Five years related law enforcement work experience with three years of law enforcement supervisory experience.

Education

Bachelor's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
District Police, Dispatch Supervisor  
(ID: 282006)

FLSA Status: Non-Exempt  
Band: Supervisor  
Level: 3

Reports To
District Police, Sergeant

Job Purpose
To supervise District Police Dispatchers.

Description of Duties and Tasks

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

1. Supervises District Police Dispatchers. Schedules, reviews work, approves time sheets, coaches, and develops employees. Supervises daily shift operations and trains and evaluates staff.
2. Assumes the responsibility and security of TLETS/NLETS (Texas and National Law Enforcement Telecommunication System) and TCIC/NCIC (Texas and National Crime Information Center) training and policy procedures and upgrades.
3. Investigates and resolves complaints against dispatchers.
4. Substitutes and performs the duties of dispatcher as needed.
5. Writes reports, files cases, and testifies in court, if needed.
6. Interfaces with other entities both in and outside the College regarding dispatch operations.
7. Maintains the departmental budget.
8. Documents and schedules maintenance on all dispatch-related equipment.
9. Coordinates long-term dispatch facility and equipment plans, recommending system upgrades and developing equipment specifications as needed.
10. Assists other law enforcement agencies.
11. Participates in Training Advisory Board meeting.
12. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Texas Penal Code, Texas Code of Criminal Procedure, Texas Family Code, Texas Education Code, Texas Motor Vehicle Code, and Texas and National Criminal Information Centers (TCIC/NCIC) and Texas and National Law Enforcement Telecommunication System requirements.
- Current principles and practices related to safety and security.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, which may include evenings, nights, and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Reviewing and preparing narrative and statistical reports and records.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience including one year supervisory experience.
Education

High School diploma or educational equivalent.

Special Requirements

District Police Dispatch Supervisor must be able to supervise any of three shifts covering twenty-four hours a day, seven days a week.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
District Police, Dispatcher  
(ID: 282003)

FLSA Status: Non-Exempt  
Band: Specialist  
Level: 5

Reports To
District Police, Sergeant

Job Purpose
To dispatch District Police Officers, monitor alarm systems, and relay information.

Description of Duties and Tasks

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

1. Dispatches police and safety officers to request for service calls.
2. Monitors video surveillance systems.
3. Communicates with officers via police radio. Assists in maintaining 24/7 communications operations.
4. Monitors fire and security alarms for all campuses.
5. Obtains and relays information from the Texas Law Enforcement Telecommunications System for person and vehicle information.
6. Enters data, maintains daily logs, logs citations, and permits.
7. Assists Police Chief, supervisors, officers, and other law enforcement agencies via computer or telephone with receiving and relaying information.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Radio communication practices and protocols.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, which may include days, evenings, nights, and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational, planning, and problem solving skills.
- Effectively interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Operating telephones, radios and other office equipment.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

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

Work Experience

No work experience is required.

Education

High School diploma or educational equivalent.
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.
District Police, Lieutenant
(ID: 282002)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To

District Police, Assistant Chief

Job Purpose

To oversee crime prevention and criminal investigations and administrative activities of the District Police Department, and to manage campus police operations and officer training.

Description of Duties and Tasks

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

1. Approves and oversees crime prevention programs on assigned campuses.
2. Reviews police reports, logs, and investigative case reports.
3. Supervises the Criminal Investigations Division.
4. Coordinates liaison activities for campuses when working with outside agencies and College personnel.
5. May serve as the law enforcement training coordinator for the District Police.
6. May serve as the Field Training officer program coordinator.
7. Coordinates vehicles and equipment maintenance and repair.
8. Gathers data and prepares reports to ensure compliance with federal, state, local, and College administrative directives as required.
9. Responds to emergency calls on campuses, acts as an information resource, and approves law enforcement activities.
10. Informs and works collaboratively with Campus Managers on all issues and operations related to campus safety and security, and to address identified campus needs and concerns.
11. May serve as the program manager for the Texas Police Chiefs Association Best Practices Recognition accreditation program.
12. Assists with Sergeants promotion process.
   Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current principles and practices related to safety and security.
- Investigative and interrogative procedures, and techniques and protocols for observation and memorization of critical details.
- Supervisory principles, practices, and methods.
- Hazardous chemicals and materials, first aid, and CPR.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, which may include evenings, nights, and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational, planning, and problem solving skills.
- Caring, maintaining, and keeping safe operation of firearms and impact weapons.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Effectively supervising, leading, and delegating tasks and authority.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Communicating with violators and mediating difficult situations.
- Operating motor vehicles during emergency, high-risk situations.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in various environments.
- Subject to standing, walking, sitting, bending, reaching, pushing, pulling, stooping, kneeling, crawling, and climbing.
- Required to restrain persons.
- May need to feel for objects texture, size, shape.
- Occasional lifting of objects up to 80 pounds.
- Perceive the nature of sounds at normal speaking levels and able to receive detailed oral communication.
- Able to expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely and may include yelling over noise and distance to be heard.
- Subject to physical harm such as with weapons and physical attacks.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, communicable diseases, or chemicals.
- Specific vision abilities may include close vision, depth perception, distance vision, color vision, and ability to focus.

Work Experience

Four years related law enforcement work experience including two years of law enforcement supervisory experience.

Education

High School diploma or educational equivalent.
Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
District Police, Patrol Officer I
(ID: 282008)

FLSA Status: Non-Exempt
Band: Professional
Level: 1

Reports To
District Police, Sergeant

Job Purpose
To provide safety and security to the students, faculty, staff, visitors, and property at College campuses.

Description of Duties and Tasks

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

1. Performs all duties of a licensed police officer within the context of a College environment; Coordinates and assists other officers.
2. Writes and files daily logs, incident reports, issues parking permits, and citations.
3. Provides faculty and staff, students and visitors, with information and directions.
4. Opens and secures buildings and classrooms. Maintains departmental equipment and monitors College equipment inventory in routine patrols.
5. Testifies on behalf of the College in all court proceedings as required.
6. May be required to act as a lead police officer in orienting, training or assisting other officers.
7. Informs and works collaboratively with Campus Managers on all issues and operations related to campus safety and security, and to address identified campus needs and concerns.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current principles and practices related to safety and security.
• Investigative and interrogative procedures, techniques and protocols for observation and memorization of critical details.
• Hazardous chemicals and materials, first aid, and CPR.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Maintaining an established work schedule.
• Maintaining confidentiality of work related information and materials.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills.
• Care, maintenance, and safe operation of firearms and impact weapons.
• Interacting with people of different social, economic, and ethnic backgrounds.
• Reviewing and preparing narrative and statistical reports and records.
• Interpreting and applying rules, regulations, policies, and procedures.
• Communicating with violators and mediating difficult situations.
• Operating motor vehicles during emergency, high-risk situations.
• Following and effectively communicating verbal and written instructions.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

• Work is performed in various environments.
• Subject to standing, walking, sitting, bending, reaching, pushing, pulling, stooping, kneeling, crawling, and climbing.
• Required to restrain persons.
• May need to feel for objects texture, size, shape.
• Occasional lifting of objects up to 80 pounds.
• Perceive the nature of sounds at normal speaking levels and able to receive detailed oral communication.
• Able to expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely and may include yelling over noise and distance to be heard.
• Subject to physical harm such as with weapons and physical attacks.
• May be exposed to a variety of temperatures, noise, moving mechanical parts, communicable diseases, or chemicals.
• Specific vision abilities may include close vision, depth perception, distance vision, color vision, and ability to focus.

Work Experience

No work experience is required.

Education

High School diploma or educational equivalent.

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.
District Police, Patrol Officer II  
(ID: 282009)

FLSA Status: Non-Exempt
Band: Professional
Level: 1

Reports To
District Police, Sergeant

Job Purpose
To provide safety and security to the students, faculty, staff, visitors, and property at College campuses.

Description of Duties and Tasks

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

1. Performs all duties of a licensed police officer within the context of a College environment; Coordinates and assists other officers.
2. Writes and files daily logs, incident reports, issues parking permits, and citations.
3. Provides faculty and staff, students and visitors, with information and directions.
4. Opens and secures buildings and classrooms. Maintains departmental equipment and monitors College equipment inventory in routine patrols.
5. Testifies on behalf of the College in all court proceedings as required.
6. May be required to act as a lead police officer in orienting, training or assisting other officers.
7. Informs and works collaboratively with Campus Managers on all issues and operations related to campus safety and security, and to address identified campus needs and concerns.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current principles and practices related to safety and security.
• Investigative and interrogative procedures, techniques and protocols for observation and memorization of critical details.
• Hazardous chemicals and materials, first aid, and CPR.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

• Maintaining an established work schedule.
• Maintaining confidentiality of work related information and materials.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills.
• Care, maintenance, and safe operation of firearms and impact weapons.
• Interacting with people of different social, economic, and ethnic backgrounds.
• Reviewing and preparing narrative and statistical reports and records.
• Interpreting and applying rules, regulations, policies, and procedures.
• Communicating with violators and mediating difficult situations.
• Following motor vehicles during emergency, high-risk situations.
• Following and effectively communicating verbal and written instructions.
• Establishing and maintaining effective working relationships

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

• Work is performed in various environments.
• Subject to standing, walking, sitting, bending, reaching, pushing, pulling, stooping, kneeling, crawling, and climbing.
• Required to restrain persons.
• May need to feel for objects texture, size, shape.
• Occasional lifting of objects up to 80 pounds.
• Perceive the nature of sounds at normal speaking levels and able to receive detailed oral communication.
• Able to expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely and may include yelling over noise and distance to be heard.
• Subject to physical harm such as with weapons and physical attacks.
• May be exposed to a variety of temperatures, noise, moving mechanical parts, communicable diseases, or chemicals.
• Specific vision abilities may include close vision, depth perception, distance vision, color vision, and ability to focus.

Work Experience

No work experience is required.

Education

High School diploma or educational equivalent.

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.
District Police, Safety Officer
(ID: 282005)

FLSA Status: Non-Exempt
Band: Specialist
Level: 3

Reports To

District Police, Sergeant

Job Purpose

To assist College police officers in routine safety and security activities.

Description of Duties and Tasks

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

1. Opens and secures buildings and classrooms and monitors College equipment inventory in routine patrols.
2. Files daily logs, incident reports, issues parking permits, and citations.
3. Assists the College police officers in enforcing policies and regulations of the College and the laws of the State of Texas.
4. Coordinates with and assists other agencies in responding to medical emergencies, disturbances, and fire and burglar alarms.
5. Maintains equipment.
6. Testifies on behalf of the College in court proceedings as appropriate.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Texas Motor Vehicle Code.
- Current principles and practices related to safety and security.
- Hazardous chemicals and materials, first aid, and CPR.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, which may include evenings, nights, and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Communicating with violators and mediating difficult situations.
- Operating motor vehicles during emergency, high-risk situations.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in various environments.
- Subject to standing, walking, sitting, bending, reaching, pushing, pulling, stooping, kneeling, crawling, and climbing.
- Required to restrain persons.
- May need to feel for objects texture, size, shape.
- Occasional lifting of objects up to 80 pounds.
- Perceive the nature of sounds at normal speaking levels and able to receive detailed oral communication.
- Able to expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely and may include yelling over noise and distance to be heard.
- Subject to physical harm such as with weapons and physical attacks.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, communicable diseases, or chemicals.
- Specific vision abilities may include close vision, depth perception, distance vision, color vision, and ability to focus.
Work Experience

No work experience is required.

Education

High School diploma or educational equivalent.

Special Requirements

CPR and Basic First Aid Certification.

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.
District Police, Sergeant
(ID: 282004)

FLSA Status: Non-Exempt
Band: Supervisor
Level: 5

Reports To
District Police, Lieutenant

Job Purpose
To supervise District Police Officers and provide patrol and investigative services. To provide safety and security to the faculty, staff and students on campus.

Description of Duties and Tasks

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

1. Assists students, faculty, and other campus visitors with questions, directions, issuing parking permits, opening buildings and classrooms, and various other activities.
2. Arrests, restrains, transports, and books subjects, and performs all duties of a licensed police officer within the context of a College environment.
3. Investigates criminal offenses, traffic accidents, injury reports, and various other reported situations.
4. Supervises, trains, coaches, directs, coordinates, and disciplines police personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
5. Reviews and approves reports, reviews citations, posts legal updates, and logs lost and found.
6. Writes reports, files cases, and testifies in court.
7. Responds to emergency calls on campus.
8. Informs and works collaboratively with Campus Managers on all issues and operations related to campus safety and security, and to address identified campus needs and concerns.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices related to safety and security.
- Investigative and interrogative procedures, and techniques and protocols for observation and memorization of critical details.
- Hazardous chemicals and materials, first aid, and CPR.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, which may include evenings, nights, and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Care, maintenance, and safe operation of firearms and impact weapons.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Reviewing and preparing narrative and statistical reports and records.
- Communicating with violators and mediating difficult situations.
- Operating motor vehicles during emergency, high-risk situations.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
Physical Requirements

- Work is performed in various environments.
- Subject to standing, walking, sitting, bending, reaching, pushing, pulling, stooping, kneeling, crawling, and climbing.
- Required to restrain persons.
- May need to feel for objects texture, size, shape.
- Occasional lifting of objects up to 80 pounds.
- Perceive the nature of sounds at normal speaking levels and able to receive detailed oral communication.
- Able to expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely and may include yelling over noise and distance to be heard.
- Subject to physical harm such as with weapons and physical attacks.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, communicable diseases, or chemicals.
- Specific vision abilities may include close vision, depth perception, distance vision, color vision, and ability to focus.

Work Experience

One year related law enforcement experience.

Education

High School diploma or educational equivalent.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
District Police, Staff Sergeant  
(ID: 282007)

FLSA Status: Non-Exempt  
Band: Supervisor  
Level: 5  

Reports To  
District Police, Lieutenant  

Job Purpose  
To supervise District Police Officers and provide patrol and investigative services; to document and monitor the fleet administration and equipment program, sex offender registration program, and parking program.  

Description of Duties and Tasks  

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

1. Maintains and monitors records and budget for fleet administration and police equipment.  
2. Monitors the ACC parking program and related citation activity.  
3. Documents and monitors ACC's sex offender registration program.  
4. Arrests, restrains, transports, and books subjects, and performs all duties of a licensed police officer within the context of a College environment.  
5. Investigates criminal offenses, traffic accidents, injury reports, and various other reported situations.  
6. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised. Coordinates hiring activity with Human Resources and conducts police personnel background checks.  
7. Reviews and approves reports, reviews citations, posts legal updates, and logs lost and found.  
8. Writes reports, files cases, and testifies in court.  
9. Assists students, faculty, and other campus visitors with questions, directions, issuing parking permits, opening buildings and classrooms, and various other activities.  
10. Informs and works collaboratively with Campus Managers on all issues and operations related to campus safety and security, and to address identified campus needs and concerns.  
11. Responds to emergency calls on campus.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices related to safety and security.
- Investigative and interrogative procedures, and techniques and protocols for observation and memorization of critical details.
- Hazardous chemicals and materials, first aid, and CPR.
- Texas Penal Code, Texas Code of Criminal Procedure, Texas Family Code, Texas Education Code, Texas Motor Vehicle Code, and Texas and National Criminal Information Centers (TCIC/NCIC), and federal/state sex offender registration requirements.
- General knowledge of budget, bid, inventory, and procurement policies of ACC.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, which may include evenings, nights, and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Care, maintenance, and safe operation of firearms and impact weapons.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Reviewing and preparing narrative and statistical reports and records.
- Communicating with violators and mediating difficult situations.
- Operating motor vehicles during emergency, high-risk situations.
- Following and effectively communicating verbal and written instructions.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in various environments.
- Subject to standing, walking, sitting, bending, reaching, pushing, pulling, stooping, kneeling, crawling, and climbing.
- Required to restrain persons.
- May need to feel for objects texture, size, shape.
- Occasional lifting of objects up to 80 pounds.
- Perceive the nature of sounds at normal speaking levels and able to receive detailed oral communication.
- Able to expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely and may include yelling over noise and distance to be heard.
- Subject to physical harm such as with weapons and physical attacks.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, communicable diseases, or chemicals.
- Specific vision abilities may include close vision, depth perception, distance vision, color vision, and ability to focus.

Work Experience

One year related law enforcement experience.

Education

High School diploma or educational equivalent.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Electrician
(ID: 16202)

**FLSA Status:** Non-Exempt  
**Band:** Technician  
**Level:** 5

**Reports To**
Electrical Supervisor

**Job Purpose**
To install, maintain, and repair College electrical equipment.

**Description of Duties and Tasks**

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

1. Completes electrical projects and projects some of which require engineering and permits. Including installing transformers, panel boards and branch circuit wiring; bends and installs various types of conduit; installs receptacles and switches.
2. Maintain, repair, and install parking lot lighting and outdoor building lights district wide. This includes working at heights above 55'.
3. Installs transformers, panel boards, and branch circuit wiring; bends and installs various types of conduit; installs light fixtures, receptacles, and switches; installs, maintains, and repairs motor control circuits; replaces and repairs outdoor lighting including parking lot pole lights to a height of 50 feet.
4. Performs preventative maintenance on equipment; remodels electrical systems as needed.
5. Designs and implements Lockout/Tagout procedures at all campuses.
6. Orders and restocks electrical parts.
7. Inspects work to ensure compliance with the national electrical code, city electrical code; read wiring schematics.
8. Responds to after hour calls on a rotating basis with other electricians.
10. Maintains and operates a College vehicle and operates heavy equipment such as fork lift and boom lift.
11. Updates information for electrical drawings and labels equipment.
12. Works as a member of a team to develop and improve policies and procedures that relate to worker safety and productivity.
13. Complies with all applicable health and safety regulations, policies, and established work practices.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Electrical tools, materials, and safe work practices.
- Applicable electrical codes, standards, and regulations.
- Electrical applications for high and low voltage electrical systems.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accountable for inventory/property management.
- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Installation, repair, and maintenance of all types of electrical system equipment and components.
- Computing lighting loads and power requirements.
- Following and effectively communicating verbal and written instructions.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

Special Requirements


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.
Engineer I, Network
(ID: 192503)

FLSA Status: Exempt
Band: Professional
Level: 4

Reports To
Director, Network Services

Job Purpose
To maintain, configure, support and administer ACC voice/video/data network systems and equipment; provide professional-level network support functions, and customer assistance services for complex issues.

Description of Duties and Tasks

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

1. Configures, maintains, supports and administers WAN/LAN components, hardware, and software.
2. Monitors network connections, and assures the network operability and security; monitors bandwidth and connectivity status of network devices; assures system stability, accessibility and proper configuration of assigned technical systems and components.
3. Performs trouble-shooting support to diagnose complex system problems; analyzes hardware and software functionality; identifies, locates, resolves and repairs problems within scope of authority.
4. Monitors network environment; resolves configuration and connectivity issues, and other traffic, security and access problems; checks network for operating efficiency, makes corrective adjustments; sets up and repairs network hardware as required.
5. Analyzes problems and implements solutions according to department guidelines and procedures.
6. Tests new software code releases, evaluates new technology, and assess compatibility and integration options with existing equipment and operating systems.
7. Reports technical problems which need to be addressed by improved policies and procedures.
8. Provides technical support, training and assistance to technical staff; trains users on software applications usage and configuration issues.
9. Collects technical and administrative information and compiles data for reports.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- WAN's and LAN's technologies and protocols.
- Networked systems access and security guidelines and procedures.
- Network performance tuning and trouble-shooting techniques.
- Current trends and information sources for managing network systems.
- Project planning and management principles.
- System and disaster backup and recovery procedures and techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Installing, maintaining, modifying, and upgrading network software and hardware.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Assessing network support needs and developing and promoting effective solutions.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

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.
Engineer I, Software
(ID: 191005)

FLSA Status: Exempt
Band: Professional
Level: 3

Reports To
Manager, Applications Development

Job Purpose
Develops and maintains computer applications, including all phases of product development: analysis, project planning, programming, testing, maintenance and documentation.

Description of Duties and Tasks

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

1. Performs software development and computer programming in multiple software languages.
2. Creates test data, conducts tests, and debugs programs for either in-house or vendor supplied software.
3. Maintains current software (enhance and repair existing software applications)
4. Analyzes user needs, determines requirements, and develops and implements software solutions to meet user requirements.
5. Conducts research and resolves problems in relation to processes, and monitors processes to determine areas for improvement.
6. Creates and maintains documentation for software programs and processes.
7. Performs complex analytical and technical work in relation to various computer applications, databases, websites, and systems.
8. Insures compliance with standards relating to security and data protection.
9. Implements and maintains software application packages and conducts user training as required.
10. Serves as a technical resource in finding software solutions for customers.
11. Creates test data, conducts tests, and debugs programs for either in-house or vendor supplied software.
12. Performs complex analytical and technical work in relation to various computer applications, databases, websites, and systems.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Object oriented and/or procedural programming methodologies.
- Systems analysis techniques and the systems development life cycle.
- Installation, testing, and evaluation processes in relation to new and existing software.
- Current standards in relation to the compliance of security and data protection.
- Software programming languages and tools, and the use of Database Management Systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Ability to conduct analysis of customer needs.
- Ability to effectively create and develop software programs and applications.
- Ability to perform both routine and emergency maintenance for existing computer applications.
- Ability to handle multiple tasks and projects simultaneously in an organized and timely manner.
- Effectively engaging with clients in a collaborative manner.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing customer training in relation to new software applications.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Associate degree.

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.
Engineer II, Network  
(ID: 192504)

FLSA Status: Exempt  
Band: Professional  
Level: 5

Reports To
Director, ACCNET Services

Job Purpose
To manage the administration of ACCNet and the data/voice/video network for the College and activities related to administration, design, installation, configuration, maintenance, and utilization of ACCNet.

Description of Duties and Tasks

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

1. Manages the operational activities of the College-wide Data/Voice/Video network, ACCNet, including design, installation, configuration, maintenance, and security.
2. Analyzes network functions and evaluates the services provided; develops plan of action and recommendations; identifies milestones and issues to be addressed, and generates reports as required.
3. Provides technical leadership and guidance to technical staff; ensures compliance with policies and regulations, and that all issues are addressed and resolved.
4. Monitors utilization trends, manages network performance, and assures maximum uptime; performs ongoing analysis, capacity planning, and technical tuning of the network systems to improve performance.
5. Designs, configures, and maintains network infrastructure components; trouble-shoots network to diagnose system problems; identifies, locates, resolves, and repairs problems; installs and configures software upgrades, file sharing, and domain security protocols.
6. Plans, develops, and designs network management and maintenance projects, including policies and procedures, operational improvements, backup and archival files, and evaluates new technology integration.
7. Coordinates operations activities with other departments and service providers; designs and implements campus-based LAN's, connectivity issues and cabling systems.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Computer network domains, technologies, and protocols.
- Networked systems access and security guidelines and procedures.
- Network performance tuning techniques.
- Current trends and information sources for managing network systems.
- Project planning and management principles.
- System backup and recovery procedures and techniques.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Make recommendations that impact the budget.
- Establishing and maintaining effective working relationships.
- Assessing ACC network and telecommunications support needs, and developing and promoting effective solutions.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, with attention to detail and follow thru.
- Maintaining an established work schedule.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience.
Education

Bachelor's degree.

Special Requirements

Previous experience in installation, configuration and maintenance of routers, Ethernet switches, wireless access points, VPN concentrators, and PIX firewall devices preferred.

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.
Engineer II, Software
(ID: 191006)

Reports To
Manager, Applications Development

Job Purpose
To analyze, develop, lead, and implement complex computer applications in order to meet customer needs; document and maintain specified areas of application software; participate and/or coordinate research of new projects and acts as a resource to customers.

Description of Duties and Tasks

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

1. Analyzes, develops, leads and implements complex computer applications in order to meet customer needs and criteria for the life cycle of application projects. This includes all phases of software development: requirements gathering, client interviews, design (both data structures and software), coding, generating testing plans, testing, implementation, rollout, and maintenance.
2. Analyzes user needs in administrative functional areas, determines requirements, and develops and implements software solutions to meet customer requirements.
3. Performs complex analytical and technical work in relation to various computer applications, database, websites, and systems.
4. Serves as a technical resource in finding software solutions for customers.
5. Conducts research and resolves problems in relation to processes, and monitors processes to determine areas for improvement.
6. Creates and maintains documentation for processes in relation to newly developed programs and/or modifications to existing programs.
7. Creates test data, conducts tests, and debugs programs, for either in-house or vendor supplied software.
8. Insures compliance with facility standards relating to security and data protection.
9. Implements and maintains software application packages and conducts customer training as required.
10. Provides technical support, advice, and consultation to customers with issues relating to database and systems administration.
11. Mentors other staff as assigned.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Major administrative or educational software applications such as finance, human resources, or student systems.
- Datatel/Colleague software, Envision, Tool-Kit programming language and UniData, DBMS, or SQL Server and ASP, PHP, or Java.
- Systems analysis techniques and the systems development life cycle.
- Installation, testing, and evaluation processes in relation to new software and existing software.
- Current standards in relation to the compliance of security and data protection.
- Project planning and documentation processes and standards

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule and being on call 24 hours per day to provide computer support.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Performing complex analytical and technical work that includes planning, developing, programming, testing, maintaining, and improving database systems.
- Analyzing, developing, and writing applications and programs based on customer needs and requirements.
- Testing, debugging, and documenting software programs.
- Conducting analysis of customer needs and developing solutions to software challenges.
- Performing both routine and emergency maintenance for existing computer applications.
- Analyzing, reviewing and revising programs, as well as new products and processes in order to improve operating efficiency.
- Effectively providing user technical support and training.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience.

Education

Associate degree.

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.
Executive Director, ACC Foundation  
(ID: 22120)

**FLSA Status:** Exempt  
**Band:** Ungraded  
**Level:** 999

**Reports To**  
President

**Job Purpose**  
To provides college-wide leadership in the development of policies, procedures, and planning related to private sector resource development. To provide leadership for the ACC Foundation's Board of Directors through periodic mission, vision, and goal setting.

**Description of Duties and Tasks**

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

1. Identifies, solicits and secures gifts for ACC from interested individuals and organizations.
2. Directs and administers the overall planning and activities of ACC Foundation including annual, major, and targeted fund raising campaigns.
3. Prepares all Foundation Board of Director's meeting materials and minutes of the meetings.
4. Manages Foundation records and historical data.
5. Trains volunteers and participates in gift solicitation.
6. Supports the College in its efforts to acquire resources.
7. Manages comprehensive records for Foundation reporting including state and federal reports, audits, standard operating procedures, legal agreements, 501c3 procedures, income tax reports, and investments.
8. Coordinates all committee work of the Foundation.
9. Performs other related duties as assigned by the Executive Committee of the Foundation or the President.
10. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated experience in working with a non-profit Board of Directors and volunteers.
- Working knowledge of budget development, fiscal administration, and foundation fiduciary responsibilities.
- Demonstration working knowledge of development practices including annual campaigns, major gifts campaigns, endowments, investment policies, scholarship programs, donor recognition, and community relations.
- Effective communication and interpersonal skills, in both oral and written forms.
- Effective leadership and ethics techniques, including Servant-Leadership.
- Understanding of the community college philosophy and mission.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to work with diverse staff, faculty, students, and donors.
- Ability to set and achieve fund raising goals; preparation and reporting of proposals and gifts.
- Demonstrated managerial and administrative skills.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including managerial experience.
Education

Bachelor's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Executive Director, Admissions & Records
(ID: 221044)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President, Student Support and Success Systems

Job Purpose
To provide development and administration of comprehensive admissions, enrollment, and academic record keeping programs and for overseeing the activities of the offices of Admissions and Records, Registrar, and Texas Success Initiative.

Description of Duties and Tasks

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

1. Develops, directs, implements and administers the District's admissions, academic recordkeeping policies, programming and operations.
2. Directs and oversees the District's delivery of the Texas Success Initiative (TSI) programs and student developmental education compliance policies.
3. Maintains responsibility for the strategic planning and operational management of the district-wide Admissions/Records and Registrar's offices.
4. Maintains responsibility for the personnel management activities for the District's Admissions and Records offices, Registrar's office, TSI office and Graduation and Evaluation offices.
5. Oversees, delivers and manages all aspects of credit student enrollment and registration program. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
6. Provides interpretation and oversight of federal, state and internal regulations to ensure compliance with federal, state and internal rules related to admissions, enrollment, state funding reporting and immigration status determination for international students.
7. Serves as resource for district guidance on entry and enrollment for all students.
8. Recommends and manages departmental budget for Admissions and Records, Graduation and Texas Success Initiative departments.
9. Administers the preparation of all internal and external student enrollment reports for the District to meet internal and external reporting and audit requirements. Assures the integrity of the College's applicant, student, and graduation databases.
10. Analyzes the effectiveness and success of department policies, programs and outcomes, and makes recommendations for needed changes to support the college missions and goals.
11. Conducts and coordinates student data research efforts including data collection, analysis and compilation; interprets and applies College policies and procedures regarding all data management activities.
12. Produces and delivers the College's commencement ceremony.
13. Chairs the college-wide Admissions and Registration Committee.
14. Represents the institution as the subject matter expert on admissions, academic recordkeeping, and FERPA issues; participates in appropriate professional activities and organizations.
15. Develops and delivers Family Educational Rights and Privacy Act (FERPA) training to staff and faculty, assuring compliance with federal regulations.
16. Oversees the delivery of direct services to prospective, current and former students, and to all District staff and faculty.
17. Ensures appropriate professional development and safety training is completed in compliance with all health and safety rules and processes.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Handling demands and requirements of senior-level management in higher education.
- Thorough, current knowledge of all state, federal and international regulations and compliance requirements for admissions, academic recordkeeping and success programs.
- Knowledge of computerized administrative software systems and data collection, maintenance and reporting systems.
- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master’s degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Executive Director, Adult Education
(ID: 22121)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President, Workforce Education

Job Purpose
To direct the planning and administration of the ACC Adult Education program.

Description of Duties and Tasks

1. Supervises and coordinates all Adult Education program activities.
2. Develops and oversees the implementation of annual program plans and budgets based on TEA and other funding agency guidelines.
3. Supervises the development of curricula and assessment systems.
4. Sets program and staff performance goals.
5. Supervises, trains, coaches, directs, coordinates, and disciplines instructional staff while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
6. Manages Adult Education budgets, including federal and state funding sources.
7. Develops partnerships within the community for Adult Education services. Develops agreements between ACC and partner organizations.
8. Serves as fiscal agent responsible for federal and state Adult Education grants.
9. Implements and evaluates a targeted recruitment plan.
10. Solicits grant opportunities funding to further goals and objectives of the Adult Education Department and its program partners. When grants are achieved, provides leadership to ensure the grants are fully functional and fiscally prudent.
11. Prepares reports to fulfill college, state and federal reporting requirements.
12. Presents program performance reports to ACC Board of Trustees.
13. Serves on regional and state Adult Education committees.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- The community college philosophy and mission.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Budget development and expense control.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Project planning, development and implementation.
- Maintaining confidentiality of work related information and materials.
- Presenting information and summary reports internally and to the public.
- Handling multiple projects and meeting deadlines.
- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including managerial experience.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Executive Director, Early College High School
(ID: 153001)

**FLSA Status:** Exempt
**Band:** Ungraded
**Level:** 999

**Reports To**
Executive Director, School Relations

**Job Purpose**
To direct AISD Early College High School (ECHS) programs at LBJ and Reagan High Schools.

**Description of Duties and Tasks**

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

1. Oversees implementation of ECHS program.
2. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws.
3. Recommends hire and termination personnel actions for positions supervised.
4. Monitors expenditures of all funds assigned to the ECHS programs.
5. Assists principals in providing ACC academic department representatives to serve on AISD ECHS faculty hiring committees.
6. Schedules college course sections for ECHS, ensuring ECHS faculty/section correspondences and working with ACC departments to ensure continuity of faculty assignments.
7. Assists prospective ACC faculty candidates with information regarding the faculty hiring process, and serves as a liaison when necessary between the ACC academic department and the candidate.
8. Ensures that non-high school faculty complete the necessary fingerprinting and criminal background checks before faculty teach on an ECHS campus.
9. Provides all pre-enrollment services for ECHS students; manages ACC resources to deliver services on ECHS campuses.
10. Convenes regular meetings with ACC staff and AISD district and high school staff to ensure successful program integration.
11. Provides campus orientations and support services to college faculty teaching at the ECHS.
12. Facilitates faculty participation in college orientation and professional development activities.
13. Serves as a resource for district guidance and counseling to facilitate student enrollment in the ECHS.

14. Oversees provision of student support services, including on-site academic testing where necessary to ECHS students taking classes on high school campuses.

15. Assists high school staff with logistics related to college textbooks.

16. Guides collaborative efforts to support effective delivery of services.

17. Communicates openly and effectively, and manages resources to support district goals. Advises the EVPCO on matters regarding assigned programs/services; and provides information, advice, and documents to the staff, administrators, and others as necessary.

18. Develops and directs the plans and guidelines for the assigned programs and services; researches and investigates appropriate modifications for ECHS programs; develops and maintains programs, activities, and services which meet students' academic needs; provides materials, guidance, and direction for teachers, campus staff, and parents as appropriate; initiates and provides professional development opportunities for related programs; visits campuses, provides on-site support, and attends meetings as necessary.

19. Analyzes program facilities, equipment, and materials, and makes recommendations for needed changes.

20. Coordinates assistance to requesting departments; represents the department in meetings involving district, community, or state/agency representatives as necessary; and completes required reports/paperwork, maintains records, and monitors assigned budgets.

21. Recommends, hires, orients, trains, and evaluates assigned employees, and monitors and coordinates development of programs.

22. Coordinates contractual services as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge and understanding of dual credit and concurrent courses and/or College Connection program.
- Texas Education Agency (TEA) and/or Texas Higher Education Coordinating Board (THECB) and federal-related rules and regulations.
- Secondary and post-secondary academic policies and procedures.
- Supervisory practices and principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
• Working with K-12 and post-secondary staff, programs and services; customers and constituents, both internal and external to the Austin ISD District (AISD) and Austin Community College District (ACC).
• Conducting efforts to design, implement, measure, and refine programs and services.
• Implementing communication and collaboration between and among various areas of the organization to enhance service delivery and program development.
• Implementing integration and interaction of vertical and horizontal systems to guarantee the support of high student achievement and customer satisfaction.
• Directing the work of others.
• Organizing and delegating subordinate departmental responsibilities.
• Effectively communicating through oral and written presentations.
• Analyzing complex information and implementing long-range and immediate plans.
• Maintaining an established work schedule.
• Multitasking and meeting deadlines and time lines.
• Effective interpersonal relations, organization and planning.
• Maintaining confidentiality of work related information and materials.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including managerial experience.

Education

Master's degree.
Safety

Provide resources for safe operation of units. Create and support workplace safety.
Executive Director, Environmental Health, Safety & Insurance
(ID: 221025)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
EVP, Finance & Administration

Job Purpose
To provide leadership and direction in the planning, development, implementation and evaluation of the College-wide Environmental Health and Safety management system, security management, all hazards emergency management programs, business continuity and

Description of Duties and Tasks

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

1. Directly manages the development, implementation and evaluation of the College-wide Environmental Health and Safety management system, security management programs and risk minimization to ensure the security and safety of college facilities, assets, intellectual assets, information technology/computer systems. Results provide a safe, secure environment for the entire college community.
2. Designs, establishes and maintains an organization structure and staffing to effectively accomplish the organization's goals and objectives. Provides managerial direction and control of departmental activities; plans, directs, and reviews the activities and operations of the department; Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
3. Develops and directs short and long range organizational goals, objectives, strategic plans, policies and operating procedures; monitors and evaluates effectiveness, and effects changes required for improvement.
4. Directs the development, implementation and assessment of ACC crisis management/business continuity policies and procedures and emergency operations activities. Ensures adherence to emergency management goals, including providing for restoration of services, functions, and facilities as timely as possible.
5. Administers operational budget and long-range Facilities Improvement budget planning cycle in support of security management, crisis management, business continuity, environmental, health, and safety and college insurances.

6. Coordinates with regulatory authorities and city and state advisory committees regarding issues such as environmental issues, regulatory/safety issues, crisis management, security management and others.

7. Provides college wide guidance regarding "best practices" for business security standards, solutions and guidance to maintain a secure environment for the protection of personnel, property and information.

8. Oversees and provides direction for major environmental, health, safety, security management, or insurance projects.

9. Oversees long-range planning and development or security management programs; oversees development efforts for security standards and college-wide implementation of standards.

10. Participates and provides leadership on various college-wide committees, councils and process improvement teams, acting in an advisory capacity.

11. Directs College-wide training and ensures appropriate steps are taken to ensure College-wide regulatory compliance.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Federal, State, and local regulations, national standards and accepted best practices relating to Environmental Health Safety Management system, security management, emergency management, business continuity, risk minimization and insurance provisions.
- Budget preparation, bid and purchasing procedures, and expense control.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Understanding of the community college philosophy and mission.
- Risk management, safety, security and environmental issues related to the design and construction of physical facilities.
- Crisis management, business continuity protocols and strategies.
- Handling the demands and requirements of senior-level management in higher education.
- Technical aspects of environmental, health, safety, insurance and security management responsibilities.
- Planning and project management practices and techniques.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Analyzing complex information and implementing long-range and immediate plans.
- Conducting team efforts to develop, implement, measure, and refine programs and services.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software including automated voting and election systems.

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.

Work Experience

Five years related work experience including managerial experience.

Education

Master's degree.
Special Requirements

Significant management experience in higher education preferred.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Executive Director, High School Relations
(ID: 221061)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President of Instruction

Job Purpose
To provide administrative oversight of College programs related to high school initiatives including Dual Credit, Early College High Schools, Career Academies and other Career & Technical Initiatives, and Articulated Credit throughout the ACC Service Area.

Description of Duties and Tasks

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

1. Oversees development and implementation of Dual Credit program, Early College High Schools (ECHS), and Career Academies and other Career & Technical Initiatives.
2. Oversees development and implementation of Articulated Credit (where appropriate) to ensure coordination of college-credit earning activities in high schools.
3. Prepares and facilitates annual Memoranda of Understanding for all high schools and/or ISD initiatives, including Data Sharing Agreements.
4. Provides training to ACC and ISD constituencies to effect the implementation of Dual Credit program, Early College High Schools (ECHS), and Career Academies and other Career & Technical Initiatives.
5. Serves as liaison with designated staff to develop and maintain ACC/ISD program resources, marketing materials, and Web pages for ISD faculty, staff, students, parents, and for ACC faculty and staff.
6. Maintains accurate database of school district contacts.
7. Maintains articulation guide of Dual Credit courses between ACC and ISDs.
8. Coordinates with the College Connection Program, Enrollment Management Office, and other Student Services Initiatives to support college access and college readiness efforts.
9. Coordinates with Deans of Student Services in the delivery of ACC services (e.g., application, assessment, advising, counseling, registration, orientation) to high school students in support of
Dual Credit program, Early College High Schools (ECHS), and Career Academies and other Career & Technical Initiatives.

10. Responsible for creating, analyzing, and evaluating reports, in conjunction with the Office of Institutional Effectiveness and Accountability, to school district and high school officials and to Austin Community College administration.

11. Prepares, recommends, and oversees budgets for Dual Credit, ECHS, Career Academies, and other Career & Technical Initiatives.

12. Supervises Directors of High School outreach programs, including Dual Credit Director, Early College High School Director, Articulated Credit Coordinator, and Career Academies and Career & Technical Education Directors.

13. Leads and facilitates ACC partnerships with school districts to support the House Bill 5 College Preparatory Courses in math, and English Language Arts, including planning discussions, workshops, MOU development and tracking, and successful course completion efforts.

14. Supports regional educational partnerships, as determined, and represents Austin Community College to community stakeholders.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Demonstrated expertise in project planning, development, and implementation.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications 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.
- Working effectively with a diverse and multi-cultural student body and staff.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
Planning and managing budgets and staffing needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including managerial experience.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Executive Director, Public Information & College Marketing
(ID: 22123)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
President

Job Purpose
To provide leadership in planning and implementing a college-wide strategic marketing and public information program to promote the College to its various stakeholders, including current and prospective students, taxpayers, and the general public.

Description of Duties and Tasks

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

1. Oversees Media Relations, Public Information, Marketing and College Relations. Manages the College’s advertising, publications, web communications, graphic design, promotional events, and word processing services.
2. Chairs the Marketing and Outreach Committee, providing leadership in the development of an integrated marketing and communications plan that promotes enrollment, responds to statewide "Closing the Gaps" participation goals, and publicizes student and faculty successes.
3. Chairs Web Committee, providing leadership in seeking broad, college-wide input on strategies for the College’s website.
4. Works with College’s advertising agencies to develop and place broadcast advertising campaigns in local media.
5. Provides editorial oversight on major publications of the College, including the course schedule, newsletters, and recruitment materials.
6. Provides speechwriting assistance to the President and other College officials as appropriate.
7. Provides leadership in the development and implementation of an active internal communications program for employees and students.
8. Coordinates the College's official response to open records requests; works with College’s attorney to ensure compliance with Texas Public Information Act.
9. Represents the College on community organizations, as appropriate.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including managerial experience.

Education

Bachelor's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Executive Director, School Relations
(ID: 22142)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Vice President of Instruction

Job Purpose
To provide administrative oversight of College programs related to high school initiatives including Dual Credit, Early College High Schools, Career Academies and other Career & Technical Initiatives, and Articulated Credit throughout the ACC Service Area.

Description of Duties and Tasks

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

1. Oversees development and implementation of Dual Credit program, Early College High Schools (ECHS), and Career Academies and other Career & Technical Initiatives.
2. Oversees development and implementation of Articulated Credit (where appropriate) to ensure coordination of college-credit earning activities in high schools.
3. Prepares and facilitates annual Memoranda of Understanding for all high schools and/or ISD initiatives, including Data Sharing Agreements.
4. Provides training to ACC and ISD constituencies to effect the implementation of Dual Credit program, Early College High Schools (ECHS), and Career Academies and other Career & Technical Initiatives.
5. Serves as liaison with designated staff to develop and maintain ACC/ISD program resources, marketing materials, and Web pages for ISD faculty, staff, students, parents, and for ACC faculty and staff.
6. Maintains accurate database of school district contacts.
7. Maintains articulation guide of Dual Credit courses between ACC and ISDs.
8. Coordinates with the College Connection Program, Enrollment Management Office, and other Student Services Initiatives to support college access and college readiness efforts.
9. Coordinates with Deans of Student Services in the delivery of ACC services (e.g., application, assessment, advising, counseling, registration, orientation) to high school students in support of
Dual Credit program, Early College High Schools (ECHS), and Career Academies and other Career & Technical Initiatives.

10. Responsible for creating, analyzing, and evaluating reports, in conjunction with the Office of Institutional Effectiveness and Accountability, to school district and high school officials and to Austin Community College administration.

11. Prepares, recommends, and oversees budgets for Dual Credit, ECHS, Career Academies, and other Career & Technical Initiatives.

12. Supervises, trains, coaches, directs, coordinates, and disciplines Directors of High School outreach programs, including Dual Credit Director, Early College High School Director, Articulated Credit Coordinator, and Career Academies and Career & Technical Education Directors, while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

13. Leads and facilitates ACC partnerships with school districts to support the House Bill 5 College Preparatory Courses in math, and English Language Arts, including planning discussions, workshops, MOU development and tracking, and successful course completion efforts.

14. Supports regional educational partnerships, as determined, and represents Austin Community College to community stakeholders.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Demonstrated expertise in project planning, development, and implementation.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications 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.
- Working effectively with a diverse and multi-cultural student body and staff.
• Providing leadership at all levels of the College.
• Planning, prioritizing, and problem-solving.
• Handling multiple projects and meeting deadlines.
• Planning and managing budgets and staffing needs.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including managerial experience.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Executive Director, Student Assistance & Veteran Affairs  
(ID: 221046)

FLSA Status: Exempt  
Band: Ungraded  
Level: 0

Reports To
Vice President, Student Support and Success Systems

Job Purpose
To provide the administration of a comprehensive student assistance and veterans programs ensuring compliance with all appropriate federal, state, and institutional policies and regulations.

Description of Duties and Tasks

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

1. Develops, directs, implements and administers the District's student financial aid services and veteran student assistance programs.
2. Administers the process of application for federal and state funds and dissemination of financial aid awards.
3. Responsible for the strategic planning and operational management of the Financial Aid and Veteran Affairs Office.
4. Reviews and recommends policies and procedures in adherence with federal and state law for the student assistance and veterans affairs office.
5. Provides interpretation, oversight and guidance in implementing student financial aid programs to ensure compliance with internal and external regulations related to federal, state and local funding of student financial aid.
6. Administers the preparation of all internal and external financial aid and veteran affairs reports for the District as well as for internal and external audits. Responsible for the integrity of the financial aid database.
7. Serves as content expert and coordinate training for financial aid information systems.
8. Responsible for personnel management activities for Financial Aid and Veteran Affairs Office.
10. Provides guidance and support concerning personal and professional development.
12. Represents the institution as the spokesperson on financial aid and veterans issues and participate inappropriate professional activities.
13. Counsels students/parents with special circumstances; review cases and appeals and makes final determinations of eligibility.
14. Ensures appropriate safety training is completed, and compliance with all health and safety rules and processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must have fundamental management knowledge and know basic statistics and accounting principles.
- Must have thorough knowledge of state and federal aid programs, in particular, the reporting requirements, audit functions, and regulatory compliance.
- Must have knowledge of computerized systems and data processing operations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to operate and manage in a large multi-campus environment.
- Excellent communication and interpersonal skills.
- Excellent organizational and planning skills.
- Excellent problem solving skills.
- Maintaining confidentiality of work related information and materials.
- Ability to maintain an established and flexible work schedule.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Five years related work experience including managerial experience.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Executive Vice President, Finance & Administration  
(ID: 22146)

FLSA Status: Exempt  
Band: Ungraded  
Level: 0

Reports To  
President

Job Purpose  
To serve as the chief financial officer for the College. To administer the College's administrative services including Business Services, Human Resources, Finance & Budget, Purchasing Support Services, Facilities and Operations, Buildings & Grounds, and the Emergency, Health & Safety functions.

Description of Duties and Tasks

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.


3. Develops institutional revenue options and expenditure guidelines and makes related recommendations to the President and Board of Trustees.

4. Maintains contact with the College's external auditing firms and prepares related responses to the Board regarding audit results and the annual management letter.

5. Oversees depository bid specifications and directs the investment activities.

6. Directs the development and preparation of the annual operating budget and monitors actual performance in relation to the Budget.

7. Participates in the development of College-wide policies and procedures and in the short and long term strategic planning process.

8. Chairs the Administrative Services Committee.

9. Leads and oversees the development of facilities planning, budgeting, and construction.

10. Other duties as assigned by the College President.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Management of the responsibilities of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Strategic planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.

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.

Work Experience

Five years related work experience including managerial experience.
Education

Master's degree.

Special Requirements

Certified Public Accountant.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Grounds Keeper
(ID: 16105)

**FLSA Status:** Non-Exempt  
**Band:** Specialist  
**Level:** 1

**Reports To**

Supervisor, Grounds

**Job Purpose**

To maintain campus grounds, sidewalks, roadways, and parking lots.

**Description of Duties and Tasks**

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

1. Maintains shrubs, trees, lawns, planting areas, plants shrubs, trees, and flowers; prunes trees and shrubs.
2. Removes debris from stairs and walks, rakes leaves, and mows lawns;
3. Waters trees, shrubs, and lawns and performs irrigation activities.
4. Sprays for weeds and insects using unrestricted chemicals as required.
5. Assists in the maintenance of parking lots and other surfaces, including minor asphalt repairs as required.
6. Operates large power and field mowers, hand tools, power tools, and large vehicles associated with grounds maintenance and landscaping activities.
7. Performs minor maintenance and repair on equipment and tools as required.
8. Complies with all applicable health and safety regulations, policies, and established work practices.
9. Attends professional development courses.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Equipment, tools, and procedures used in grounds care.
- Safe work practices.
- Fertilizers, insecticides, and herbicides used in grounds care and gardening.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Operating grounds maintenance equipment and tools.
- Following and effectively communicating verbal and written instructions.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 1

Work Experience

Six months related work experience.
Education

High School diploma or equivalent.

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.
Instructional Associate (II)
(ID: 240504)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Department Chair

Job Purpose
To provide instructional support for the Department

Description of Duties and Tasks

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

1. Works on special academic projects.
2. Assists with student support programs.
3. Assists with and attends outreach events and departmental projects as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective teaching techniques adaptable to a variety of learning styles with an understanding of the comprehensive mission and philosophy of community colleges.
- Subject matter and related and/or relevant topics and issues in the discipline.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding the principles and practices associated with Servant-Leadership.
- Dealing with sensitive issues relating to a diverse student body.
• Effective planning, organization, communication and interpersonal skills.
• Effectively assisting and assessing student learning.
• Interacting with students of diverse backgrounds.
• Maintaining an established schedule, including evenings and weekends, and multiple campus locations that may vary by semester.
• Maintaining confidentiality of student information.
• Demonstrating proficiency using computer applications, classroom or other current learning technologies for effective teaching at the community college level.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use educational software.

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.

Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACS accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at www.austincc.edu/facstaff/faculty-credentials.

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.
Instructional Associate (II) - Associate Degree Nursing  
(ID: 240598)

**FLSA Status:** Exempt  
**Band:** Specialist  
**Level:** 6

**Reports To**  
Department Chair, Associate Degree Nursing

**Job Purpose**  
To provide instructional support for the Department

**Description of Duties and Tasks**  
*Essential duties and responsibilities include the following. Other duties may be assigned.*

1. Works on special academic projects.  
2. Assists with student support programs.  
3. Assists with and attends outreach events and departmental projects as needed.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effective teaching techniques adaptable to a variety of learning styles with an understanding of the comprehensive mission and philosophy of community colleges.  
- Subject matter and related and/or relevant topics and issues in the discipline.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Understanding the principles and practices associated with Servant-Leadership.  
- Dealing with sensitive issues relating to a diverse student body.
• Effective planning, organization, communication and interpersonal skills.
• Effectively assisting and assessing student learning.
• Interacting with students of diverse backgrounds.
• Maintaining an established schedule, including evenings and weekends, and multiple campus locations that may vary by semester.
• Maintaining confidentiality of student information.
• Demonstrating proficiency using computer applications, classroom or other current learning technologies for effective teaching at the community college level.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use educational software.

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.

Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACS accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at www.austincc.edu/facstaff/faculty-credentials.

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.
Instructional Associate (II) - Child Development  
(ID: 240513)

FLSA Status: Exempt  
Band: Specialist  
Level: 6

Reports To  
Department Chair, Child Development

Job Purpose  
To provide instructional support for the Child Development Department.

Description of Duties and Tasks  

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

1. Assists with the Teacher TRAC Grant as needed.
2. Participates in on-going professional development directly related to serving Child Development students and departmental grants.
3. Coordinates student field placements, including development of field placement sites.
4. Assists with student advising as needed.
5. Assists with and attends outreach events and departmental projects.

Knowledge  

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective teaching techniques adaptable to a variety of learning styles with an understanding of the comprehensive mission and philosophy of community colleges.
- Subject matter and related and/or relevant topics and issues in Child development.
- Understanding the principals and practices associated with Servant-Leadership.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Dealing with sensitive issues relating to a diverse student body.
- Effective planning, organization, communication and interpersonal skills.
- Effectively assisting and assessing student learning.
- Interacting with students of diverse backgrounds.
- Maintaining an established schedule, including evenings and weekends, and multiple campus locations that may vary by semester.
- Maintaining confidentiality of student information.
- Demonstrating proficiency using computer applications, classroom or other current learning technologies for effective teaching at the community college level.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

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.

Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACS accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at www.austincc.edu/facstaff/faculty-credentials.
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.
Instructional Associate (II) - Developmental Math  
(ID: 24056)

FLSA Status: Exempt  
Band: Specialist  
Level: 6

Reports To
Mathematics Department Chair

Job Purpose
To work directly with developmental mathematics students and instructors to assist the learning process and increase retention and success.

Description of Duties and Tasks

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

1. Works directly with developmental mathematics students using a variety of strategies, including individual, group, and computer-assisted learning activities.
2. Researches resources for implementing innovative strategies and activities to serve the needs of developmental mathematics students.
3. Plans and organizes learning strategies, activities, and aids to serve individual student needs.
4. Works with Developmental Mathematics instructors in classrooms in order to facilitate group-learning activities.
5. Demonstrates creativity and innovation in serving the needs of individual developmental mathematics students.
6. Collaborates with the Mathematics Department Chair, advisors, and faculty to develop services which complement course offerings and support individual student needs.
7. Provides feedback to faculty, as appropriate, regarding student performance or progress.
8. Participates in on-going professional development directly related to serving developmental mathematics students.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective communication techniques adaptable to a variety of learning styles.
- The unique needs of developmental mathematics students.
- Subject matter and related and/or relevant topics and issues in developmental mathematics and working with developmental students.
- Sensitive issues relating to a diverse student body and developmental students.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective planning, organizing, communication, and interpersonal skills.
- Maintaining confidentiality of work related information and materials.
- Motivating students and assisting student learning.
- Effectively assessing student needs.
- Adapting to the needs of individual developmental mathematics students.
- Interacting with students of diverse backgrounds.
- Working cooperatively with colleagues.
- Maintaining an established flexible work schedule, including evenings and weekends, including possible multiple campus locations that may vary by semester.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

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.
Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACSCOC accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at www.austincc.edu/facstaff/faculty-credentials.

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.
Instructional Associate (II) - Developmental Reading
(ID: 24057)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Reading Department Chair.

Job Purpose
To work directly with Developmental Reading students and instructors to assist the learning process and aid in student success and retention.

Description of Duties and Tasks

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

1. Works directly with developmental reading students using a variety of strategies, including individual, group, and computer-assisted learning activities.
2. Researches resources for implementing innovative strategies and activities to serve the needs of developmental reading students.
3. Plans and organizes learning strategies, activities, and aids to serve individual student needs.
4. Works with Developmental Reading instructors in classrooms to facilitate group-learning activities.
5. Demonstrates creativity and innovation in serving the needs of individual developmental reading students.
6. Collaborates with the Reading Department Chair, advisors, and faculty to develop services which complement course offerings and support individual student needs.
7. Provides feedback to faculty, as appropriate, regarding student performance or progress.
8. Participates in on-going professional development directly related to serving developmental reading students.

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effective communication techniques adaptable to a variety of learning styles.
- The unique needs of developmental reading students.
• Subject matter and related and/or relevant topics and issues in developmental reading and working with developmental students.
• Sensitive issues relating to a diverse student body and developmental students.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Effective planning, organizing, communication, and interpersonal skills.
• Motivating students and assisting student learning.
• Effectively assessing student needs.
• Adapting to the needs of individual developmental reading students.
• Interacting with students of diverse backgrounds.
• Working cooperatively with colleagues.
• Maintaining an established flexible work schedule, including evenings and weekends, including possible multiple campus locations that may vary by semester.
• Maintaining confidentiality of student information.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use educational software.

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.
Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACSCOC accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at www.austincc.edu/facstaff/faculty-credentials.

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.
Instructional Associate (II) - Developmental Writing
(ID: 24058)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Writing Department Chair

Job Purpose
To work directly with Developmental Writing students and instructors to assist the learning process and increase student retention and success.

Description of Duties and Tasks

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

1. Works directly with Developmental Writing students using a variety of strategies, including individual, group, and computer-assisted learning activities.
2. Researches resources for implementing innovative strategies and activities to serve the needs of Developmental Writing students.
3. Plans and organizes learning strategies, activities, and aids to serve individual student needs.
4. Works with Developmental Writing instructors in classrooms to facilitate group-learning activities.
5. Demonstrates creativity and innovation in serving the needs of individual Developmental Writing students.
6. Collaborates with the Writing Department Chair, advisors, and faculty to develop services which complement course offerings and support individual student needs.
7. Provides feedback to faculty, as appropriate, regarding student performance or progress.
8. Participates in on-going professional development directly related to serving Developmental Writing students.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective communication techniques adaptable to a variety of learning styles.
- The unique needs of Developmental Writing students.
- Subject matter and related and/or relevant topics and issues in Developmental Writing and working with Developmental students.
- Sensitive issues relating to a diverse student body and developmental students.
- Maintaining confidentiality of student information.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective planning, organizing, communication, and interpersonal skills.
- Maintaining confidentiality of work related information and materials.
- Motivating students and assisting student learning.
- Effectively assessing student learning needs.
- Adapting to the needs of individual Developmental Writing students.
- Interacting with students of diverse backgrounds.
- Working cooperatively with colleagues.
- Maintaining an established flexible work schedule, including evenings and weekends, including possible multiple campus locations that may vary by semester.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

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.
Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACSCOC accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at www.austincc.edu/facstaff/faculty-credentials.

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.
Instructional Associate (II) - ESOL
(ID: 24059)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Department Chair of English for Speakers of Other Languages (ESOL).

Job Purpose
To work directly with ESOL students, instructors, and Student Services to assist the learning process and aid in student success and retention.

Description of Duties and Tasks

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

1. Works directly with ESOL students using a variety of strategies, including individual, group, and computer-assisted learning activities.
2. Researches and shares resources for implementing innovative strategies and activities to serve the unique needs of ESOL students.
3. Plans and organizes workshops, learning strategies, activities, and aids to serve individual student needs.
4. Demonstrates creativity and innovation in serving the needs of individual ESOL students.
5. Collaborates with all ESOL Department Chairs, advisors, and faculty to develop services which complement course offerings and support individual student needs.
6. Provides feedback to faculty and counselors, as appropriate, regarding student performance or progress.
7. Participates in on-going professional development directly related to serving ESOL students.
8. Coordinates with Student Services to provide individual students with dates and times for workshops that support student needs.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective communication techniques that can be adapted to a variety of learning styles.
- The unique needs of ESOL students enrolled in ESOL reading, writing and oral communication courses.
- Departmental instructional and tutorial software.
- Subject matter, study skills, and related and/or relevant topics and issues in ESOL reading, writing and oral communication.
- Sensitive issues relating to a diverse student body and ESOL students.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective planning, communication, and interpersonal skills.
- Motivating students and assisting student learning.
- Effectively assessing student needs.
- Adapting to the needs of individual ESOL students.
- Interacting with students of diverse backgrounds.
- Working cooperatively with colleagues.
- Maintaining an established flexible work schedule, including evenings and weekends, including possible multiple campus locations that may vary by semester.
- Maintaining confidentiality of student information.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

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.
Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACSCOC accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at www.austincc.edu/facstaff/faculty-credentials.

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.
Instructional Associate (II) - Radio Television Film
(ID: 240506)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Department Chair of Radio Television Film

Job Purpose
To provide instructional support for the Visual Communications Department.

Description of Duties and Tasks

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

1. Coordinates students production opportunities within the college.
2. Coordinates repairs and equipment purchases for the studio with Department Chair of RTF.
3. Supervises class productions and other college projects using the digital television studio. Operate and teach the production elements of control room style television.
4. Tutors students taking courses within Radio Television and Film.
5. Provides course development assistance for online courses, including building and updating Blackboard assets for the department.
6. Assists with and attends outreach events and departmental projects as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective teaching techniques adaptable to a variety of learning styles with an understanding of the comprehensive mission and philosophy of community colleges.
- Subject matter and related and/or relevant topics and issues in Radio Television and Film.
- Understanding the principals and practices associated with Servant-Leadership.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Dealing with sensitive issues relating to a diverse student body.
- Effective planning, organization, communication and interpersonal skills.
- Effectively assisting and assessing student learning.
- Interacting with students of diverse backgrounds.
- Maintaining an established schedule, including evenings and weekends, and multiple campus locations that may vary by semester.
- Being punctual for classes and office hours.
- Maintaining confidentiality of student information.
- Demonstrating proficiency using computer applications, classroom or other current learning technologies for effective teaching at the community college level.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

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.

Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACSCOC accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at www.austincc.edu/facstaff/faculty-credentials.
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.
Instructional Associate (II) - Visual Communication
(ID: 24060)

**FLSA Status:** Exempt  
**Band:** Specialist  
**Level:** 6

**Reports To**

Department Chair of Visual Communication

**Job Purpose**

To provide instructional support for the Visual Communications Department.

**Description of Duties and Tasks**

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

1. Tutors students taking courses within the Visual Communication Department.
2. Provides course development assistance for online courses including building and updating Blackboard assets for the department and training faculty who will be teaching online.
3. Manages departmental website using Drupal; trains faculty/staff to perform queries in Drupal as needed.
4. Assists with and attends outreach events and departmental projects as needed.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effective teaching techniques adaptable to a variety of learning styles with an understanding of the comprehensive mission and philosophy of community colleges.
- Subject matter and related and/or relevant topics and issues in Visual Communication.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Understanding the principles and practices associated with Servant-Leadership.
- Dealing with sensitive issues relating to a diverse student body.
- Effective planning, organization, communication and interpersonal skills.
- Effectively assisting and assessing student learning.
- Interacting with students of diverse backgrounds.
- Maintaining an established schedule, including evenings and weekends, and multiple campus locations that may vary by semester.
- Being punctual for classes and office hours.
- Maintaining confidentiality of student information.
- Demonstrating proficiency using computer applications, classroom or other current learning technologies for effective teaching at the community college level.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

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.

Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACSCOC accreditation standards. See Faculty Credentials at [www.austincc.edu/facstaff/faculty-credentials](http://www.austincc.edu/facstaff/faculty-credentials)

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at [www.austincc.edu/facstaff/faculty-credentials](http://www.austincc.edu/facstaff/faculty-credentials).
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.
Instructional Associate (II), Occupational Therapy Assistant
(ID: 240540)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Department Chair, Occupational Therapy Assistant

Job Purpose
To provide instructional support for the Occupational Therapy Assistant Department.

Description of Duties and Tasks

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

1. Assists with lab instruction and individual student tutoring as needed.
2. Participates in on-going professional development directly related to serving Occupational Therapy Assistant students.
3. Coordinates student field placements, including development of field placement sites.
4. Assists with student advising as needed.
5. Assists with and attends outreach events and departmental projects.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effective teaching techniques adaptable to a variety of learning styles with an understanding of the comprehensive mission and philosophy of community colleges.
- Subject matter and related and/or relevant topics and issues in Occupational Therapy.
- Understanding the principles and practices associated with Servant-Leadership.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Dealing with sensitive issues relating to a diverse student body.
- Effective planning, organization, communication and interpersonal skills.
- Effectively assisting and assessing student learning.
- Interacting with students of diverse backgrounds.
- Maintaining an established schedule, including evenings and weekends, and multiple campus locations that may vary by semester.
- Maintaining confidentiality of student information.
- Demonstrating proficiency using computer applications, classroom or other current learning technologies for effective teaching at the community college level.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

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.

Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACSCOC accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at www.austincc.edu/facstaff/faculty-credentials.
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.
Instructional Associate (III)
(ID: 240659)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Department Chair

Job Purpose
To provide instructional support for the Department.

Description of Duties and Tasks

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

1. Works on special academic projects.
2. Assists with student support programs.
3. Assists with and attends outreach events and departmental projects as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective teaching techniques adaptable to a variety of learning styles with an understanding of the comprehensive mission and philosophy of community colleges.
- Subject matter and related and/or relevant topics and issues in Occupational Therapy.
- Understanding the principles and practices associated with Servant-Leadership.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Dealing with sensitive issues relating to a diverse student body.
- Effective planning, organization, communication and interpersonal skills.
- Effectively assisting and assessing student learning.
- Interacting with students of diverse backgrounds.
- Maintaining an established schedule, including evenings and weekends, and multiple campus locations that may vary by semester.
- Maintaining confidentiality of student information.
- Demonstrating proficiency using computer applications, classroom or other current learning technologies for effective teaching at the community college level.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

Physical Requirements

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

Work Experience

Must have taught as an adjunct at ACC and experience if needed with degree to meet SACSCOC accreditation standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials

Education

In accordance with SACSCOC accreditation requirements: SACSCOC requirements may differ depending on the courses taught within the discipline. For specific requirements by course, please see the current year Faculty Qualifications Table located at www.austincc.edu/facstaff/faculty-credentials.
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.
Instructor I, Adult Education
(ID: 205002)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Designated Adult Education Program Supervisor.

Job Purpose
Responsible for instruction in all levels of ESL and GED, literacy, basic skills, adult secondary skills, GED test preparation including all subject areas (writing skills, social studies, interpreting literature and the arts, and mathematics).

Description of Duties and Tasks

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

1. Instructs adult students of all skill levels in math, language, and reading. Prepares students for the GED® test and other required testing.
2. Establishes clear and understandable student classroom expectations and communicates these expectations in written form using a syllabus and in person during the first week of class. Maintains and follows through on these same expectations through the academic period.
3. Assists students in establishing specific and attainable academic and career goals.
4. Develops and follows structured curriculum related to one or more of the four GED® content areas. Areas covered communicated in written form using a syllabus.
5. Participates in the Orientation, Registration, and Advising process.
6. Develops classroom environment conducive to optimal student learning: balance of structure and care.
7. Consistently uses interactive teaching methods including strategies training and differentiated, multisensory activities for whole class, groups, peer-to-peer, and individuals.
8. Maintains, reports, completes, and turns in (where appropriate) all student records by posted due dates including: original in-class sign in sheets, student testing, electronic attendance, online registration, grading, and distance learning hours.
9. Completes annual professional development requirements as required.
10. Participates in required meetings and workshops.
11. Monitors and records student progress using formal and informal methods. Progress test students every academic period using TABE test. Administers End of Term Assessments.
12. Assists with the development and maintenance of departmental end of term assessments and syllabus shells.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of various effective teaching techniques.
- Effective classroom and individual communication methods.
- Familiarity with levels and areas within Adult Education.
- Growth mindset (Dweck, 2006) and its application to teaching.
- Explicit instruction of various learning strategies including modeling metacognitive processes.
- Ability to plan and create relevant lessons that match student learning needs. Learning needs determined by on-going formal and informal assessments.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Sensitive to student population, and demonstrate effective communication and interpersonal skills.
- Flexibility to follow policies and procedures as they come available.
- Ability to instruct using specialized curriculum (i.e. Wilson Reading, Multisensory Grammar, Making Math Real, Neuhaus)
- Use of ESOL instruction methods
- Application of growth mindset (Dweck, 2006) in classroom
- Ability to maintain an established work schedule, including evenings and weekends.
- Demonstrated effective communication and interpersonal skills.
- Effective organizational and planning skills.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

Physical Requirements

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

Work Experience

Two years teaching experience in Adult Education or in a related non-traditional setting.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Instructor II, Adult Education

(ID: 20509)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Designated Adult Education Program Supervisor.

Job Purpose
Responsible for instruction in all levels of ESL and GED, literacy, basic skills, adult secondary skills, GED test preparation including all subject areas (writing skills, social studies, interpreting literature and the arts, and mathematics).

Description of Duties and Tasks

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

1. Instructs adult students of all skill levels in math, language, and reading. Prepares students for the GED® test and other required testing.
2. Establishes clear and understandable student classroom expectations and communicates these expectations in written form using a syllabus and in person during the first week of class. Maintains and follows through on these same expectations through the academic period.
3. Assists students in establishing specific and attainable academic and career goals.
4. Develops and follows structured curriculum related to one or more of the four GED® content areas. Areas covered communicated in written form using a syllabus.
5. Participates in the Orientation, Registration, and Advising process.
6. Develops classroom environment conducive to optimal student learning: balance of structure and care.
7. Consistent use of interactive teaching methods including strategies training and differentiated, multisensory activities for whole class, groups, peer-to-peer, and individuals.
8. Maintains, reports, completes, and turns in (where appropriate) all student records by posted due dates including: original in-class sign in sheets, student testing, electronic attendance, online registration, grading, and distance learning hours.
9. Completes annual professional development requirements as required.
10. Participates in required meetings and workshops.
11. Monitors and records student progress using formal and informal methods. Progress test students every academic period using TABE test. Administers End of Term Assessments.
12. Assists with the development and maintenance of departmental end of term assessments and syllabus shells.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Knowledge of various effective teaching techniques.
- Effective classroom and individual communication methods.
- Familiarity with levels and areas within Adult Education.
- Growth mindset (Dweck, 2006) and its application to teaching.
- Explicit instruction of various learning strategies including modeling metacognitive processes.
- Able to plan and create relevant lessons that match student learning needs. Learning needs determined by on-going formal and informal assessments.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining confidentiality of work related information and materials.
- Sensitive to student population, and demonstrate effective communication and interpersonal skills.
- Flexibility to follow policies and procedures as they come available.
- Ability to instruct using specialized curriculum (i.e. Wilson Reading, Multisensory Grammar, Making Math Real, Neuhaus)
- Use of ESOL instruction methods
- Application of growth mindset (Dweck, 2006) in classroom
- Ability to maintain an established work schedule, including evenings and weekends.
- Demonstrated effective communication and interpersonal skills.
- Effective organizational and planning skills.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

Physical Requirements

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

Work Experience

Two years teaching experience in Adult Education or in a related non-traditional setting.

Education

Master’s degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Interim Dean, Business Studies
(ID: 221053)

FLSA Status: Exempt
Band: Ungraded
Level: 0

Reports To
Vice President, Instruction

Job Purpose
To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.
2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.
3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.
4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation
standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality in work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Interim Dean, Student Services
(ID: 221059)

FLSA Status: Exempt
Band: Ungraded
Level: 0

Reports To
Vice President, Student Services

Job Purpose
To establish and maintain a teaching, learning, and working environment where faculty, staff, and students are appropriately served within available resources on a college-wide basis; to provide instructional leadership; to ensure the effective administration of assigned disciplines; and to promote instructional goals and objectives conducive to student success.

Description of Duties and Tasks

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

1. Essential Job Functions: Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs; prepares students for success; and meets the external requirements of SACS, THECB, and applicable specialized accrediting organizations.
2. Student/Faculty Issues: Provides leadership in addressing and resolving student complaints, grade appeals, academic dishonesty appeals, faculty complaints and grievances, employee complaints against supervisor, or other student, staff, or faculty issues, where appropriate.
3. Management: Ensures consistent and appropriate application of administrative rules within assigned academic areas, including overseeing faculty evaluation processes, hiring of faculty and staff, course schedule development, planning and budgeting, safety, facilities, equipment and software needs, selection and supervision of department chairs and assistant deans, and preparation of reports as required. Supervises and evaluates support staff. Initiates and manages special projects and assignments. Participates in shared governance through service on College-wide councils and committees.
4. Curriculum/Instruction: Provides leadership and advocacy in the planning, implementing, assessing and ongoing improvement of all curriculum, courses, and programs within assigned academic areas. Ensures that all faculty within assigned academic areas are appropriately qualified. Ensures that programs comply with regulatory requirements and/or accreditation...
standards where appropriate. Convenes advisory committees, works with Grants Development Office, and maintains community partnerships in support of programmatic goals.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Understanding of student development theory and student discipline in a higher education setting.
- Preparing and presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Demonstrated expertise in project planning, development, implementation and analysis.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Demonstrated success in working with student, staff, and faculty regarding student conduct matters.
- Experience incorporating theoretical and practical competencies involving student development, mediation, and conflict management.
- Planning and managing budgets and personnel needs.
- Maintaining confidentiality in work related information and materials.
- Working in a collaborative manner with diverse constituencies, working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills, including skill at persuading others.
- Providing leadership at all levels of the College.
- Planning, managing, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Interim Director, GURC-SW
(ID: 111002)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Dean, Arts & Humanities

Job Purpose
To provide leadership and direction to the Gallaudet University Regional Center (GURC) for the Southwest region; to work closely with other GURC directors around the country to ensure a unified approach to planning and programming; to assist in developing regional and national outreach initiatives through the College of Professional Studies and Outreach (CPSO), ensuring alignment with the Gallaudet University strategic plan, University-side goals, CPSO goals, and the national mission mandates of the Laurent Clerc National Deaf Education Center (the Clerc Center).

Description of Duties and Tasks

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

1. Leads the GURC for the Southwest Region, actively serving as Gallaudet University representative to deaf and hard of hearing students, families, and the educators and other professionals who work with them; leads identified projects within the region, e.g., family learning vacations, regional conferences and special events; initiatives and maintains contacts and resources within the region; shares information regularly about Gallaudet University and the Clerc Center; facilitates opportunities for networking between schools, programs, and families; actively pursues collaborative opportunities; and works closely with other GURC directors around the country to ensure a unified approach to planning and programming.
2. Utilizes technology to maintain networks and enhance communication, e.g., websites, online communities, videoconferencing.
3. Demonstrates exceptional customer service, both to the national constituency and to teachers, staff, families, and alumni of Gallaudet University; responds promptly to inquiries and requests for training and technical assistance, planning assistance, or other services.
4. Works cohesively as a positive, contributing member of a team; contributes actively to achieve the goals of the unit.
5. Supervises personnel as identified, e.g., staff, student assistants, volunteers.
6. Develops and monitors budget for GURC Southwest; manages financial paperwork properly; provides budget information and reports according to established timelines.

7. Maintains a wide variety of professional contacts in order to remain abreast of developments in the field and to promote visibility of Gallaudet University programs.

8. Serves as an active, contributing member of CPSO and the University community as a whole.

9. Assists in developing regional and national outreach initiatives through the CPSO, ensuring alignment with the Gallaudet University strategic plan, University-side goals, CPSO goals, and the national mission mandates of the Clerc Center.

10. Collaborates with others to ensure that Gallaudet resources, initiatives, training programs, and resources are disseminated to educators and families in a variety of educational environments and a broad array of settings, e.g., densely populated urban areas as well as more isolated or rural areas.

11. Helps market Gallaudet and Clerc Center offerings; remains well-informed about the academic, service, and support programs at Gallaudet and all training, publications, outreach, partnership, enrollment, and recruitment initiatives underway; demonstrates thorough knowledge of the University, sound judgment, well-developed professional skills, and tact in working with the public.

12. Collaborates with Austin Community College in promoting student success in its service area by providing access to higher education and workforce education.

13. Leads efforts to seek additional funding, identify and develop grant proposals, and implements activities that will generate additional revenue for the Center.

14. Maintains systems for the formal documentation of outreach contacts and activities; helps orient colleagues and transition the system into routine operations; maintains comprehensive and accurate records of own outreach efforts including information dissemination, training, consultation, and similar duties. Enters documentation into databases according to established procedures and time lines.

15. Participates in the development of print and web-based materials designed to promote the GURCs and regional and national outreach programs; helps ensure that information about the GURCs and related initiatives is clearly represented on the web.

16. Assists in planning and conducting professional meetings, e.g., GURC staff, Center for Innovative Thinking, etc.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Issues and lifelong learning needs for deaf and hard of hearing persons.
- Supervisory practices.
- Thorough understanding of Gallaudet University and Clerc Center programs and services.
- Thorough understanding of the mission of the Austin Community College.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, which may include evenings or weekends.
- Strong organizational skills; able to maintain appropriate records, budgets, meet established time lines.
- Working well as an active, contributing member of a team, and work effectively with diverse groups of people.
- Fluency in American Sign Language and English.
- Planning and oversight of budgets.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Leading projects, communicates effectively with the public, and providing outstanding customer service.
- Working collaboratively.
- Establishing and maintaining effective working relationships
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including managerial experience.

Education

Master's degree.
Special Requirements

Some local and out of state travel is required.

Valid Texas Driver's License and reliable transportation for local travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Interim Director, Public Information and College Marketing
(ID: 102028)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Executive Director, Public Information and College Marketing

Job Purpose
To plan, coordinate, and direct ACC's print and online marketing communications programs and services including providing advice and counsel to senior College leadership.

Description of Duties and Tasks

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

1. Plans and directs the design, production, and distribution of all major College publications, broadcast, and outdoor advertising strategies and deliverables and print advertising production, and the external, marketing oriented pages of the college website.
2. Leads, supports, manages, and supervises the daily workflow and career development of print and website production staff.
3. Directs the planning, strategy development, and implementation of the College's annual print and online communications program to ensure all are completed in a timely manner, within budget parameters and meet the intended goals and objectives set forth in the marketing communications plan.
4. Tracks and manages changing technologies and trends in publishing, the Internet, marketing, and communications practices in order to better develop and maintain appropriate procedures and processes related to efficient communication materials production; conducts extensive Internet research; provides advice and counsel to senior college leadership on relevant communications and marketing issues.
5. Collaborates with and supports administrators, deans, faculty, and staff in their publication needs in support of both credit and continuing education programs and courses, as well as presidential and board initiatives; develops and coordinates production schedules for all major college publications in conjunction with all relevant constituents; conceptualizes, develops, and directs design solutions and oversees production process from assessment of needs to delivered product.
6. Provides leadership and management direction for the college online presence.

7. Develops, recommends, and monitors the publications budget; coordinates with the Purchasing department to acquire print vendor services; serves as point of contact with outside print vendors; prepares print specifications for print bids and quotes, provides estimates to clients; troubleshoots and oversees projects.

8. Monitors and helps ensure all materials comply with SACS, state, and federal guidelines; and/or complies with postal and copyright regulations.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Emerging trends to current print, online and outdoor advertising design, and production trends.
- Radio and television advertising practices.
- Elements of effective copywriting and editing.
- Print and web design.
- Printing production processes.
- Supervisory principles, practices, and methods.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Supervising and coordinating the activities of subordinate personnel.
- Resolving scheduling and/or resource deployment issues and conflicts.
- Time management, prioritizing, and multi-tasking.
- Maintaining confidentiality of work related information and materials.
- Resolving scheduling and/or resource deployment issues and conflicts.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor’s degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Interpreter, Sign Language Level 3
(ID: 12205)

FLSA Status: Exempt
Band: Professional
Level: 1

Reports To
Supervisor, Interpreter Services

Job Purpose
To provide sign language interpretation services for students, teachers, and staff that are deaf or hard of hearing.

Description of Duties and Tasks

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

1. Provides interpreting services for students, faculty, and staff that are deaf or hard of hearing.
2. Prepares for assignments by reading textbooks; conferring with students, instructors, and/or other interpreters.
3. Assists with general office support, including planning and scheduling interpreting coverage as required, and maintenance of training materials and textbook library.
4. Distribute, collect, and analyze student and instructor surveys.
5. Provide training and mentoring to staff and hourly interpreters, and student interns.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- American Sign Language, interpreting, and deaf culture.
- Interpreting and transliterating services provided in educational environments.
- Interpreter Services policies and procedures.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing interpreting/transliterating services in classrooms, meetings, student registration, and testing, tutoring and counseling environments.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets.

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.

Work Experience

One year related work experience.

Education

Associate degree.
Special Requirements

Must pass the ACC Interpreting skills assessment.

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.
Interpreter, Sign Language Level 4/5
(ID: 12203)

**FLSA Status:** Exempt  
**Band:** Professional  
**Level:** 2

**Reports To**
Supervisor, Interpreter Services

**Job Purpose**
To provide sign language interpretation services for students, teachers, and staff that are deaf or hard of hearing.

**Description of Duties and Tasks**

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

1. Provides interpreting services for students, faculty, and staff that are deaf or hard of hearing.
2. Prepares for assignments by reading textbooks; conferring with students, instructors, and/or other interpreters.
3. Assists with providing general office support including planning and coordinating the scheduling of interpreters as required, maintenance of training materials and textbook library.
4. Distribute, collect, and analyze student and instructor surveys.
5. Provide training and mentoring to staff, hourly interpreters, and student interns.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- American Sign Language, interpreting, and deaf culture.
- Interpreting and transliterating services provided in educational environments.
- Interpreter Services policies and procedures.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing interpreting/transliterating services in classrooms, meetings, student registration, testing, tutoring and counseling environments.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets.

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.

Work Experience

Two years related work experience.

Education

Associate degree.
Special Requirements

Must pass the ACC Interpreting skills assessment.

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.
## Locksmith
(ID: 163001)

<table>
<thead>
<tr>
<th>FLSA Status: Non-Exempt</th>
<th>Band: Technician</th>
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</thead>
<tbody>
<tr>
<td>Level: 3</td>
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### Reports To

Director, Security Management

### Job Purpose

To perform skilled locksmith work in the repair, alteration, installation and keying of locks on all doors (interior and exterior); resolving immediate operational and/or safety concerns; maintaining ACC keying system and maintaining a preventive maintenance program; and assisting other skilled trades.

### Description of Duties and Tasks

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

1. Cuts and stamps new or duplicate keys.
2. Repairs various items, systems and/or components (e.g. locks, worn tumblers, shortens tumblers, springs, changes combinations, existing hardware, etc.) for the purpose of ensuring that items are available and in safe working condition.
3. Inspects facilities, systems and their components for the purpose of ensuring safety, identifying necessary repairs and providing an ongoing program of preventive maintenance.
4. Fabricates unique locks and locking devices for the purpose of meeting the specialized security needs within the district.
5. Performs minor repair or modifications to door and/or frame for the purpose of ensuring proper closing and security.
6. Re-keys locks for the purpose of ensuring security of all ACC facilities.
7. Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
8. Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
9. Prepares documentation in a variety of written and electronic formats (e.g. daily paperwork/log, time and materials, key and material records, key inventory, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
10. Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
11. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
12. Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
13. Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
14. Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e. coordination with electricians or security).
15. Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Familiarity with methods, materials and equipment used in locks.
- Familiarity with types and uses of available locks.
- Operation of punch type key cutting machines.
- Operation of key duplication machines.
- Interpreting blueprints.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective communication and interpersonal skills, including tact and diplomacy.
- Effective organization and planning skills.
- Ability to communicate in a concise and effective manner.
- Ability to understand and follow instructions precisely.
- Ability to work independently.
- Mechanical aptitude.
- Safely drive an ACC vehicle.
- Maintaining confidentiality of work related information and materials.
Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Manager, Project
(ID: 160500)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To
Executive Director, Facilities

Job Purpose
To manage multiple design and construction projects from project initiation through completion of project design, construction, move-in and warranty phases.

Description of Duties and Tasks

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

1. Establishes specific needs and project scope requirements; evaluates alternatives, prepares budget estimates, and obtains concurrence of initial scope of work.
2. Prepares initial project scope, budget and delivery schedule; secures project funding and procures service of design consultants or service vendors required to complete project scope of work; prepares and negotiates contracts; approves payments to vendors; ensures compliance with all applicable local ordinances, state and federal codes and laws.
3. Presents and reviews proposed solutions with educational department representatives, design consultants, and service vendors to ensure project scope meets client's needs; reviews design progress to ensure compliance with project budget, delivery schedule, and quality requirements in accordance with college standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials and applicable codes.
4. Directs and manages the overall design and construction phases to meet the established project scope, budget and schedule; meets with local community committees and stakeholders to resolve potential problems and address concerns.
5. Schedules progress coordination meetings and periodic field inspections to ensure completed work in place is acceptable and in accordance with the design intent and satisfies the client's needs and completion timeline; addresses or corrects discovered conditions to ensure continued operation, life safety and security of the educational environment.
6. Prepares reports to update project status to facilities and operations division, campus managers, District leadership and other stakeholders, including any community committees.
7. Reviews, suspends/rejects or approves all services invoices and commodity procurements; monitors payment processing with other departments to ensure timely processing of vendor payments; verifies that services or commodities invoices are complete and satisfactory.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Architecture, mechanical and electrical engineering, and construction management.
- Regulations regarding accessibility and hazardous materials found in buildings.
- Laws and ordinances regulating building construction and operation.
- Project planning and management principles.
- Budget preparation, bid and purchasing procedures, and expense control.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, with occasional nights and weekends.
- Maintaining confidentiality of work related information and materials.
- Preparing budgets and monitoring the disbursement of funds.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Interpreting legal descriptions of leases, easements, restrictive covenants, and all similar documents affecting real property.
- Performing all facets of projects such as the coordination, demolition, inspection, security, title clearance, soil testing, furnishings, moving, permits, etc.
- Managing multiple projects and maintaining focus on priorities.
- Making presentations related to facilities and projects.
- Collaborating with others to reach mutually beneficial goals and objectives.
- Negotiating, evaluating and administering contracts.
- Establishing and maintaining effective working relationships
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software including facility management software.

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.

Work Experience

Three years related work experience.

Education

Bachelor's degree in architecture, engineering or related field.

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.
Manager, ACCelerator
(ID: 123508)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To
Executive Director, ACCelerator

Job Purpose
To manage the operations and promote the learning community at the Highland Learning Center (HLC) ACCelerator.

Description of Duties and Tasks

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

1. Manages the daily operations of the ACCelerator ensuring that students are served, equipment is functioning, and an open, warm, engaging and encouraging learning environment is projected for students and faculty.
2. Provides proactive outreach and academic coaching for students; assists with student support activities.
3. Provides information to students in one-on-one and group sessions on various aspects of college programs such as majors, course selection, transferability, admissions, financial aid, assessments, career choices, etc.
4. Refers students to appropriate resources (i.e. tutoring, advising, counseling, Student Life, Library Services, etc.) and facilitates student learning strategies in traditional and online courses.
5. Develops systems to identify and manage student learning needs in an effective and efficient manner.
6. Coordinates the development of reports and other analytics regarding student interactions at the Accelerator including attendance, academic progress, interventions, etc.
7. Monitors student progress and assists in the development of ways to engage students more fully in the learning process.
8. Serves as a liaison with various academic departments utilizing the ACCelerator.
9. Assists faculty with workshops, activities, and the creation of learning communities at the Accelerator.
10. May assist other student success initiatives with special projects or assignments.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Coaching, instructional and mentoring techniques.
- Processes and resources for organizing and leading group and collaborative activities.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding the principles and practices associated with Servant-Leadership.
- Effectively supervising, leading, and delegating tasks and authority.
- Dealing with sensitive issues relating to a diverse student body.
- Effective planning, organization, communication and interpersonal skills.
- Effectively assisting and assessing student learning.
- Interacting with students of diverse backgrounds.
- Maintaining an established schedule which may include evenings and weekends.
- Maintaining confidentiality of student information.
- Demonstrating proficiency using computer applications, classroom or other current learning technologies for effective teaching at the community college level.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Accounting  
(ID: 16552)

| FLSA Status: Exempt | Band: Manager | Level: 2 |

Reports To

Director, Accounting

Job Purpose

To plan, direct, and coordinate the operations of the General Ledger and Accounts Payable departments.

Description of Duties and Tasks

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

1. Plans, manages, and coordinates the operations of the General Ledger and Accounts Payable departments including account reconciliation, transaction processing, disbursements, financial reporting and analysis, and audit schedule preparation.
2. Supervises, trains, coaches, directs, coordinates, and disciplines general ledger and accounts payable staff while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
3. Prepares and/or reviews balance sheets, income statements, and other accounting statements and reports.
4. Develops and/or improves accounting processes and procedures in accordance with Generally Accepted Accounting Principles (GAAP).
5. Provides assistance to external auditors in examination of procedures and documents to produce the annual financial audit.
6. Collaborates with IT department to diagnose and correct system problems, and to develop new system processes, queries, and reports.
7. Coordinates schedules and requirements with Business Services management and other departments to enhance administrative operations.
8. Analyzes actions taken and requests made of Accounting Services, and recommends actions based on compliance and/or priorities.
9. Coordinates the closing of the monthly and annual books, and provides assistance to College staff in relation to resolving budget related problems.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Automated accounting systems.
- Generally Accepted Accounting Principles (GAAP).
- Government accounting standards as set by the Government Accounting Standards Board (GASB).
- General ledger, accounts payable, and restricted accounting practices and standards.
- Annual auditing processes.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Developing process improvements in accordance with Generally Accepted Accounting Practices (GAAP).
- Effectively supervising, leading, and delegating tasks and authority.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Certified Public Accountant (CPA) preferred.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Administrative Media Support Services  
(ID: 181000)

FLSA Status: Exempt  
Band: Manager  
Level: 1

Reports To  
Director, Distance Learning

Job Purpose  
To manage Administrative Media Support Services and support media needs of the ACC Board of Trustees and President's Office. To manage the College's cable television operation.

Description of Duties and Tasks  

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

1. Supports ACC's CH 19 cable channel programming, technology/infrastructure. Represents ACC at PEG meetings and supports IRT's studios, control rooms, and editing suites.
2. Monitors area operations and expenditures. Submits area and governmental reports as required.
3. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
4. Supports media needs of ACC Board of Trustees and President's Office.
5. Manages the operational and support activities areas of media production and distribution related to the Board of Trustees and the President's Office.
6. Works with other areas of Instructional Technology media/technology support services.
7. Analyzes area's administrative media functions and evaluates the services provided; develops plans of action and recommendations for area and area projects; identifies milestones and issues to be addressed, and generates reports as required.
8. Manages equipment and supply inventories and prepares purchase recommendations consistent with area needs and goals.
9. Maintains and updates the Administrative Media Support Services website.
10. Manages and provides technical leadership and guidance to Administrative Media Support employees and hourly staff, ensuring compliance with policies and regulations and ensuring that all issues are addressed and resolved.

11. Monitors and reviews industry/market trends in media support services; researches, evaluates, and recommends implementation.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current principles and practices of video support technology and applications in an educational environment.
- Principles and techniques for management of organization-wide projects.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Project planning and management principles.
- Technology system development principles and techniques.
- Maintaining confidentiality of work related information and materials.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Assessing ACC video support needs, and developing and promoting effective solutions.
- Planning and evaluating complex video systems and making recommendations for resources required to maintain and expand service levels.
- Ensuring a highly professional and successful technical support environment.
- Coordinating implementation of new technologies.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

FCC License.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Applications Development

(ID: 19102)

FLSA Status: Exempt
Band: Manager
Level: 4

Reports To

Director, Applications Development

Job Purpose

To provide high quality and timely administrative data projects to other ACC departments and external customers; manage College-wide software development projects; consult with department directors and managers regarding the identification and prioritization of data management needs.

Description of Duties and Tasks

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

9. Manages daily operations of programming unit, provides technical expertise to staff supervised, and resolves problems escalated to the Manager level.
10. Conducts research and analysis on the development of work plans for software enhancement and solutions to software deficiencies.
11. Advises and consults with departments regarding the identification of software and information infrastructure problem areas, determines procedural changes and/or application program modifications, and assists with problem resolution.
12. Develops work plans, goals, and objectives, and evaluates project progress in relation to programming unit activities.
13. Supports customers of administrative systems software
14. Oversees the management of online information and applications developed by ACC Information Technology department.
15. Manages, maintains, and monitors project plans, timelines, and testing.
16. Writes, modifies existing programs developed either in-house or by software vendors, and documents complex solution programs for application system; debugs programs, develops test data, and verifies output solutions to address user needs.
17. Assigns and monitors application programming projects to staff.
18. Directs preparation of analyses, plans, and verification procedures for computer applications.
19. Analyzes and designs the development of new projects, enhancements, and complicated software solutions.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Financial/accounting information systems, human resources, and/or student systems computer applications.
- Writing and/or modifying existing programs, documenting solution programs for application systems, debugging programs, and developing test data.
- Analysis, planning, and verification procedures for computer applications.
- Design techniques and protocol in relation to new project development, enhancements, and complicated software solutions.
- Technology project management and implementation.
- Database Management Systems.
- Supervisory principles, practices, and methods.
- Computer programming languages.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Maintaining an established work schedule and being on call 24 hours per day to resolve computer related problems.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Supporting administrative system users.
- Consulting and advising departments regarding problem identification, procedural change, application program modification, and problem resolution.
- Efficiently meeting deadlines, schedules, and target dates.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, programming languages, and database systems.
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Knowledge of major administrative or educational software applications, such as finance, human resources, or student systems.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Applications Support
(ID: 191004)

**FLSA Status:** Exempt
**Band:** Manager
**Level:** 3

**Reports To**
Director, Applications Development

**Job Purpose**
To provide high quality and timely administrative data projects to other ACC departments and external customers; manage College-wide software development projects; consult with department directors and managers regarding the identification and prioritization of data management needs.

**Description of Duties and Tasks**

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

1. Manages daily operations of programming unit, provides technical expertise to staff supervised, and resolves problems escalated to the Manager level.
2. Develops work plans, goals, and objectives, and evaluates project progress in relation to programming unit activities.
3. Analyzes and designs the development of new projects, enhancements, and complicated software solutions.
4. Supports customers of administrative systems software.
5. Oversees the management of online information and applications developed by ACC Information Technology department.
6. Advises and consults with departments regarding the identification of software and information infrastructure problem areas, determines procedural changes and/or application program modifications, and assists with problem resolution.
7. Manages, maintains, and monitors project plans, timelines, and testing.
8. Conducts research and analysis on the development of work plans for software enhancement and solutions to software deficiencies.
9. Supports existing programs developed by software vendors, and documents complex solution programs for application systems; tests new programs, develops test data, and verifies output solutions to address user needs.
10. Assigns and monitors application programming projects to staff.
11. Directs preparation of analyses, plans, and verification procedures for computer applications.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Financial/accounting information systems, human resources, and/or student systems computer applications.
- Analysis, planning, and verification procedures for computer applications.
- Design techniques and protocol in relation to new project development, enhancements, and complicated software solutions.
- Technology project management and implementation.
- Database Management Systems.
- Supervisory principles, practices, and methods.
- Documenting solutions for application systems and developing test data.
- Administrative support of enterprise-level applications.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule and being on call 24 hours per day to resolve computer related problems.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Supporting administrative system users.
- Consulting and advising departments regarding problem identification, procedural change, application program modification, and problem resolution.
- Efficiently meeting deadlines, schedules, and target dates.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, programming languages, and database systems.
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Knowledge of major administrative or educational software applications, such as finance, human resources, or student systems.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Benefits

(ID: 13053)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To
Vice President, Human Resources

Job Purpose
To manage the College-wide benefits programs and supervise the Human Resources Benefits Section.

Description of Duties and Tasks

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

1. Develops, implements and manages employee benefits programs including, but not limited to, group insurances, Employees Retirement System (ERS), the Teacher Retirement System (TRS), Optional Retirement Program (ORP), Affordable Care Act (ACA), Family Medical Leave Act (FMLA), disability plans, Employee Assistance Program (EAP), supplemental insurance, ensuring compliance with legislative directives, state and federal laws and ACC policies and procedures.
2. Researches, studies and remains current on news, laws, regulations, policies and practices affecting employee benefits ensuring compliance. Initiates and facilitates any changes/updates.
3. Manages and oversees programs and other benefits information retrieval from HRIS system for accurate payments and reports generation for reconciling employee benefits, flexible spending accounts, retirement programs and other benefits programs.
4. Counsels and assists employees, supervisors, retirees, vendors, contractors, state and local agencies, and HR staff with inquiries and questions regarding benefits programs; coordinates death benefits for survivors of deceased employees. Manages decisions on complex benefits issues.
5. Responds to questions from benefit providers including Employees Retirement System of Texas, Teacher Retirement System and other external agencies regarding benefits, benefit changes, flexible spending accounts, and benefits policies; mediates between providers and district employees.
6. Performs research and analysis in support of presentations, projects, interviews, statistical reporting, surveys, forecasting, trends, forms preparation, and other reporting requirements.
7. Composes written communications for various audiences to instruct, explain and/or train regarding benefit matters.
8. Develops, tests, and implements customized reports and processes to automate and improve operations.
9. Maintains database and computes information for accurate payments and reports, for retiree coverage, and retiree dental reimbursement payments.
10. Conducts educational and information sessions and workshops for a variety of audiences.
11. Provides periodic reports to the administration and ACC Board of Trustees.
12. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles, best practices, and trends in human resource and benefits management.
- Supervisory principles, practices, and methods.
- Benefit plan programs and options available to employees including, but not limited to, health insurance, retirement, disability, and leave.
- Applicable regulatory requirements and other pertinent regulations, laws, and processes including FMLA, ADA, disability laws, state requirements, and retirement system regulations.
- Benefits survey methodologies.
- Insurance administration and accounting concepts and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Analyzing laws, regulations, and procedures and applying changes to existing plans or provisions.
- Leading and coordinating the activities of staff.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Developing benefits policies and procedures.
- Effectively solving problems and making decisions.
- Advanced writing skills.
- Effectively managing conflict.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Knowledge of ACC Administrative rules, policies and procedures, ACC Human Resources-Employee Handbook and Written Procedures, Employees Retirement System of Texas, Teacher Retirement System of Texas, and/or Texas Higher Education Coordinating Board-Optional Retirement Program. HRIS software skills. Experience in designing or implementing benefits programs and supporting electronic systems. Ability to travel as required.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, CAD Training Center  
(ID: 20151)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 1

**Reports To**

Department Chair, Architectural and Engineering Computer Aided Design and Coordinator High Technology Center

**Job Purpose**

Coordinates CAD continuing education classes and services with students, local firms, and agencies using the courses for technical training.

**Description of Duties and Tasks**

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

1. Coordinates AutoCAD enrollment activities with the A&E CAD Department Chair, Continuing Education, and clients.
2. Develops and promotes AutoCAD learning programs, and assists in program marketing activities.
3. Works with students and clients in scheduling AutoCAD courses; develops course offerings, course schedule, and curriculum; creates and cancels courses; creates and issues certificates.
4. Coordinates AutoCAD support services and operations; purchases AutoCAD books, materials, and supplies.
5. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
6. Maintains and renews corporate contracts.
7. Identifies AutoCAD technical problems and provides basic technical support and quick solutions as needed.
8. Coordinates and provides liaison services between ACC and the clients to develop and provide AutoCAD courses for students.
9. Serves as liaison to A&E CAD Department Chair and Continuing Education for course development and budget development.
10. Develops Customized Training Contracts for business and industry clients.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices of AutoCAD technology and AutoDesk, Inc. software applications.
- Computer hardware and specialized CAD engineering design graphics software applications.
- AutoCAD technology, systems, and equipment.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Coordinating implementation of technology training programs.
- Reviewing and preparing narrative and statistical reports and records.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software including specialized CAD engineering design graphics software applications.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Associate degree.

Special Requirements

Preferred: AutoDesk Authorized Instructor Certification.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Campus

(ID: 281500)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To
Executive Vice President, College Operations

Job Purpose
To serve as ACC representative in the community, and to lead and supervise the functions and operations of a Campus.

Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*
1. Provides direct supervision for Campus based Building Services, Duplication/Mailroom, Evening Operations Coordinator(s) and Campus Administrative Office staff.
2. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
3. Regularly communicates with, faculty, staff, students, and others regarding College policies, procedures and processes. Resolves or refers campus related concerns/complaints to the appropriate offices.
4. Serves as liaison to internal and external individuals and groups. Collaborates with community leaders to establish and maintain the ACC campus as an involved community partner with advisory groups, school districts, chambers of commerce, economic developers, and other community members.
5. Coordinates campus-wide room scheduling for academic, workforce, Continuing Education and Adult Education classes, and for community use.
6. Serves as a liaison to, and regularly communicates with, faculty, staff, students, and community members regarding College policies, procedures and processes. Resolves or refers campus related concerns/complaints to the appropriate offices.
7. Approves, processes, and coordinates requests for use of college facilities for campus events by internal and external groups including permits/contracts, event insurance, and receipt of fees.
8. Coordinates events schedules and details with campus police, maintenance, building attendants, and media services, and community members as needed.
9. Organizes and schedules on-campus services provided by Facilities & Operations, and internal/external customers.
10. Plans, coordinates, and monitors on-campus maintenance, renovation and construction projects in collaboration with Facilities and Operations and Environmental Health Safety and Insurance departments.
11. Coordinates inspections, drills, and hazardous waste storage and elimination; organizes and trains campus emergency response team, including all support units; coordinates with Campus Police regarding campus safety and security.
12. Assists EVP, College Operations in developing College-wide operational policies and procedures for all campuses; and is responsible for implementing all such policies.
13. Develops and monitors campus budget; approves expenditures; prepares reports.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles, best practices, and trends in administrative management.
- Supervisory principles, practices, and methods.
- Services and functions of educational institutions.
- Facility operation and maintenance.
- Community priorities, goals, and economic development plans.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Collaboration with community members, faculty, staff, and students.
- Effectively using interpersonal and communications skills, including tact and diplomacy with diverse constituencies.
- Effectively using organizational, managerial and event planning skills with attention to detail and follow through.
- Scheduling and planning events and necessary resources.
- Resolving scheduling and/or resource deployment issues and conflicts.
- Supervising and coordinating the activities of subordinate personnel.
- Overseeing the maintenance and operation of facilities.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements


Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Cashier

(ID: 164500)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Director, Student Accounts

Job Purpose
To supervise the administration of disbursements, collection, and receipt of college funds, and coordinate the payment logistics for the registration process.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Coordinates logistics for distributing financial aid, payroll, and accounts payable.
2. Reconciles college revenues, to include debt collection.
3. Coordinate and clarify armored transport schedules and billings, bank deposit corrections, and internal and external logistics, procedures, and processes.
4. Reviews needs for staff training and establishes training programs.
5. Supervises the collection process for returned checks.
6. Manages the disbursement of parking permits, bus passes and green car stickers.
7. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
8. Develops and reviews operating procedures to increase efficiency.
9. Serves as an interdepartmental information resource regarding Business Services policies and procedures.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
• Accounting, banking, and applied accounting principles and practices.
• Supervisory and management principles, practices and methods.
Skills

_Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed._

- Effectively handle stressful periods of peak activity.
- Meeting multiple deadlines and multitasking.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Handling money with exacting accuracy.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

Preferred: Knowledge of ACC Administrative Rules, College catalogue, course schedule, federal and state regulations, and/or department procedure manual.
Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Child Care School  
(ID: 20101)

FLSA Status: Exempt  
Band: Manager  
Level: 1  

Reports To

Department Chair, Child Care and Development

Job Purpose

To manage all aspects of the Children’s Lab School.

Description of Duties and Tasks

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

1. Ensures program meets guidelines and standards of the College, Texas Department of Family and Protective Services Child Care Licensing, Workforce Rising Star Program, City of Austin Environmental Health and Fire Departments, and the National Association for the Education of Young Children Accreditation.
2. Manages, schedules, supervises, and evaluates the instructional, clerical, and support staff of the Children’s Lab Schools preschool and evening programs.
3. Develops and approves annual budget with department chair; reviews and approves purchases of consumables and equipment; reviews and signs contracts for tuition funding sources; seeks funding and manages grants for adjunct programs or special projects. Determines eligibility for tuition subsidies, sliding scale tuition, and ensures tuition is paid. Submits reports and billings.
4. Facilitates parent program; plans and coordinates new parent orientation, monthly parent meetings, annual parenting support series, and family social events. Communicates with parents on routine development and provides resource and referral information as needed.
5. Coordinates with faculty and staff to provide a fieldwork setting for students. Completes background checks and risk assessments, schedules labs and make up labs, provides support for child care teachers who supervise and evaluate students, and meets with students to resolve problems or issues related to lab work; creates a lab calendar, guidelines, and forms for lab packets.
6. Directs the children’s program including planning and implementing program practices, overseeing the waiting list for available slots, enrolling children, coordinating annual vision, hearing and developmental screenings, and ensures admission compliance with State guidelines.
7. Participates in various programs within the community to enhance the program and provide outreach for the college.
8. Oversees the maintenance of the facility and grounds.
9. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Supervisory principles, practices, and methods.
- Budget preparation, grant administration, bid and purchasing procedures, and expense control.
- Principals and practices of child development and early childhood education.
- First aid and CPR.
- Texas Department of Protective and Regulatory Services requirements for day care center directors.
- Principals and practices of day care program and center administration.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining efecting working relationships.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Preparing budgets and monitoring the disbursement of funds.
- Following and effectively communicating verbal and written instructions.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Providing early childhood educational programs.
- Assessing child development.
- Maintaining an established work schedule.

Technology Skills
• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Required to successfully complete state and FBI criminal background checks, completion of OSHA blood borne pathogen training, and health assessment and TB test prior to employment.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, College Operations  
(ID: 281504)

Reports To

Executive Vice President, College Operations

Job Purpose

To serve as the lead contact for internal staff and external constituents for the College Operations Executive Vice President. To support the Executive Vice President for all matters related to College Operations.

Description of Duties and Tasks

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

1. Serves as the primary liaison, on behalf of the Executive Vice President, College Operations, to area school districts and external organizations and constituents.
2. Serves as a liaison to, and regularly communicates with, faculty, staff, students, and community members regarding College policies, procedures and processes.
3. Resolves college-related issues, concerns, and/or complaints.
4. Represents the Executive Vice President, College Operations, on various internal and external committees.
5. Prepares annual Memoranda of Understanding for all College Operations areas.
6. Disseminates college-wide and student emails via the Google email system.
7. Develops and implements operating policies and procedures.
9. Prepares reports such as room utilization and availability, space, fixed assets, Board Agendas and ad-hoc reports.
10. Performs complex computer activities including word processing, data processing, scheduling processes and visual and graphic presentations.
11. Coordinates/maintains the Campus Advisory Committee lists and attends each Campus Advisory Committee meeting.
12. Coordinates with faculty, staff and department chairs in assigning and maintaining office assignments at each of the campuses.
13. Performs other duties as assigned by the Executive Vice President, College Operations.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices of management, accounting and budgetary theory.
- Principles and practices of payroll and purchasing practices.
- State and Federal laws and regulations pertaining to departmental budgets and accounting practices.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively using interpersonal and public speaking communications skills, including tact and diplomacy.
- Effectively using organizational, management and event planning skills, with attention to detail and follow through.
- Strategic and long-term planning.
- Applying accounting and financial management principles.
- Maintaining an established work schedule.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience.
Education

Bachelor's degree.

Special Requirements


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.
Manager, Compensation  
(ID: 13052)

FLSA Status: Exempt  
Band: Manager  
Level: 4

Reports To  
Vice President, Human Resources

Job Purpose  
To supervise, implement, and evaluate the College’s classification and compensation systems and processes for all employees, faculty, and administrators.

Description of Duties and Tasks

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

1. Writes and updates job descriptions for all positions, to include those that are grant/externally funded; oversees and approves job description matching for external salary surveys.

2. Oversees ACC Annual Wage Survey, external surveys, annual reclassification process, budget activities, and annual salary placement process; creates and conducts training and coordinates information on website.

3. Performs complex research and analysis to determine appropriate salary level according to compensation guidelines and procedures. Provides cost analysis of salary and wage adjustments for the budgeting process and salary schedules. Responsible for providing updated salary tables for the District’s automated system.

4. Researches, analyzes, develops, writes, recommends, communicates, and monitors for compliance operational human resources policies, procedures, and activities in the Compensation Section. Implements College classification and compensation programs in accordance with federal and state laws and College policies and procedures.

5. Writes and documents all classification and compensation processes and procedures; oversees all salary and level adjustments, increases, and new salaries; oversees the annual salary placement processes for adjunct faculty and full-time faculty; determines qualifications for salary reviews, updates and announces processes and timeline.

6. Oversees eHire System Development, compensation study and implementation, and institutional changes.
7. Discusses with supervisors rule interpretation and processes of the Temporary Assignment Pay (TAP) program, compensation and administrative rules and processes, and general compensation and classification issues or concerns.

8. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Compensation trends, methodologies, and processes in higher education.
- Wage and salary regulatory requirements and processes, to include overtime and compensatory time.
- Market survey methodologies.
- Supervisory principles, practices, and methods.
- Practices, terminology and requirements of a wide variety of occupations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Analyzing data and making complex calculations.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Computer Services

(ID: 191504)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To

Director, Systems Support

Job Purpose

To manage both the ACC Help Desk for faculty and staff and the maintenance, installation, support, and supervision of the ACC network computer systems and peripheral equipment providing professional-level network support functions and customer assistance services.

Description of Duties and Tasks

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

1. Oversees technical support activities assuring that users are given the needed information to utilize technology resources effectively and efficiently and that all issues are timely addressed and resolve.
2. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
3. Captures and reports statistics on customer issues, conducts research, follows up on user complaints, develops strategies to enhance end-user capacity, and makes recommendation to improve user satisfaction.
4. Maintains responsibility for Tier 1 troubleshooting support for networking services as well as assigning requests for service needed at various campuses.
5. Develops work plans, goals, and objectives that are focused on providing efficient coverage, service, problem resolution, and enhancing the user experience.
6. Ensures comprehensive documentation of operation guidelines and procedures and compliance with policies and regulations.
7. Conducts computer forensic investigations and electronic discovery requests as needed.
8. Configures and deploys upgrades and manages projects to improve college's software as new technology emerges.
9. Assists or delegates requests from telecommunications for additions, moves, or changes/upgrades related to the organization's Voice Over Internet Protocol (VoIP) systems.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effectively using organizational and planning skills.
- The structure and operating capabilities of multiple network operating systems.
- Network hardware, software, and peripheral equipment troubleshooting techniques.
- Administration and maintenance principles of multiple network operating domains, relational databases, and web- and windows-based software applications.
- Network topologies and protocols, and Internet technical knowledgebase services.
- Supervisory principles, practices, and methods.
- Customer service principles and practices.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Providing and encouraging excellent customer service.
- Effectively using interpersonal and communications skills.
- Assessing ACC network support needs, and developing and promoting effective solutions.
- Using procedural programming languages, and Structured Query Language (SQL).
- Prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Operating and maintaining computer and peripheral equipment safely and competently.
- Solving technical problems involving integrated operating systems and hardware platforms.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Administer network domains.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Construction  
(ID: 16057)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 2

**Reports To**  
Executive Director, Facilities

**Job Purpose**  
To manage multiple construction projects from project initiation through completion of project design, construction, move-in and warranty phases. The Construction Manager will manage less complex projects independently, and will assist Project Managers in the construction phase of more complex projects.

**Description of Duties and Tasks**

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

1. Reviews construction documents and carefully inspects construction activities.
2. Facilitates educational department staff, students, local community members, and others in acquiring and/or maintaining educational facilities required to provide adequate, adaptive and functional teaching environment as deemed necessary to meet short and long term needs of the district.
3. Establishes specific needs and project scope requirements; evaluates alternatives, prepares budget estimates, and obtains concurrence of initial scope of work.
4. Prepares initial project scope, budget and delivery schedule; secures project funding and procures service of design consultants or service vendors required to complete project scope of work; prepares and negotiates contracts; approves payments to vendors; ensures compliance with all applicable local ordinances, state and federal codes and laws.
5. Presents and reviews proposed solutions with educational department representatives, design consultants, and service vendors to ensure project scope meets client's needs; reviews design progress to ensure compliance with project budget, delivery schedule, and quality requirements in accordance with college standards and applicable codes.
6. Directs and manages the overall design and construction phases to meet the established project scope, budget and schedule; meets with stakeholders to resolve potential problems and address concerns.
7. Schedules progress coordination meetings and periodic field inspections to ensure completed work in place is acceptable and in accordance with the design intent and satisfies the client's needs and completion timeline; addresses or corrects discovered conditions to ensure continued operation, lift safety and security of the educational environment.

8. Prepares reports to update project status to facilities and construction department, campus managers, District leadership and other stakeholders, including any community committees.

9. Reviews, suspends/rejects or approves all services invoices and commodity procurements; monitors payment processing with other departments to ensure timely processing of vendor payments; verifies that services or commodities invoices are complete and satisfactory.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Architecture, mechanical and electrical engineering, and construction management.
- Regulations regarding accessibility and hazardous materials found in buildings.
- Laws and ordinances regulating building construction and operation.
- Project planning and management principles.
- Budget preparation, bid and purchasing procedures, and expense control.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, with occasional nights and weekends.
- Maintaining confidentiality of work related information and materials.
- Preparing budgets and monitoring the disbursements of funds.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Interpreting legal descriptions of leases, easements, restrictive covenants, and all similar documents affecting real property.
- Performing all facets of projects such as the coordination, demolition, inspection, security, title clearance, soil testing, furnishings, moving, permits, etc.
- Managing multiple projects and maintaining focus on priorities.
- Collaborating with others to reach mutually beneficial goals and objectives.
- Negotiating, evaluating and administering contracts.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use facility management software.

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.

Work Experience

Three years related work experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Contract Administration
(ID: 16368)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To
Director, Procurement and Materials Management

Job Purpose
To serve as the primary point of contact with internal and external parties in relation to contract management, contract compliance and contract issues; provide administration of the Austin Community College District (ACC) procurement contracts, district-wide agreements and associated activities.

Description of Duties and Tasks

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

1. Manages the College contracts process; ensures attention to detail and accuracy; monitors for vendor and user compliance; advises staff in pre-award contract reviews and post-award development of contract instruments; trains Purchasing staff in contract formulation, administration, negotiation, closure or termination.

2. Serves as the primary contract administrator for major District-wide service and concessionaire contracts, including bookstore, golf course, cafeteria services, vending machines, recycling services, uniforms, and custodial services. Provides administrative services for the College Contractor Quality Assurance and Quality Control Program including training, adherence to policy, budget and cost reconciliation, and maintenance of accounts.

3. Serves as the primary advisor to the Director, Procurement and Materials Management (PMM) for issues regarding internal and external parties questioning contract compliance issues, purchasing policy, or procurement procedures. Acts as a liaison between ACC departments and Purchasing to initiate renewal actions on current contracts, memorandum of agreement or licensing agreements.

4. Maintains and operates an accurate District-wide contract tracking and management system. Ensures system accuracy; and communicates with contract and agreement holders for timely and complete compliance with federal, state, and local laws. Follows College policies and recommends updates to ensure efficient use of fiscal resources and effective use of technology.

5. Monitors and reviews contract and agreement documents, and notifies budget manager regarding required adjustments.
6. Reviews and provides recommendations to the Assistant Purchasing Director on all formal solicitations. Assists in writing specifications for goods, scope of work for services and statements of work for complex projects. Ensure appropriate performance standards, quality, delivery, life cycle cost and warranty are identified in formal one and two step solicitations.

7. Supervises and trains contracts staff. Provides assistance to the Assistant Purchasing Director with the formal bid process for specialized equipment and services. Process reports from Datatel as required.

 Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Contract and bid processes, standard and protocol.
- Compliance requirements for contracts.
- Systems administration of online data systems.
- Contract tracking and management systems.
- Training processes and techniques.
- Supervisory practices, principles, and methods.

 Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Reading and understanding contracts.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Planning, prioritizing, and problem-solving.
- Coordinating the contract process in relation to goods and services.
- Maintaining contract data and information systems.
- Communication as the primary point of contact in relation to contracts and contract issues.
- Maintaining confidentiality of work related information and materials.
- Maintaining current knowledge, skill and abilities in contract administration theories, practices and technologies.

 Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Reliable transportation for local Austin area travel.

Preferred: National Contract Management Association Certification, National Institute of Government Purchasing Certification, or Institute of Supply Management Certification. Texas certification as a Certified Texas Purchasing manager (CTPM) or Certified Texas Contract Manager (CTCM).

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Early College High School Program
(ID: 206507)

| FLSA Status: Exempt  |
| Band: Manager       |
| Level: 2            |

Reports To

Executive Director, Early College High Schools (ECHS)

Job Purpose

To plan, develop, and implement quality ECHS program offerings and services.

Description of Duties and Tasks

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

1. Assists in the planning, development, and implementation of the ECHS program.
2. Prepares and delivers presentations to college and school district personnel, parents, and students.
3. Provides technical assistance to the comprehensive high schools hosting the ECHS program (e.g., textbooks, academic testing, and student services).
4. Coordinates high school faculty participation in ACC departments orientation and professional development activities.
5. Coordinates college faculty orientation and support services on ECHS campuses.
6. Assists with data collection and preparation related to the ECHS program.
7. Coordinates Austin Community College (ACC) academic department representation on Austin ISD (AISD) hiring committees as necessary.
8. Assists in scheduling college course sections and in working with ACC academic departments for faculty assignments to ensure continuity.
9. Ensures ECHS website is updated and current.
10. Develops promotional and informational materials regarding the ECHS program.
11. Organizes and implements pre-enrollment services for ECHS students.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Supervisory principles, practices, and methods.
• Educational program planning, design, development, coordination, and implementation procedures.
• Course selection and scheduling processes.
• Multitasking and meeting varying deadlines and timelines.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Maintaining an established work schedule, including occasional evenings and weekends.
• Effectively communicating through oral and written presentations.
• Preparing and posting website information.
• Analyzing complex information and implementing long-range and immediate plans.
• Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
• Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
• Effectively supervising, leading, and delegating tasks and authority.
• Effectively working with a diverse and multicultural student body.
• Working collaboratively. Establishing and maintaining effective working relationships.
• Participating in efforts to design, implement, measure and refine programs and services.
• Maintaining confidentiality of work related information and materials.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Elections and Government Relations
(ID: 101502)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To

Special Assistant to the President

Job Purpose

To monitor and report legislative activity affecting the College and manage all aspects of College elections.

Description of Duties and Tasks

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

1. Monitors and evaluates legislative filing, statutes, and schedules that affect College operations, including interaction with elected officials.
2. Updates Government and Community relations website.
3. Provides coordination for events with Elected Officials and for outreach activities at the direction of the Special Assistant to the President.
4. Plans, coordinates, and implements all College elections processes and programs to include oversight of staff, operations, and facilities.
5. Serves as Election matters staff expert for College, provides reports on election matters to administration and Board of Trustees.
6. Serves as the elections compliance officer, maintaining all election legal records, filings, candidate filings, Political Action Committee and financial record filings, and other required elections records.
7. Maintains Board of Trustees elections office working with County elections office to supervise staff and provides schedule coordination with other subdivisions for joint elections.
8. Coordinates, along with the Special Assistant to the President, with college attorneys for all elections and annexation matters, and reports to the Special Assistant to the President on any issues regarding elections and annexations.
9. Revises and maintains Annexation Manual for the College, and serves as annexation resource as directed by the President for external inquiries on annexation process.
10. May provide support assistance to the Service Learning/Civic Engagement programs and Alumni development.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Activities, operations, codes, and regulations of state, federal, and local entities.
- Legislation affecting the College.
- Legislative process, including filings, committee structure and amendment processes.
- Elections process and familiarity with State codes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Researching and analyzing information in the preparation of reports.
- Developing committee testimony on legislative issues.
- Interpreting Election matters filings.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience.

Education

Bachelor's degree.
Special Requirements

Preferred: Knowledge of College policies and operating procedures. Ability to establish relationships with Secretary of State to obtain clarification of election law, and elected officials and their staff to set up meetings to discuss relevant College issues.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Employment & Outreach Services
(ID: 130502)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To
Vice President, Human Resources

Job Purpose
To manage and implement College-wide employment processes; ensuring compliance with College guidelines and federal, state, and EEO regulations.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Ensures proper posting of weekly open positions, identifying effective advertising sources that meet the needs of the department; upon request of Faculty and Staff, may create "Specialty Advertising".
2. Responds to internal/external applicant inquiries regarding employment opportunities, which may include job specifics, application process, and status of positions.
3. Manages the collection of new hire paperwork for Faculty, Adjunct, Administrators, Professional-Technical, Classified and Hourly employees.
4. Develops, streamlines and distributes hiring guidelines for Faculty and Staff and provides "Hiring Committee Membership Training" for employees participating on hiring committees.
5. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
6. Coordinates new employee orientation activities for Faculty and Staff.
7. Oversees Employee Association Luncheon events and award dinners.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Federal and state EEO laws and guidelines.
- Principles, best practices, and trends in HR and Employment management.
• Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Leading and coordinating the activities of subordinate personnel.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Energy Conservation

(ID: 160509)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To
Director, Environmental Stewardship

Job Purpose

The Energy Conservation Manager will be responsible for analyzing current energy usage and developing the district’s energy management plan in order to provide quality learning environment with cost effective energy utilization. The Energy Conservation Manager will collaborate with all College constituencies to develop a working model for the integration of energy management and other sustainable concepts and practices into the operations of the College. The Energy Conservation Manager will be tasked with advancing the energy components of ACC’s Climate Action Plan. The Energy Conservation Manager will work in collaboration with various departments across the district, including Building & Grounds Department, Facilities Department & outside vendors and contractors and students. The Energy Conservation Manager will identify desirable energy conservation initiatives; assess cost effectiveness, technical feasibility, and impact; and gain acceptance by the College Community.

Description of Duties and Tasks

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

1. Coordinator the development, implementation and maintenance of the College's energy conservation initiatives, including developing and tracking the performance metrics of carbon footprints.
2. Monitors and analyzes district's electricity, water and gas usage and makes suggestions for improvement.
3. Promotes the College's energy conservation programs to both internal and external constituencies.
4. Develops and maintains the utility tracking database.
5. Tracks the progress of the College's carbon reduction goals.
6. Participates in the shared governance process as a sustainability liaison providing technical knowledge on ACC's energy conservation and sustainability initiatives.
7. Researches energy conservation "best practices" at peer and other institutions.
8. Develops long-range plans for implementing energy conservation plans.
9. Assists Facilities Department and Building & Grounds department in evaluating HVAC and other energy and lighting equipment to ensure effectiveness.
10. Compiles, maintains and files all energy reports, billings, and other documents required.
11. Pursues other funding sources such as federal and state grants or utility incentive programs when available.
12. Analyzes existing building systems for the purpose of improving operating efficiency. Analyze data and performance of boiler, heating units, air conditioning machines, and other mechanical equipment to perform life cycle analysis.
13. Works with college employees and students to raise and maintain energy awareness throughout the College. Promotes the participation of faculty, students, administrators, and staff in analyzing, monitoring, and assisting in the development and implementation of Energy Conservation Measures.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Energy conservation principles.
- Green Building Principles.
- Principles and concepts of sustainability.
- Project planning and management principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule which may include some early mornings, late evenings, and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills, including public speaking and technical writing, with tact and diplomacy.
- Effectively using organizational skills, with attention to detail and follow-through.
- Effectively using analytical skills.
- Effectively working independently and as a team so that multiple projects are prioritized and effectively managed.
- Establishing and maintaining effective working relationships
• Preferred: Experience with Building/Energy Management and Control Systems operations and ability to perform diagnostics and troubleshooting.
• Preferred: Experience conducting energy audits and commissioning and/or re-commissioning studies.
• Preferred: Experience in mechanical, lighting, and HVAC systems, including the ability to read and understand building drawings/blueprints, architectural plans, and operational/maintenance manuals.
• Preferred: Experience in analyzing building and system energy consumption patterns to identify energy conservation and efficiency improvement opportunities, appropriate technology applications and likely project cost and energy saving forecasts.

Technology Skills
• Microsoft Office (WORD, Excel, PowerPoint) - Intermediate Level

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

Work Experience
Three years related work experience.

Education
Bachelor's degree.

Special Requirements
Reliable transportation for ACC in-district travel.

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.
Manager, Faculty Development

(ID: 232003)

FLSA Status: Exempt
Band: Manager
Level: 3

Reports To
Vice President, Instruction

Job Purpose
To plan, develop, and evaluate professional development opportunities and awards for faculty.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Develops and manages budget for department.
3. Creates employee surveys, needs assessments, and satisfaction surveys for all professional development programs; prepares reports on professional development program attendance and evaluations.
4. Directs and coordinates sabbatical process, mentor program, and teaching excellence awards; oversees all support service processes and schedules support services meetings and timelines.
5. Plans department/discipline-specific training, working with other departments across the College; oversees and provides data reporting.
6. Implements presidential initiatives for professional development for faculty.
7. Develops creative and innovative programs to support institutional objectives.
8. Oversees and coordinates Shared Governance committees to implement organizational changes.
9. Directs and oversees employee outreach to include development of surveys, needs assessments, and satisfaction surveys for faculty development programs; prepares reports on professional development program attendance and evaluations.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Teaching/learning techniques.
- Program administration and project management.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Help Desk

(ID: 19201)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To

Director, Support Services

Job Purpose

To plan, develop, manage, and promote the ACC College-wide help desk services for faculty, students, and staff and serve as customer service liaison with other departments to consolidate help desk efforts.

Description of Duties and Tasks

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

1. Directs the operation, coordination, and promotion of the College-Wide Help Center while supporting Admissions and Records, Financial Aid, Cashiers Office, ACCeID, Gmail, Distance Learning and Level II Queue operations. Coordinates technical solutions with the ACC Information Technology and Information Resource Technology departments.

2. Directs the implementation and administration of ACC call center design workflows for the Cisco Call Center System to effectively manage and route calls, live chats, and email services.

3. Manages ACC College-wide help desk and coordinates with other departments to consolidate help desk efforts and provide single-point of contact for customers.

4. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

5. Administers the Help Desk Call Tracking System.

6. Designs workflows for the telephone system to effectively manage and route calls; analyzes call trends to facilitate proactive solutions and appropriate courses of action; and takes corrective action as required to improve service.

7. Researches and evaluates new problems pertaining to specific hardware, software, and connectivity issues; formulates problems, determines solutions, and documents new procedures.

8. Creates and maintains operational procedures and documentation covering all help desk functions, duties and responsibilities; creates policies and standards for quality control and adherence to legal and College acceptable use policies.
9. Develops work plans, goals, and objectives that are focused on providing efficient coverage, service, and problem resolution to all customers.
10. Works with outside vendors to evaluate products and assures that existing vendor service level agreements are met.
11. Maintains quality assurance through the use of change management procedures.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Database development, design, and implementation theories and processes.
- Personal computing environments, local area networks, client-server technology, and database systems.
- Basic statistical methods.
- Help desk call tracking systems, policies, standards, and protocol.
- Quality control standards, legal standards, and acceptable use policies.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy, as well as business "writing for results" with an emphasis on email writing.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Writing and updating operational procedures and documentation.
- Developing and maintaining help desk websites.
- Creating work plans, goals, and objectives that ensure the efficient running of all help desk services, including meeting deadlines, schedules and target dates
- Designing, developing, and implementing databases.
- Researching and evaluating problems pertaining to hardware, software, and connectivity issues.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Highland Testing Center
(ID: 123506)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To
Dean, Student Services

Job Purpose
To manage the Highland Business Center Assessment and Testing site, supervise the acquisition of additional testing opportunities, and to oversee other contract test locations for Austin Community College.

Description of Duties and Tasks

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

1. Manages testing centers activities and staff scheduling; approves written procedures and guidelines for all testing activities, audit, and money transactions; and oversees implementation of proper testing protocols.
2. Ensure adequate staff coverage to meet daily testing workload; conducts workshops to provide professional development of testing personnel; maintains a list of qualified and trained proctors to administer exams for ACC at on or offsite testing centers.
3. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
4. Assesses business testing needs in partnership with the Workforce Development group and develops new assessment and testing services, which includes "High Stakes" testing through the ACT Certification and Licensure Exam Program, Pearson VAU Testing Center, MSSC Testing Center, iBT/GRE Testing Center, National Testing Consortium, CLEP Testing Center, DSST Testing Center, Proctored Examination Center, Academic, TSI, TABE and contract test sites off of the Austin Community College campuses.
5. Oversees and signs annual center contracts including renewals and new contract arrangements.
6. Schedules and administers course placement assessment and instructional testing.
7. Develops security plan for all assessments housed in the Center.
8. Develops and implements, in collaboration with process holder and Dean, procedures to ensure compliance of college policies, state requirements, and quality service.
9. Follows state and college regulations and course skill requirements to determine eligibility for assessment testing.
10. Interprets test scores and high school/college transcripts for course placement.
11. Ensures that rules and regulations of national testing companies, the American Council on Education, and the Texas Education Agency are followed.
12. Serves as the Budget Authority and manages the preparation and monitoring of the unit budget, preparation of purchase requisitions, and maintains supplies and equipment inventories. Manages the collection of accounts receivables, maintains fiscal records and the audits of all money transactions to include the invoicing of center funds.
14. Responsible to see that testing center environments are sensitive to user requirements.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- High Stakes Certification and Licensure Testing administration.
- Testing policies and procedures.
- Testing center user requirements.
- Security measures and standards in relation to testing.
- Student identification procedures, administration of tests, and scoring.
- Reporting processes in relation to alleged scholastic dishonesty.
- Budget preparation and expense control.
- Supervisor principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Overseeing all aspects of testing, certification, and licensure center activities.
- Assessing business testing needs.
- Managing budgets, coordinating purchase requisitions, and maintaining supplies and equipment inventories.
- Effectively supervisor, leading, and delegating tasks and authority.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing test center security and enforcing/reviewing test center procedures.
- Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Within 60 days of hire, must obtain the following appointments: Texas Education Agency appointment as GED Chief Examiner; Texas Higher Education Coordinating Board appointment as THEA Test Center Director. Must be able to be appointed as a GED Examiner and pass all certifications for "High Stakes Testing".

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Instructional Design  
(ID: 18207)

FLSA Status: Exempt  
Band: Manager  
Level: 1

Reports To
Director, Instructional Development Services

Job Purpose
To implement, manage, and evaluate integrated instructional development projects and related support for faculty and staff in the areas of instructional design, teaching strategies, assessment, instructional technology applications and evaluation.

Description of Duties and Tasks

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

1. Manages instructional design staff, including project management, customer support, and application of instructional technologies.
2. Conducts evaluation of instructional development projects in meeting educational objectives and goals. Prepares summaries and reports.
3. Recommends changes to processes, policies and metrics to facilitate the improvement of instructional design services and performance.
4. Develops work plans, goals and objectives that are focused on providing efficient service and support for all customers.
5. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
6. Ensures project information, files and records are accurate and current.
7. Researches and makes recommendations on educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.
8. Lead intake meetings, and facilitation of group sessions for various purposes that involve college wide application to ensure good instructional design is evident in all of our departments' projects, and is used to determine the direction and application instructional projects take is appropriate and meaningful.
9. Recommend resources including staffing recommendations and budget concerns for the success of students and our department's efforts in that support by contributing to the development of
the Academic Master Plan, budget recommendations, internal evaluation of our department, and collecting research, data, and recommendations made by staff.

10. Maintain and prioritize inventory of current, relative professional development offerings for staff and faculty including hands on training as well as informational sessions for college wide applications and a current schedule of the offerings (events and workshops) which have been or will be developed by Instructional Design Staff as well as schedule requested departmental group training.

11. Manage staff including project management, customer support, and application of instructional strategies and technologies with college wide applications.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Research methodologies and techniques.
- Instructional design of both instructor-led courses and web-based courses.
- Processes and standards for planning and implementing instructional design and development.
- CMS and LCMS.
- Learning Theory, instructional strategies, curriculum standards, and assessments.
- Supervisory principles, practices and methods; experience leading teams and projects.
- Project management disciplines, resource management and quality assurance.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communication skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Project management and efficient use of resources.
- Time management, prioritizing, and multi-tasking.
- Leading and coordinating activities of subordinate personnel.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Researching and analyzing complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software, web page editors, and graphics software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Master's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Instructional Technology Systems
(ID: 181503)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Director, Instructional Computing

Job Purpose
To manage staff, allocate resources to manage campus computer centers College-wide, and provide technical support services to faculty, staff, and students. To maintain and update the web presence on the ACC website.

Description of Duties and Tasks

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

1. Manages and provides technical leadership and guidance to IRT employees, ensuring compliance with policies and regulations, and that all issues are addressed and resolved.
2. Supervises computer center operations College-wide allocating resources as needed; ensures appropriate and consistent services are provided; plans equipment maintenance, orders supplies and equipment, and responds to user requests for special services and events.
3. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
4. Collaborates with departments, offices, and faculty to ensure that appropriate instructional technologies are available; assists faculty in the selection, acquisition, evaluations, and application of instructional materials.
5. Assesses, recommends, deploys, and administers instructional computing solutions to meet current and future needs consistent with the goals and vision of the college.
6. Manages computer center staff and budgets, evaluates quality of services provided, and ensures appropriate scheduling; schedules and evaluates staff, and assigns tasks and projects; trains staff in the policies and procedures for use of computer and media equipment and materials.
7. Trains and assists faculty and staff in the use of various technology tools for us in classroom instruction and presentation.
8. Analyzes IRT computer and media repair and support requests, and evaluates the response services provided; ensures problems are appropriately resolved and documented; identifies technology needs and issues to be addressed.

9. Maintains records on technology utilization, maintenance, materials, and equipment use.

10. Prepares and processes reports, forms, and procedures for electronic, web, and print distribution for internal documentation or public distribution of information related to support and services provided.

11. Maintains and updates the Instructional Computing Technology (ICT) web presence.

12. Assesses district-wide computer center, hands-on computing classrooms, and hybrid classroom hardware and support needs; managed equipment and supply inventories, and prepares purchase recommendations consistent with needs and goals.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices of Instructional Computing technology and applications in an education environment.
- Hardware and software troubleshooting techniques.
- Techniques for management of computing support programs and projects.
- Supervisory principles, practices, and methods.
- Technology system development principles and techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Effectively managing staff and delegating and assigning tasks.
- Coordinating equipment utilization and implementation of new technologies.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively operating under tight time deadlines and changing multiple tasks, projects, and demands.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use educational software, web page editors, and graphics software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Learning Lab
(ID: 12354)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To
Director, Student Learning Services

Job Purpose
To manage Learning Lab services for campus and designated teaching sites including tutoring and computer labs and related activities, fiscal resources and personnel; acts as a liaison to other instructional divisions.

Description of Duties and Tasks

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

1. Coordinates Learning Lab services, technologies, and activities for a campus including individual and group tutorial services, study groups, supplemental instruction, in-class study skills, and other presentations, individual learning plans for students removed from developmental classes, instructional workshops, and whole-class and individual computer lab usage.

2. Develops, tracks, and maintain the departmental budget; researches, evaluates, and approves all purchases and expenditures; prioritizes services and purchases based on data driven and budgetary limitations; seeks alternate sources of funding.

3. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

4. Researches, develops, and designs best-practice based tutorial services, curricula, strategies, methods, and programs with or without the use of technology to augment, supplement, and assist academic departments and work force programs and their students.

5. Serves as technical and operational liaison to all instructional departments and divisions supported by the Learning Lab.

6. Promotes and advertises Learning Lab services to students, faculty, and staff.

7. Maintains all departmental records and submits compliance reports as required.

8. Oversees the operation and maintenance of the Local Area Network (LAN) for tutorial and instructional divisions supported by the Learning Labs; coordinates the design and update of the Learning Lab website.
9. Oversees computer classrooms, open computer labs, and productivity software used by departments supported by the Learning Lab; gathers, analyzes, and disseminates data on Learning Lab usage as well as student satisfaction with services.

10. Anticipates and proactively plans for changes in programs and services; writes and develops plans to meet goals and objectives of the department.

11. Collaborates with the Office for Students with Disabilities (OSD) and Student Services counselors to provide assistance and adaptive technology, equipment, and learning support.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Learning Lab services, technology, and equipment.
- Individual and group tutorial services.
- Alternative funding sources.
- Supervisory principles, practices, and methods.
- Tutorial curricula, strategies, methods, and programs.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating Learning Lab services and activities.
- Researching and designing tutorial curricula, strategies, and programs.
- Developing and maintaining departmental budgets and seeking alternative funding sources.
- Serving as a technical liaison in relation to Learning Lab services.
- Effectively supervising, leading, and delegating tasks and authority.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Preferred: Knowledge of LAN operations.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Marketing
(ID: 102030)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To
Director, Associate Communications

Job Purpose

Serve as a member of the Public Information and College Marketing team to contribute to the development of materials to educate and inform the public about ACC’s mission, people, programs, and services. Research, develop, write, edit, and proofread a full range of marketing materials, including brochures, schedules, web content, catalogs, direct mail, email, letters, collateral, presentations, print and online advertising, and other creative communication materials that achieve departmental and college goals.

Description of Duties and Tasks

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

1. Generates copy for college communications including brochures, print, TV and radio advertisements, websites, presentations, direct mail, and recruitment collateral.
2. Edits copy written by others, revising, rewriting, and reorganizing for clarity, comprehension, use of language, sequence of thought, logic, flow, consistency, and effectiveness.
3. Provides communication through the project life cycle, from beginning to final evaluation. Clearly communicates overall deliverables to all team members and provides clear, frequent, and effective communication to key stakeholders.
4. Provides creative leadership on marketing, web, and publication projects. Researches and prepares creative briefs, collaborates on strategy and web content, and maintains communication with clients.
5. Researches, gathers, and provides background information and campaign deliverables as needed.
6. Works proactively to identify new opportunities in support of comprehensive and consistent brand strategy.
7. Directs and supports multiple projects concurrently and efficiently through the use of project management best practices to ensure goals, deadlines, quality, and budget requirements are met.
8. Assists with the college crisis communications plan and implements the components of the plan in the event of a critical event/emergency.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Producing well-written, well-edited copy for multiple formats and target audiences.
- Strong foundation in marketing communication principles.
- Project leadership, from conceptualization through development, execution, and measurement.
- Advanced knowledge of grammar, spelling, and punctuation.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Communicating, in person, in writing, by telephone, or email, at an advanced level, with those at all levels both within and outside of the college.
- Maintaining confidentiality of work related information and materials.
- Knowledge and experience with web-based communications.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Multi-tasking, managing multiple priorities, and meeting several, often movable, deadlines under pressure.
- Exceptional organizational, problem-solving, and planning skills, including exacting attention to detail and follow-through.
- Superior writing and editing skills with versatility in writing styles, including promotional, journalistic, editorial, and direct response.
- Ability to work independently and as a professional team member contributing to a positive and productive work environment.
- Editing copy for impact and news judgment.
- Maintaining a set schedule, with flexibility to work occasional evenings and/or weekends to accommodate deadlines.

**Technology Skills**

- Microsoft Office (WORD, Excel, PowerPoint) - Intermediate Level

**Physical Requirements**

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

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Reliable transportation for local Austin area travel.

Knowledge of principles, methods, and marketing strategies for promoting higher education.
Understanding of the community college philosophy and mission.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Media
(ID: 181504)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Director, Instructional Computing

Job Purpose
To manage staff, allocate resources to manage campus computer media centers, and provide technical support services to faculty, staff, and students; to act as an internal consultant in the growth of the educational media function.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised;
2. Ensures appropriate and consistent services are provided; plans equipment maintenance, orders supplies and equipment, and responds to user requests for special services and events.
3. Manages, plans, designs, and implements educational media in a growing technical landscape College-wide; coordinates with other departments to consolidate media efforts and provide point of contact for media services.
4. Manages and provides technical leadership and guidance to IRT employees, ensuring compliance with policies and regulations, and that all issues are addressed and resolved.
5. Serves on a variety of committees, organize committees, contributes to the mission of the college, attends conferences, establishes and maintains effective working relationships with self and staff.
6. Trouble shoots media and computer technologies and trains and update staff to do so. Maintains records on technology utilization, maintenance, materials and equipment use.
7. Remains on call into the evening, and weekends and be prepared to respond to emergencies.
8. Manages computer media center staff and budgets, evaluates quality of services provided, and ensures appropriate scheduling; schedules and evaluates staff, and assigns tasks and projects; trains staff in the policies and procedures for use of computer and media equipment and materials.
9. Oversees and coordinates media for district special events.
10. Creates and maintains operational procedures pertaining to specific delivery of audio-visual services for the district classroom technology and quality control standards.
11. Consults with audio visual contractors, project managers, campus managers, and others regarding the implementation of new technology and staffing consideration for those services; consults on media projects including project scope, budget, delivery schedules, meeting coordination, and inspections.
12. Works with departments, offices, and faculty to ensure that appropriate instructional technologies are available to meet the current needs; assesses additional needs for computer hardware and software; assists faculty in the selection, acquisition, evaluation, and application of instructional materials.
13. Analyzes IRT and other areas as requested concerning computer and media repair and support requests, and evaluates the response services provided; ensures problems are appropriately resolved and documented; researches and evaluates new problems pertaining to specific hardware, software, connectivity issues; formulates problems and determines solutions; and documents new procedures; identifies technology needs and issues to be addressed.
14. Prepares and processes reports, forms, and procedures for electronic, web, and print distribution for internal documentation or public distribution of information related to support and services provided.
15. Assesses computer and media center hardware and support needs; manages equipment and supplies inventory, and prepares purchase recommendations consistent with needs and goals.
16. Maintains records on technology utilization, maintenance, materials, and equipment use.
17. Works with other IRT units and academic departments to coordinate support services and special projects, and assist with long-range planning.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current principles and practices of Instructional Computing technology and applications in an education environment.
- Hardware and software troubleshooting techniques.
- Techniques for management of computer support programs and projects.
- Supervisory principles, practices, and methods.
- Technology system development principles and techniques.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills, including attention to detail and follow-through.
• Effectively managing staff and delegating and assigning tasks.
• Coordinating equipment utilization and implementation of new technologies.
• Reviewing and preparing narrative and statistical reports and records.
• Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.
• Assessing, coordinating and prioritizing multiple tasks, projects, and demands.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use network databases and ACC specialty software and hardware products.

Physical Requirements

• Work is performed in a variety of settings.
• Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
• May need to lift heavy objects of up to 50 pounds.
• Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Multimedia

(ID: 181500)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Director, Instructional Computing and Technology Services

Job Purpose
Manages staff responsible for the support of Interactive Video Classrooms (IVC) and Multipurpose Halls; allocates resources, provides multimedia technical support and training to support faculty and staff in the use of multipurpose halls, large lecture halls, computer classrooms and interactive video classrooms.

Description of Duties and Tasks

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

1. Responsible for classroom and laboratory multimedia installations. Work includes design of multimedia consoles, design of audio/video systems, writing RS 232 programming of control system code and supervision of multi-media installation staff. Access specific classroom multimedia needs and project scope requirements; evaluate alternatives and prepares budget estimates.

2. Responsible for Multimedia Classroom maintenance. Responsible for projector replacements, repair/replacement and upgrade of A/V systems and routine classroom maintenance activities (classrooms checks, projector bulb replacements, and filter checks) in multimedia teaching spaces for the entire district.

3. Manage multimedia support for Multipurpose Halls and lecture halls on ACC campuses. Evaluate quality of services provided.

4. Review proposed district A/V solutions and provide extensive consulting for project managers, building contractors, electricians, and architects to ensure project scope meets client.

5. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices of instructional computing and technology applications in an education environment.
- Multimedia services in large presentation settings and/or interactive video classrooms.
- Multimedia hardware and software troubleshooting techniques.
- Techniques for management of computer support programs and projects.
- Supervisory principles, practices, and methods.
- Employee safety training and compliance.
- Control system programming Multimedia System Fabrication, Integration and Installation.
- Video conference principles and practices, and video conference system integration.
- Multimedia classroom systems and system integration

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Effectively managing staff and delegating and assigning tasks.
- Coordinating equipment utilization and implementation of new technologies.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use network databases and ACC specialty software and hardware products.
Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Multimedia Production

(ID: 182000)

FLSA Status: Exempt
Band: Manager
Level: 1

Reports To

Director, Instructional Development Services

Job Purpose

To supervise the production of video projects to support the instructional and marketing needs of ACC; assures projects meet ACC standards and client needs.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Ensures compliance with policies and regulations, and that all issues are addressed and resolved; troubleshoots production problems and evaluates work quality of subordinate staff.
3. Plans, develops, and manages video projects; consults with internal and external clients to define project goals, communications concepts, scope, theme, audio and visual elements, budget, timeline, and priorities; analyzes problems and implements solutions according to Department guidelines.
4. Evaluates project complexities, goals, and technical components; assigns and prioritizes projects.
5. Analyzes client request and conceptualizes creative solutions; writes and composes proposals, scripts, and storyboards; reviews proposals with client to develop appropriate project approach.
6. Coordinates and performs pre-production activities such as schedules, shot sheets, crew assignments, talent acquisition, location scouting, set design, graphics preparation, and rehearsals.
7. Coordinates and performs technical setup of studio, including set design and construction, props and wardrobe, lighting, and electronics.
8. Plans, directs, shoots and edits video productions; supervises crewmembers during studio and location production; performs duties of director, audio technician, camera operator, or grip as needed to assure production quality.
9. Supervises and performs post-production activities, including scene selection, editing, graphics, special effects, music selection and scoring, and media conversion and duplication.
10. Meets with clients to evaluate the effectiveness of finished products.
11. Researches and makes purchase recommendations for video production and postproduction equipment and software.
12. Tracks budgets and accounts for project expenditures; submits reports as required.
13. Performs administrative duties; composes reports and maintains files and records.
14. Hires and assigns studio personnel as needed, ensuring compliance with policies and regulations.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices of video production technology and applications in an educational environment.
- Current principles and practices of video production technology and applications in an educational environment.
- Video production equipment, techniques, and quality standards.
- Supervisory principles, practices, and methods.
- Project planning and management principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Budget preparation, legal requirements and standards, and expense control.
- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Assessing project needs, and developing and promoting effective solutions.
- Producing, directing, writing, shooting, and editing video productions.
- Producing quality programs from concept to completion.
- Operating a variety of video studio equipment safely and competently.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software including computer graphics software applications.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- Specific vision abilities

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Payroll
(ID: 167500)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Associate Vice President, Finance & Budget

Job Purpose
To manage the District's payroll function, ensuring compliance with all ACC policies and procedures, and federal and state laws.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Responsible for reconciliation of payroll related general ledger accounts.
3. Researches and recommends effective payroll procedures.
4. Prepares, reviews, and processes payroll: posts to all general ledger accounts.
5. Resolves payroll related problems and performs any necessary research.
6. Generates reports and prepares and approves payments for retirement funds, garnishments, benefit premiums, taxes, and other payroll liabilities.
7. Closes payroll records each quarter, and fiscal and calendar year overseeing preparation and submission of W-2, year end, and quarterly filings.
8. Develops and implements District payroll schedules and calendars.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles, best practices, and trends in Human Resources and payroll management.
- Current knowledge of applicable state and federal wage and hour laws.
- Supervisory principles, practices, and methods.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including occasional evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Leading and coordinating the activities of subordinate personnel.
- Time management, prioritizing, and multi-tasking.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor’s degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Purchasing
(ID: 16360)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Director, Procurement and Materials Management

Job Purpose

Responsible for ensuring the integrity of the procurement process through the coordinating and monitoring of the purchasing and contracts management activities for ACC including overseeing the purchase requisitions and purchase order processing, and ensuring compliance with applicable laws, regulations and policies. Provides leadership, training and supervision for the purchasing staff; Assists the Director in planning and providing purchasing related reports, and preparing purchasing agenda items for approvals by the Board of Trustees.

Description of Duties and Tasks

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

1. Reviews and prepares solicitations for all goods and services, to include writing bid specifications and scopes of service/work for complex, technical, or unique projects.
2. Verifies compliance with state laws, District policies and procedures, and sound business practices, when reviewing Request for Proposals and assisting the evaluation committee. Handles contract negotiations, recommendations for awards, award notices, contract development and execution, and contract management.
3. Ensures quality control by maintaining standard written work product templates to buyers; ensures fair and open competition.
4. Maintains knowledge of current and new developments in purchasing and contract negotiation/administration including regulations, theories, practices, and technology; researches and analyzes current college purchasing practices, policies, procedures, guidelines, systems, and forms.
5. Develops and delivers reports, media presentation, and training for staff development; conducts training at the departmental and College-wide level.
6. Hires, supervises, trains, and evaluates purchasing staff. Reviews workload of Purchasing staff and makes necessary changes to expedite the procurement process. Serves as backup to Purchasing Director.
7. Monitors College purchasing and contracting activities to ensure compliance with federal, state, and local laws as well as College policies and procedures.
8. Coordinates the historically underutilized business (HUB) and minority/diversity programs; attends forums and provides information on College purchasing needs to potential HUB vendors; provides HUB information to College departments.
9. Ensures appropriate employee safety training and compliance.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Regulations regarding accessibility and hazardous materials found in buildings.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating and monitoring purchasing and contract management activities.
- Analyzing bids to determine the best value.
- Complying with all laws, regulations and policies in relations to purchasing and contracts.
- Maintaining current knowledge of purchasing and contracting regulations, theories, practices and technologies.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Records, Human Resources  
(ID: 13056)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 3

**Reports To**  
Vice President, Human Resources

**Job Purpose**  
To manage the human resources records section, ensuring that all College employee information is accurately maintained and updated and that effective reports can be generated.

**Description of Duties and Tasks**  
*Essential duties and responsibilities include the following. Other duties may be assigned.*  
1. Evaluates, manages, and ensures the right HR systems are in place to support company growth.  
2. Tests and implements systems for HR and College-wide use to ensure quality and functionality.  
3. Compiles and analyzes data for state, federal, and customized reports processed through custom queries from the Datatel system using Excel formulas to analyze and format data for reports.  
4. Hires, supervises, trains, and evaluates human resources records office staff; ensures accuracy and timeliness of work flow.  
5. Develops specifications and procedures for electronic systems; tests and implements systems for HR and College-wide use.  
6. Compiles and analyzes data for state, federal, and customized reports processed through custom queries from Datatel system and using Excel formulas to analyze and format data for reports.  
7. Develops and implements procedures for tracking employees and assuring accuracy of data in the Datatel system; develops customized queries for staff to use to verify payroll information before each payroll.  
8. Manages all systems that process payment information into Datatel for all employees.  
9. Manages the process that ensures accuracy and compliance with Southern Association of Colleges and Schools criteria; develops faculty compliance information reports.  
10. Conducts training for College personnel regarding HR procedures, processes, and policies.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Principles, best practices, and trends in human resources and records management.
- Human resources electronic recordkeeping systems
- Supervisory principles, practices, and methods.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Effectively solving problems and making decisions.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.
Special Requirements

Preferred: Knowledge of ACC Administrative Policies, Employment and Compensation Information manual, Human Resources Employee Handbook, and/or guidelines for various state and federal reports. Datatel software skills.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Staff Professional Development & Evaluation  
(ID: 131006) 

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 3  

**Reports To**  
VP, Human Resources  

**Job Purpose**  
To plan, develop, and coordinate professional development opportunities for staff members at ACC. To oversee the implementation of collegewide programs.  

**Description of Duties and Tasks**  
*Essential duties and responsibilities include the following. Other duties may be assigned.*  
1. Develops, designs, facilitates, and teaches workshops and curriculum for staff.  
2. May assist with design of and maintains database of course offerings; enters workshop attendance and evaluation ratings and reviews workshop feedback.  
3. Researches and analyzes models of teaching and learning theories and best practices and implements new techniques to develop and deliver workshops for staff.  
4. Creates, designs, and implements new training programs; serves as facilitator and instructor for workshops and seminars for staff.  
5. Creates and distributes marketing materials and class handouts.  
6. May plan and implement Professional Development Day.  
7. Communicates offerings via web postings.  
8. Communicates and coordinates with supervisors regarding specialized employee training.  
9. Works with management on specialized training programs.  
10. May periodically conduct professional development needs assessments.  
11. May prepare reports of completed professional development offerings and their evaluation results.  
12. May identify instructors and consultants for specific classes and negotiate compensation.  
13. May coordinate presentation of teleconferences and webinars.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Project planning and management principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Designing and developing workshops and training online and face-to-face.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Teaching and conducting workshops.
- Presentation skills.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.
Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Student Retention and Intervention  
(ID: 121517)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 1

**Reports To**
Dean, Student Services

**Job Purpose**
Responsible for leading retention and intervention efforts for student access and success consistent with ACC mission and goals.

**Description of Duties and Tasks**

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

1. Provides career and academic advising services for current and prospective students to help them achieve their educational goals including graduation, transfer, and/or entering the workforce. Advises on various aspects of college programs including but not limited to careers, majors, course selection, transferability, and pre-requisites for degree plans.
2. Reviews transcripts, interprets test scores and other information for the Texas Success Initiative (TSI), and completes student TSI plans; documents and inputs data regarding advising sessions into computer system.
3. Remains current in academic advising, career, and student development theories and promising practices in advising.
4. Assists students or groups to understand problems, cope with crisis situations, define goals, develop action plans, persevere with challenging tasks, and gain effective decision-making skills for overcoming barriers.
5. Provides services to students in crisis and short-term case management. Utilizes internal and external community resources and makes appropriate referrals, as necessary.
6. May serve as member of the campus behavioral intervention team focused on care and prevention for the purpose of creating a safe and effective educational environment.
7. Coordinates resources, interprets and reviews psychological assessments and communicates with other mental health professionals on behalf of the behavioral intervention team.
8. Provides proactive intervention and follow up for students.
9. Designs, implements, and evaluates workshops, seminars, and /or self-help groups regarding mental health and academic transition to college matters to improve retention and student success initiatives.

10. Remains current in community resources and referrals, mental health theories and applications, learning theory; learning and student development theory; and research on working with students from underrepresented populations.

11. Participates in Student Services program planning, development and evaluation; contributes to the development of program materials.

12. Creates and monitors student retention data.

13. Provides leadership to campus retention and case management efforts.

14. Conducts and coordinates training for staff and faculty regarding mental health and wellness programs.

15. Serves as a liaison between academic advisers and counselors to ensure students are directed properly for services.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current counseling practices, theories, and research in college student services.
- Principles and practices associated with Servant-Leadership.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Excellent communication and presentation skills.
- Effective organizational and program development skills.
- Utilizing required technology programs in student services.
- Maintaining confidentiality of work related information and materials.
- Ability to work with a diverse student population.
- Ability to conduct counseling in a professional and ethical manner.
- Ability to maintain an established work schedule including evenings and weekends.
- Effective interpersonal skills.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Three years related work experience.

Education

Master's degree in Counseling, Social Work, or a closely related field.

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.
Manager, Support Services
(ID: 19152)

Reports To
Director, Support Services

Job Purpose
To manage the installation, implementation, and maintenance of vendor-delivered software products and upgrades to ACC’s Colleague integrated system; to keep ACC current with new technologies and web deployment; manage day-to-day operations of the College’s integrated systems and provides primary backup support to the Director.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.
1. Manages day-to-day operations for ACC’s Colleague administrative integrated system.
2. Develops project plans, goals, and objectives that are focused on providing processing of all Support Services processes, including meeting deadlines, schedules, and target dates.
3. Administers ACC’s Administrative Database.
4. Manages the implementation, maintenance and evaluation of the vendor-delivered software product ACC Online Services for students, faculty, and employees.
5. Oversees the management of Web e-commerce and e-commerce for all cashiers offices.
6. Plans, installs, and test new software releases, software fixes, and enhancements.
7. Researches new software products and tools to determine feasibility with regard to current structure and requirements of ACC.
8. Tests, implements, and monitors new procedures, applications, and tools to improve processes and services.
9. Creates policies and standards for Support Services and quality control; creates and implements backup procedures and off-site storage arrangements in accordance with State Records Retention Guidelines.
10. Collaborates in discussions with users, programming, systems and networking staff regarding new work, budget recommendations, production problems identification and resolution.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Budget preparation, bid and purchasing procedures, and expense control.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule and provide on-call assistance as required.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Ensuring administrative applications availability and planning for consistent coverage of support services.
- Researching and analyzing new software products and tools.
- Creating and implementing policies and standards in relation to computer operations and quality control.
- Effectively supervising, guiding, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, database and system administration, Web functionality, and provide technical support for desktop software.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Telecommunications
(ID: 19301)

| FLSA Status: Exempt | Band: Manager | Level: 3 |

Reports To
Director, ACCNet Services

Job Purpose
To manage the day-to-day operations of the Local and Metropolitan Area Voice/Data Networking infrastructure, including server equipment in all College Call Centers; oversee operations of telecommunications equipment and call center technologies within ACC.

Description of Duties and Tasks

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

1. Designs, implements, and manages digital and analog telecommunications equipment and services.
2. Evaluates and recommends new products and systems to improve network and telecommunications reliability, throughput, and productivity.
3. Plans, orders, coordinates, and provides support to the network control area for the installation of new telephone systems for campus office locations.
4. Provides support and resolution for telecommunications issues escalated by the Help Desk.
5. Installs and maintains Nortel and Cisco communications equipment and servers.
6. Assists the ACCNet Director in planning, coordinating, and implementing new telecommunications projects; provides assistance with developing strategies, goals, and action plans for the department.
7. Performs analysis of local and long distance networks to ensure network optimization and cost savings.
8. Audits and manages telecommunications invoices and works with telecommunications vendors in relation to resolving billing disputes.
9. Coordinates and maintains service contracts and maintenance agreements for PBX, voicemail, and key telephone systems.
10. Recommends changes to processes, policies, and metrics to facilitate the improvement of department performance.
11. Supervises, hires, trains, and evaluates telecommunications staff; ensures seamless execution of departmental policies, procedures and customer satisfaction.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Digital transmission, hierarchy, and media.
- Telecommunications equipment and call center technologies.
- Network and telecommunications design and implementation.
- Telecommunications standards and protocols.
- Telecommunications service contracts and maintenance agreements.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively translating and applying advanced technical documentation and principles.
- Improving telecommunications reliability, throughput, and productivity.
- Analyzing and resolving communications and cabling problems.
- Planning and coordinating the installation of new telephone systems.
- Maintaining an established work schedule and providing on-call assistance, including nights, weekends, and holidays.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Overseeing the operations and activities of a telecommunications and networking infrastructure.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, server and system administration, network administration including video and wireless networks, and administration of telecommunications h
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Required: Northern Telecom Meridian 1 PBX communications systems, ATM, ISDN, Ethenet, Sub-rate through OC circuits, DS-1 channel banks, carrier interfaces, and fiber MUX.

Preferred: Nortel Certificates (1) Adds, Moves and Changes; (2) Meridian 1 Options 21-81 Database for technicians. Certification in Cisco Call Manager and Unity Servers.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Manager, Veteran Affairs  
(ID: 12253)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 1

**Reports To**

Director, Student Assistance & Veterans

**Job Purpose**

To manage and monitor the daily operations of the Veterans Affairs Office; assure compliance with federal, state and College directives in relation to veteran/dependent US Department of Veterans Affairs (DVA) educational benefits.

**Description of Duties and Tasks**

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

1. Manages and monitors the daily operations of the Veterans Affairs Office; develops and implements policies and procedures; manages the division budget allocation and grant fund.
2. Supervises, hires, trains, and evaluates the performance of staff, hourly workers, and work study personnel.
3. Manages the daily flow of direct services to veterans.
4. Serves as a liaison for the Veterans Affairs office with division chairpersons, student services counselors, and administrative personnel; provides assistance in resolving problems in relation to veteran student issues.
5. Monitors compliance with federal and state regulations; prepares and submits reports to the appropriate federal and state entities.
6. Verifies student enrollments, certifies eligibility status, and counsels students.
7. Coordinates the necessary actions with the DVA Regional Office to facilitate the enrollment of disabled veterans under the Vocational Rehabilitation Program.
8. Coordinates the process for clearing students in overpayment status with DVA.
9. Provides academic advising to Veteran students who are eligible to receive DVA Educational Benefits, and ensures compliance with unique DVA policies and requirements.
10. Coordinates information with the Texas Success Initiative (TSI) Director and Parallel Studies Division chairs to determine student status and courses required.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- US Department of Veterans Affairs (DVA) Educational Benefits.
- Federal and state regulations pertaining to educational benefits.
- Enrollment processes for disabled veterans under the Vocational Rehabilitation Program.
- Processes for providing academic advising to veteran students.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Managing the flow of educational services to Veterans.
- Monitoring compliance with federal and state Veterans educational benefits regulations.
- Verifying student enrollments, certifying eligibility status, and counseling students.
- Advising veteran students regarding available educational benefits.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Three years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Officer, Grant Compliance  
(ID: 231501)

FLSA Status: Exempt  
Band: Professional  
Level: 3

Reports To
AVP, Academic Planning, Development, and Evaluation

Job Purpose
To provide effective oversight of grant awards and grant activities to ensure that grant monies are expended timely and appropriately by the grant project director(s) and that all deliverables and terms of grant funding are met.

Description of Duties and Tasks

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

1. Assists implementation staff in the preparation and submission of compliance reports.
2. Advises grant managers on how to gather compliance data for reporting purposes.
3. Provides training, technical assistance, and support to all grant awardees to aid in effective and appropriate expenditures of grant monies and effective grant project management.
4. Develops and implements a systematic program review of grant funded projects that assist grant managers to comply with contractual agreements, internal policies and procedures, reporting purposes and satisfactory progress toward completion of grant project objectives.
5. Acts as liaison between the funding agency and the grant project directors to ensure compliance with all grant terms and conditions specified by the funding agency and consistent with relevant regulations.
6. Reviews proposals and awards/contracts to identify and track deliverables for progress and compliance to expectations.
7. Assists implementation staff in the preparation and submission of compliance reports.
8. Develops and conducts grant orientation workshops to be utilized at the onset of new grants for the purpose of preparing grant implementers to align with ACC processes and expectations.
9. Reviews and processes documents, maintains databases, and provides complex reports.
10. Develops and provides necessary forms and documents to the grant project manager.
11. Assists with specific reporting and maintenance of databases as required.
12. Develops policies and procedures that facilitate successful grant implementation.
13. Works directly with the grant writers to assist in developing budgets for grant applications.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Grant programs and activities.
- Program documentation and reporting.
- Program implementation and delivery.
- Basic query methods and database management.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Working and interacting with diverse groups of people.
- Effectively using organizational and planning skills with attention to detail and follow through with deadlines.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Writing and submitting successful grants.
- Coordinating all phases of grant development processes.
- Researching grant and resource opportunities.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

Special Requirements

Knowledge of grant terminology, standards and documentation; federal, state, business and other agency grant processes; experience in a deadline-driven environment; able to work well in a team environment, handle multiple assignments and meet deadlines.

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.
Officer, Information Security
(ID: 192500)

FLSA Status: Exempt
Band: Manager
Level: 4

Reports To
Associate Vice President, Information Technology

Job Purpose
To provide a high level of information security analysis for Information Technology and other ACC departments.

Description of Duties and Tasks

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

1. Directs the planning, implementation, and execution of security policies, activities, and facilities against network and data security breaches and vulnerabilities.
2. Participates in development of information technology disaster recovery and business continuity planning.
3. Reviews application design documents and educates the development team on security techniques, compliance requirements, and industry best practices.
4. Remains current on information security topics and trends.
5. Audits existing systems, and directs the creation and administration of information technology security policies, activities, and standards.
6. Develops goals, objectives, and policies to ensure ACC compliance with all applicable state and federal data and network security guidelines, rules, and statutes.
7. Conducts periodic audits of internal data and network security controls to validate effectiveness, identify risks, and promote continuous improvement.
8. Reviews technology contracts for goods and services to ensure that data and network security aspects are properly addressed, and monitors contractor and vendor performance to these terms and conditions.
9. Researches, evaluates, recommends, and assists in developing systems and procedures for the prevention, detection, containment, and correction of data and network security breaches.
10. Creates and administers IT's data and network security related policies, procedures, processes, and checklists to ensure success of the ACC information security program.
11. Educates users and promotes security awareness.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Operational knowledge of networking, operating systems, internet and data security application support.
- Knowledge of limitations and capabilities of computer systems.
- Knowledge of hacking techniques and culture.
- Knowledge of local, state, and federal laws and regulations relating to information security.
- Knowledge of statistical analysis process preferred.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Planning, organizing and working independently, as well as within a team environment.
- Presenting technical data in an understandable format to lay- and technical-audiences.
- Resolving complex security issues in diverse environments.
- Maintaining an established work schedule and being on call 24 hours per day to resolve security-related problems.
- Meeting deadlines, schedules, and target dates.
- Supervising, leading, and delegating tasks and authority.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Configuring, deploying and monitoring security infrastructure.
- Performing security risk assessments and audits.
- Reviewing system and application specifications and making recommendations for security enhancements.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, programming languages, and database systems.
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.

Work Experience

Three years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Experience with UNIX or Windows XP/2000/NT systems administration, enterprise backup systems such as Tivoli Storage Manager (TSM), and working experience in a TCP/IP environment preferred.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Officer, Resource Development
(ID: 231502)

FLSA Status: Exempt
Band: Professional
Level: 1

Reports To
AVP, Academic Planning, Development & Evaluation

Job Purpose
To write and submit grants and perform other grant development activities including resource development, research, and editing.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Coordinates the grant development process from research and concept development through proposal submission to the funding agency; coordinates all related activities including creating production calendars and timelines, identification of key activities, scheduling stakeholder meetings, developing agendas, and producing weekly progress reports.
2. Performs technical, analytical, and related tasks for the collection, interpretation, aggregation, and evaluation of data; incorporates data into proposals.
3. Researches grant and resource opportunities through electronic and printed materials; makes referrals for departmental consideration and collaboration.
4. Provides requested information and guidance to relevant College personnel involved in grant development.
5. Assists with identifying College personnel involved in grant development projects; coordinates due date, timeline, and other development and grant submission workflow.
6. Provides assistance with training workshops as required.
7. Participates in technical training provided by funding agencies and stays informed of changing grant standards and guidelines.
8. Researches, interprets, writes and edits other college documents as assigned, such as business plans and award nominations.
9. Writes, creates and gives presentations about the college, proposals, projects and fundraising to internal and external groups.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Grant development processes.
- Standards and proposal guidelines for grant writing.
- Grant submission criteria.
- Establishing and maintaining effective working relationships

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Writing and submitting successful grants.
- Coordinating all phases of grant development processes.
- Researching grant and resource opportunities.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Maintaining confidentiality of work related information and materials.
- Effectively using organizational and planning skills with attention to detail and follow through.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

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

Work Experience

One year related work experience.

Education

Bachelor's degree.
Special Requirements

Knowledge of grant terminology, standards and documentation; federal, state, business and other agency grant processes; experience in a deadline-driven environment; able to work well in a team environment, handle multiple assignments and meet deadlines.

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.
Painter
(ID: 16155)

FLSA Status: Non-Exempt
Band: Specialist
Level: 4

Reports To
Supervisor, Building

Job Purpose
To apply preparatory materials, patch, paint, stain and varnish to interior and exterior surfaces on campus.

Description of Duties and Tasks

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

1. Applies protective and decorative coats of paint, varnish, lacquer, and/or other related materials to interior and exterior surfaces of buildings, furniture, equipment, and other structures.
2. Washes, scrapes, sands, and/or smoothes interior and exterior surfaces prior to painting, varnishing, lacquering, or applying other related materials.
3. Directs temporary employees assisting in painting projects.
4. Estimates time and materials necessary for projects.
5. Cleans equipment, paint mixing area, and work area.
6. Erects various types of scaffolding, staging, ladders, and planks to reach surfaces of work area for Painters and others.
7. Complies with all applicable health and safety regulations, policies, and established work practices.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Paint products and equipment to include compliance with EPA and other governmental agencies.
- Hazardous materials handling, application, and disposal.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Estimating time and materials needed for assigned work projects.
- Preparing and applying paints, stains, and surface preparation materials to a wide variety of surfaces.
- Following and effectively communicating verbal and written instructions.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
PBX Operator

(ID: 19305)

FLSA Status: Non-Exempt
Band: Specialist
Level: 2

Reports To

Manager, Telecommunications

Job Purpose

To operate the College’s PBX telephone system; efficiently answer, screen and route incoming calls; serve as a receptionist for designated departments as assigned.

Description of Duties and Tasks

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

1. Answers and screens calls to the College's general information number; routes calls to the most appropriate location.
2. Provides general information such as registration times and locations as requested; answers general questions and directs walk-in traffic.
3. Maintains an updated telephone directory to facilitate the efficient routing of calls.
4. Receives outside deliveries such as UPS and Federal Express for the College, notifies relevant department of delivery arrivals; records and maintains the College manifest for each delivery received.
5. Performs general office duties including filing, sorting, and mailing purchase documents.
6. Assists College personnel with use of the fax machine; notifies departments regarding the arrival of incoming faxes; performs general maintenance on fax machine as specified.
7. Records special telephone messages announcing holiday schedules or the closing of the College.
8. Serves as receptionist to departments as assigned.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Switchboard and PBX systems.
- Telephone etiquette and protocol.
- Fax machine use and maintenance.
• Delivery processes and manifests.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
• Maintaining an established work schedule.
• Maintaining confidentiality of work related information and materials.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Efficiently answering, screening, and routing incoming calls.
• Coordinating and receiving deliveries.
• Performing general office duties including filing, sorting, and mailing documents.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

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.
Programmer, Senior, Systems
(ID: 19352)

FLSA Status: Exempt
Band: Professional
Level: 5

Reports To
Director, Systems Services

Job Purpose
To provide the Information Technology department with necessary hardware and software platforms; implement services in a secure and efficient manner; assist in achieving the Systems Services departmental goals and objectives.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.
1. Researches, analyzes, evaluates, plans, and implements new Systems Services for the Information Technology department.
2. Develops, writes, installs, tests, debugs, and maintains complex system software; creates scripts for specialized functions to monitor or automate certain day-to-day operations.
3. Identifies and resolves system errors and performance problems; identifies requirements for additional resources or changes to current systems.
4. Monitors critical administrative computer systems, air conditioning and backup power (generators and/or UPS) to maintain high availability and functionality.
5. Maintains College-wide backup system to ensure that all critical systems are protected from data loss; maintains voice response system used for telephone registration; maintains web based online student and faculty service; Knowledge of data recovery principles, site disaster recovery principles and techniques. Ensure personnel are aware of disaster recovery plans.
6. Provides assistance with the development of policies and standards for the connectivity, accessibility, and security of administrative computer systems.
7. Assists in recommending budget items for systems hardware and software; assists in writing bids and evaluating bid responses for systems hardware and software procurement.
8. Maintains performance indicators for designated hardware and software systems; provides training to IT personnel in relation to new system software and hardware or changes.
9. Keep abreast of architectural capabilities and developments in the Identity Management space, Single sign-on, Federation, SAML security tokens, Authorization Servers, etc. Be able to discuss
and recommend the best of breed solutions in this space in order to inform future IT direction. Maintain current Identity Management with eyes open as to when these new technologies may be introduced.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Systems programming and systems administration.
- Voice response systems.
- Web servers.
- College-wide backup systems.
- Windows server administration.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule and providing on-call assistance including some nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Researching, planning, and implementing new systems services.
- Identifying and resolving system errors and problems.
- Maintaining backup systems to ensure systems are protected from data loss.
- Writing shell scripts.
- Developing and maintaining C programs.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, system and server administration, web servers, voice response systems, and developing and maintaining C programs.

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.

Work Experience

Three years related work experience.

Education

Bachelor's degree.

Special Requirements

Preferred: Experience with AIX or UNIX systems administration, voice response systems such as DirectTalk/6000, web servers such as Apache or iPlanet, writing shell scripts, administering College-wide backup systems such as TSM, enterprise class hardware and software installation, Windows 2000/2003 server administration, and developing and maintaining C programs.

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.
Programmer, Systems
(ID: 19353)

**FLSA Status:** Exempt  
**Band:** Professional  
**Level:** 3

**Reports To**
Programmer, Senior, Systems

**Job Purpose**
To perform installation, modification, security, analysis, planning, maintenance, performance tuning, problem determination and resolution of system software and hardware in an enterprise class environment.

**Description of Duties and Tasks**

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

1. Ensures high availability, reliability, security and capacity of servers and storage infrastructure and perform high level of systems administration activities including user management, resource management, preventative maintenance, troubleshooting and diagnosis.
2. Researches, analyzes, evaluates, plans, and implements new Systems Services for the Information Technology department.
3. Develops, writes, installs, tests, debugs, and maintains complex system software; creates scripts for specialized functions to monitor or automate certain day-to-day operations.
4. Identifies and resolves system errors and performance problems; identifies requirements for additional resources or changes to current systems.
5. Monitors critical administrative computer systems, air conditioning and backup power (generators and/or UPS) to maintain high availability and functionality.
6. Maintains College-wide backup system to ensure that all critical systems are protected from data loss; maintains voice response system used for telephone registration; maintains web based online student and faculty service; Knowledge of data recovery principles, site disaster recovery principles and techniques. Ensure personnel are aware of disaster recovery plans.
7. Provides assistance with the development of policies and standards for the connectivity, accessibility, and security of administrative computer systems.
8. Assists in recommending budget items for systems hardware and software; assists in writing bids and evaluating bid responses for systems hardware and software procurement.
9. Maintains performance indicators for designated hardware and software systems; provides training to IT personnel in relation to new system software and hardware or changes.
10. Oversees and mentors the work of other staff.
11. Keep abreast of architectural capabilities and developments in the Identity Management space, Single sign-on, Federation, SAML security tokens, Authorization Servers, etc. Be able to discuss and recommend the best of breed solutions in this space in order to inform future IT direction. Maintain current Identity Management with eyes open as to when these new technologies may be introduced.
12. Provide assistance with the development of policies and standards for the connectivity, accessibility, and security of administrative computer systems.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Sun Java Enterprise Server & Identity Management System.
- Performance Management of VIO capable services.
- Voice response systems such as DirectTalk/6000.
- Enterprise backup systems such as Tivoli Storage Manager.
- Troubleshooting techniques used to resolve system related problems.
- Unix and Windows system administration.
- Enterprise class Storage Area Networks.
- Enterprise class LPAR capable hardware.
- Dynamic Logical Partitioning and Virtualization.
- Network Install Manager & Networked File Systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Systems administration and systems programming in an enterprise environment.
- Maintaining an established work schedule and providing on-call assistance including some nights and weekends.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Ensuring system availability, dependability, and reliability.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, programming languages, system and database administration, and providing technical support.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Depending on area of assignment, may include AIX/UNIX or Windows XP/2000/NT systems administration, S/370 language programming, LAN Management, web application development, or enterprise backup system experience.

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.
Provost/Executive Vice President for Academic Affairs
(ID: 232503)

FLSA Status: Exempt
Band: Ungraded
Level: 0

Reports To
President/CEO

Job Purpose

The Provost/Executive Vice President is the College's Chief Academic and Student Affairs Officer and reports directly to the President/CEO. He/she represents the President in his or her absence. The Provost/Executive Vice President has broad and comprehensive responsibilities for the success of students in achieving their goals. Strategies to discharge these responsibilities include, but are not limited to strategic academic planning, directing the growth of academic and student affairs programs, the development of academic policy, the fiscal management for the academic enterprise, and advocating for faculty and student rights and responsibilities. The Provost is expected to provide the academic and administrative leadership to achieve a high standard of excellence in instruction and student services. He/she fosters collaboration with faculty, staff, students, and external communities to promote student success through research, use of best practices, evaluation, continuous improvement, shared governance, and student success strategies. Serves as a member of the President's Leadership Team.

Description of Duties and Tasks

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

1. Serves as the chief Academic and Student Affairs officer of the college.
2. Articulates the long-term vision and strategic plan to guide the development of Academic and Student Affairs at Austin Community College.
3. In consultation with the President, oversees the implementation of this vision for ACC.
4. Promotes the development of and participation in International Education initiatives.
5. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
6. Provides leadership for the development, implementation, and enhancement of ACC's Outcomes Assessment Program of the division of Academic and Student Affairs to ensure the identification of expected outcomes in its educational programs, assess the extent to which
those outcomes are achieved, and provide evidence of improvement based on analyses of the results of that assessment.

7. Provides leadership in furthering the college's commitment to equity and diversity and to closing the achievement gap.

8. Responsible for fostering and supporting innovation and continuous quality improvement by focusing on institutional performance research data, collaboration with faculty and staff, and creation/sustaining recognition and incentives which support and enhance student success.

9. Supervises the development, implementation, evaluation, and periodic update of the college's Academic Master Plan.

10. Provides leadership for the development and implementation of appropriate professional development opportunities for faculty.

11. Ensures the development, implementation, and evaluation of unit plans and programs in the current direct report Offices of Instruction; Student Services; International Programs; Academic Planning, Development & Evaluation; College Access Programs, and their associated sub units.

12. Represents the College at community activities by actively participating in community organizations which support and strengthen the colleges programs and activities.

13. Provides leadership to strengthen articulation and collaborative activities with other education institutions, including the K-12 system and other higher education institutions, as well as public agencies, business, and industry.

14. Participates in professional organizations to enhance own professional development and ACC's local, state, regional, national, and international profile.

15. Acts on behalf of the President and assumes responsibility for the College in the absence of the President, and at the President's request.

16. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Understanding of demographics affecting higher education and ability to articulate challenges and opportunities before the community college.
- Understanding of traditionally under-served and at-risk student populations.
- Knowledge of instructional pedagogies, learning styles, and current research.
- Understanding of technologies for enhancement of teaching and learning.
- Commitment to institutional, state, and national research regarding student success.
- Understanding of current higher education issues, trends and future conversations.
- Ability to make difficult decisions in a timely, thoughtful, evidence-based manner.
- Ability to think strategically and prioritize effectively.
- Strong communication and interpersonal skills, and a high level of professional integrity.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Ability to articulate community college vision, mission, and philosophy.
- Working effectively with diverse internal and external constituencies to achieve the mission of the College.
- Effective interpersonal, verbal, and written communication skills.
- Fostering collaboration and innovation in instructional design and delivery.
- Strategic planning, research, and evaluation.
- Multi-tasking.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use institutional database systems, various telecommunication devices, and multimedia technology.

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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Doctorate degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.
Safety

Provide resources for safe operation of units. Create and support workplace safety.
Registrar
(ID: 12101)

**FLSA Status:** Exempt  
**Band:** Manager  
**Level:** 3

**Reports To**
Director, Admissions and Records

**Job Purpose**
To manage and administer all aspects of academic records management and registration.

**Description of Duties and Tasks**

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Assists with the coordination of registration activities; implements strategies for the provision of registration and academic record services; identifies operational and strategic goals for academic records and registration.
3. Creates, manages, and monitors innovative recordkeeping procedures; remains up-to-date on federal and state statutes; researches best practices related to the areas of academic records and registration.
4. Manages and monitors all aspects of the student database (Datatel) that have an impact on records and registration, including training new staff, and helping existing staff increase skills levels. Responsible for the integrity, security, and maintenance of student academic records.
5. Creates, manages, and monitors communications systems that link records and registration to other offices within the department and across the college.
6. Assists in planning and implementation of College Connection events; prepares materials and supervises employees.
7. Communicates and collaborates with other staff, faculty, and students to resolve problems and obtain desired results. Evaluates and processes student appeals.
8. Assures compliance with all local, state, and federal regulations and laws regarding student admissions, registration and recordkeeping.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices pertaining to registration services.
- State and federal policies pertaining to students in higher education.
- Statutory and institution record retention requirements.
- Management principles and practices and demonstrated management effectiveness.
- Budget preparation, bid and purchasing procedures, and expense control.
- Establishing and maintaining effective working relationships.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to balance institutional policies with the individual needs of students.
- Strong analytical, written, verbal and interpersonal communication skills, including tact and diplomacy.
- Effectively supervising, leading, and delegating tasks and authority; articulating a vision for the development of automated recordkeeping and delivering effective service to all constituencies.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Applying academic record policy and procedures.
- Managing a College-wide, client server-based computer system.
- Effectively supervising, leading, and delegating tasks and authority.
- Preparing budgets and monitoring the disbursement of funds.
- Working collaboratively and as part of a team.
- Maintaining confidentiality of work related information and materials.
- Accountable for inventory/property management.
- Prepare and/or process purchase orders.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use institutional database systems, various telecommunication devices, and multimedia technology.
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.

Work Experience

Three years related work experience including one year of supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Registrar, Associate
(ID: 121001)

FLSA Status: Exempt
Band: Manager
Level: 2

Reports To
Registrar

Job Purpose
To manage and administer various aspects of academic records management and registration.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised; schedules and prioritizes work assignments; approves time sheets.
2. Reviews degree audits for accuracy, status of students (program requirements complete, not complete), and appropriate substitutions and/or waivers; reviews other student documents for degree audit purposes; makes corrections to audits in computer system.
3. Corresponds with deans and department chairs regarding procedures relating to evaluations, graduation, Core Curriculum, and General Education requirements.
4. Proposes appropriate substitutions and/or waivers to student programs; approves or denies Record of Substitution and Waiver forms submitted by deans and department chairs for all disciplines; applies approved subs/waivers to degree audits; logs and distributes forms to appropriate departments.
5. Serves as a lead resource person in answering questions and providing information regarding ACC policies, admissions procedures and policies of state and federal agencies.
6. Evaluates and awards credit for foreign and domestic college level transfer work.
7. Responds to student inquiries pertaining to status and program advisement.
8. Serves as acting registrar on an as needed basis to provide administrative and managerial support services in the Admissions and Records department.
9. Participates in the design and implementation of computer system updates with analysts, programmers, and other staff members.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices pertaining to registration services.
- State and federal policies pertaining to students in higher education.
- Institution record retention requirements.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to balance institutional policies with the individual needs of students.
- Effectively using organizational and planning skills.
- Strong analytical, written, verbal and interpersonal communication skills, including tact and diplomacy.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Applying academic record policy and procedures.
- Effectively supervising, leading, and delegating tasks and authority.
- Working collaboratively and as part of a team.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use institutional database systems, various telecommunication devices, and multimedia technology.

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.

Work Experience

Three years related work experience including one year of supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Special Assistant, VP Instruction
(ID: 221019)

FLSA Status: Exempt
Band: Ungraded
Level: 0

Reports To

Vice President, Instruction

Job Purpose

To assist the VP for Instruction, as assigned. To serve on various committees, task forces, & advisory groups. To design, schedule, and oversee workshops for Department Chairs. To coordinate on-going review of Administrative Rules.

Description of Duties and Tasks

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

1. Handles all aspects of special projects as assigned.
2. Coordinates review of Administrative Rules.
3. Researches and analyzes processes and procedures relating to a wide variety of topics including: process of selection of Department Chairs including processing HR paperwork related to Department Chairs. Makes recommendations for changes and improvement.
4. Mentors and trains Department Chairs in collaboration with HR Professional Development.
5. Develops and oversees implementation of Adjunct Faculty Orientation.
7. Addresses e-Staffing issues as assigned.
8. Participates in Early College Start activities as assigned.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of the community college philosophy/mission.
- Understanding of Servant-Leadership philosophies
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to meet deadlines and handle multiple projects.
- Maintaining confidentiality of work related information and materials.
- Demonstrated ability to plan, prioritize, and problem-solve.
- Effective and excellent communication, written and verbal, and interpersonal skills.
- Demonstrated ability to work effectively with a diverse and multi-cultural student body and staff.
- Demonstrated ability to collaborate effectively with diverse constituencies.
- Ability to provide leadership at all levels of the college.
- Effective presentation skills.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master’s degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Specialist I, Web Development
(ID: 10208)

FLSA Status: Non-Exempt
Band: Specialist
Level: 7

Reports To
Director, Print

Job Purpose
To design, create, construct, and maintain ACC

Description of Duties and Tasks

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

1. Plans, develops, maintains, and improves ACC's web presence.
2. Creates and maintains online versions of ACC printed materials produced by Publications department to ensure proper working order; addresses and resolves issues.
3. Designs and develops websites and other systems; develops custom graphics and computer code for new websites.
4. Identifies, designs, creates, and implements new or updates existing web marketing solutions.
5. Counsels and provides graphical and technical support and procedural information to users, ACC personnel, and the public, on website, system, or project utilization.
6. Researches new products and services that can be implemented to improve the effectiveness, functionality, and appearance of ACC's web pages.
7. Communicates and interacts with Information Technology and the public on all topics including solution deployment and maintenance of new projects, the use of said projects and support items regarding the project.
8. Identifies issues, researches options by reviewing available resources; makes determination if a custom built solution is required; implements policies and procedures to make a solution usable.
9. Engages in special projects that may involve working with multiple groups with a specialized focus; provides custom graphics for projects.
10. Provides recommendations in relation to website navigation, usability, and accessibility.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Graphics design and solutions.
- Web development and administration.
- Online marketing.
- Emerging trends in web design, functionality, and usability

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal, communication and instructional skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively using information technology.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use web scripting languages and digital imaging software.

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.

Work Experience

Two years related work experience.

Education

Associate degree
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.
Specialist II, Web Development

(ID: 19105)

FLSA Status: Non-Exempt
Band: Specialist
Level: 8

Reports To
Manager, Applications Development

Job Purpose
To analyze, design, develop, and implement web-based computer applications and reports that meet customer requirements, as well as maintain and document assigned areas of application software.

Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*
1. Develops and designs web pages for web applications that support the administrative functions of the College.
2. Performs analytical and technical work that includes planning, developing, programming, maintaining, and improving web-based applications.
3. Troubleshoots web sites, and updates web site content, links, and web templates.
4. Provides recommendations in relation to website navigation, usability, and accessibility.
5. Designs and documents interface features for web applications.
6. Supports relevant staff regarding the functional use of in-house systems.
7. Designs and develops user reports as required.
8. Assists in insuring compliance with faculty standards relating to security and data protection.
9. Functions as a contributing member of the web-based application development team.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*
- Web page design and development.
- Database design and interface programming.
- Report programming.
- Current standards in relation to security and data protection.
- Processes for monitoring and troubleshooting web services.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Designing and developing web pages that meet user requirements.
- Report and database interface programming.
- Creating a visually appealing web presence that conveys information in a customer-friendly way.
- Reviewing web information and design pages and implementing corrections and/or updates as required.
- Providing support to administrative staff regarding the functional use of in-house systems.
- Providing support to programming staff in integrating web applications with complex database structures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, programming languages and database systems.

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.

Work Experience

Two years related work experience.

Education

Associate degree
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.
Specialist, Accounting
(ID: 16556)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Director, Manager, or Supervisor

Job Purpose
To perform a variety of technical accounting duties involving the accounting, recording, processing, and reporting of financial and technical transactions.

Description of Duties and Tasks

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

1. Processes accounting, financial, and technical transactions for ACC in compliance with all applicable rules, regulations, and policies.
2. Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits.
3. Checks documents for validity and accuracy of information; processes, records, files, and distributes related paperwork.
4. Reconciles and reclassifies transactions and data as directed; records changes, reconciles, and resolves differences.
5. Enters data into computer systems; processes transactions, compiles documentation, prepares worksheets and generates reports.
6. Maintains the accuracy of the accounting, financial, and technical records databases, according to ACC policies and procedures.
7. Updates and researches records and files of expenditures, accounts payable and receivable, technical accounting systems, and business transactions.
8. Provides information and assistance to ACC staff and students; assists customers with account information and policies; responds to requests for information within the span of authority.
9. Provides assistance with annual audit and special projects as required.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Financial bookkeeping principles and methods.
- General Accounting standards, policies, procedures, and regulations.
- Principles of record keeping and records management.
- Processes for accessing information from financial accounting systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Data entry and mathematical calculations.
- Maintaining accurate and interrelated financial records, and identifying and reconciling errors.
- Analyzing and interpreting technical and financial documents and calculations.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

Special Requirements

Preferred: Knowledge of Datatel software.

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.
**Specialist, Adult Education Staff Development**  
(ID: 205013)

**FLSA Status:** Exempt  
**Band:** Specialist  
**Level:** 6

**Reports To**

Executive Director, Adult Education

**Job Purpose**

To provide support to the Adult Education Staff Development Coordinator under the Texas Workforce Commission (TWC) Grant.

**Description of Duties and Tasks**

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

1. Aids in the monitoring of training records of instructor, staff, and consortium members to ensure annual requirements are met. Assists in contacting instructors and staff as necessary.
2. Helps maintain records of all professional development offerings and attendance, as well as faculty and staff professional development files.
3. May assist with ongoing mentoring and training of new instructors, and may conduct other training as needed.
4. Maintains Resource Library and assists with ordering of books and supplemental materials for teacher training and classroom use.
5. Helps maintain and update the Faculty Handbook, the Professional Development Section of the Faculty/Staff Website, the Professional Development Calendar, the AE Database, the Training Database, and the Substitute List throughout the year.
6. Provides assistance with recruitment, registration, and the logistics of scheduling and implementation of training sessions and Professional Development events. Also provides support to the Adult Education Staff Development Coordinator and trainers during professional development events.
7. Assists with processing new hire paperwork; entering teacher/staff information into TEAMS and the AE Instructor Database; and with entering completed professional development into TEAMS database.
8. Creates instructional materials and resources for substitutes and teachers.
9. Assists in the development and revision of forms, surveys and documents; helps compile data and prepare reports.
10. May help with pre-screening employment applications and scheduling Hourly Instructor interviews.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Adult Education programs, classes, and requirements.
- Adult education principles, practices, and theories.
- Knowledge of various effective teaching techniques.
- Able to create relevant lessons.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evenings and weekends.
- Ability to multi-task.
- Entering data and maintaining files and records.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Making individual and group presentations, conducting workshops and providing training.
- Developing training materials and learning activities.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Specialist, Advising (Adult Education Recruitment)
(ID: 205014)

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Reports To

Supervisor, AE Student Transitions and Success

Job Purpose

To provide direct student support to Adult Education students.

Description of Duties and Tasks

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

1. Assists with the recruitment, registration, assessment, enrollment, and retention processes of students in Adult Education classes.
2. Conducts individual and group sessions with students to interpret assessment scores, set student goals, and discuss personal, social, and educational needs.
3. Conducts transition sessions with students to disseminate information on preparing for post-secondary education, and/or employment.
4. Visits classes in assigned caseload on a quarterly basis to determine student satisfaction and progress towards goals.
5. Meets with students on a one-on-one basis when necessary, to resolve problems with classes.
6. Makes referrals as necessary to other adult education providers and social service agencies.
7. Assists with the preparations and participates in Career Fairs, Honor Society Induction Ceremony, and other student activities.
8. Conducts follow up with students after program completion to determine status.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Adult Education programs, classes, and requirements.
- Learning assessment techniques and practices.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Specialist, Advising (Assessment)

(ID: 121519)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To

Campus Dean

Job Purpose

To provide academic advising and assessment for students and prospective students.

Description of Duties and Tasks

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

1. Advises students and potential students of the availability of education and training at the college. Provides educational planning, course selection, degree plans, admission, registration, and financial aid application procedures.

2. Assists with recruiting prospective students by participating in College Connection programs, including kick-off, admissions, advising, tours, and follow-up.

3. Reviews transcripts, authorizes and interprets test scores and other information for the Texas Success Initiative (TSI), and completes student TSI plans.

4. Provides information regarding career planning and employment.

5. Receives records, uploads, and verifies data on student records.

6. Advises students regarding personal, financial, academic, and career issues; makes appropriate College and community referrals.

7. Serves as a liaison between the WorkSource Centers and the College; provides up to date information about programs and services.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- College admissions requirements, programs, and courses.
- Standardized testing procedures and assessment techniques.
- Current theories and research in college student services.
- Current trends in labor market and the relationship of skills to different occupations.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail.
- Effectively working with a diverse student population.
- Assessing student needs and providing appropriate resources and/or referrals.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Preferred: Knowledge of ACC programs and services. Bilingual Spanish & English.

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.
Specialist, Advising (Recruiting)

(ID: 120505)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Manager of Student Recruitment, Campus Dean, Supervisor, or designee.

Job Purpose
To provide recruitment and academic advising services to prospective students.

Description of Duties and Tasks

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

1. Makes presentations and recruiting visits to provide information to prospective students on options and programs available. This includes assisting in completing admissions applications, financial aid applications, collecting/assessing transcripts, assessment and testing, orientation, advising, and registration.
2. Participates in the College Connection program.
3. Attends college fairs, conducts tours, and participates in other special events to recruit prospective students to the college.
4. Advises students; explains degree plans, admissions and registration procedures, provides assessment and financial aid information, and other requirements necessary for enrollment.
5. Establishes and maintains an active role in the community in order to recruit prospective students.
6. Assists in developing recruitment and advising materials.
7. Maintains and updates records and files and submits recruiting reports as appropriate.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- College admission and financial aid procedures.
- Sales and marketing strategies and techniques.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, which may include evenings and weekends.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Making individual and group presentations.
- Interacting with persons of diverse backgrounds.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Specialist, Advising (Recruiting-Mobile)
(ID: 120506)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Director, Enrollment Management

Job Purpose
Responsible for driving the Mobile Go Center in the Central Texas area, set up and operation of related equipment, computer laptops, and assisting/advising potential students and their families with college-related information. The person in this position serves to represent Austin Community College to the general public, public and private agencies and local school districts and is expected to be an enthusiastic advocate for access to higher education.

Description of Duties and Tasks

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

1. Advises students; explains degree plans, admissions and registration procedures, provides assessment and financial aid information, and other requirements necessary for enrollment.
2. Makes presentations and recruiting visits to provide information to prospective students on options and programs available. This includes assisting in completing admissions applications, financial aid applications, collecting/assessing transcripts, assessment and testing, orientation, advising, and registration. Establishes and maintains an active role in the community in order to recruit prospective students.
3. Participates in the College Connection program. Attends college fairs, conducts tours, and participates in other special events in to recruit prospective students to the college.
4. Assists in developing recruitment and advising materials. Maintains and updates records and files and submits recruiting reports as appropriate. May coordinate, document, and track data and other details of Mobile Go Center programs.
5. Drives the Mobile Go Center; a three-quarter or one ton pickup truck capable of towing a 42 foot trailer with Gross Trailer Weight of 15,000 pounds. Tows the Mobile Go Center trailer with 14-20 internal computer terminals to high schools, shopping centers, sporting events, flea markets, and other community events and locations in the Central Texas area. Hooks up the trailer to the truck and inspects hitch connections prior to travel.
6. Upon arrival and before use by visitors: disconnects, secures, and levels trailer; connects electrical outlets or sets up generator; unpacks and sets up tables, establishes satellite link, and computer equipment for use. After events, shuts down and repacks equipment and power sources prior to connecting the truck and trailer. Ensures security system is used as appropriate.

7. Sets up and operates Mobile Go Center equipment; aligns satellite dish, plays video tapes or DVDs, prepares computers for visitor use. Prepares equipment for storage during travel.

8. Plans destination and return routes, confirms set up locations prior to arrival; inspects the truck and trailer for safety equipment and physical condition before traveling; may assist with scheduling participation in events.

9. Maintains vehicle and trailer maintenance and repair logs and schedules standard maintenance and repairs with minimal downtime of Mobile Go Center.

10. Ensures all appropriate materials are safely stored within the trailer prior to travel to event.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- College admission and financial aid procedures.
- Educational institution programs and functions.
- Public relations, sales, recruitment, and other related activities.
- Driving and towing safety rules and regulations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining a varying work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Interacting with persons of diverse backgrounds.
- Following safe driving and towing practices and procedures.
- Maintaining accurate travel and vehicle maintenance and repair logs.
- Effectively presenting information to individuals and groups.
- Following established procedures for set up and storage of equipment.
- Planning logistics of travel, reading maps, estimating trip timing, researching site access and potential challenges for set-up of trailer and equipment.
- Connecting truck and trailer, driving and towing, and disconnecting trailer, and trailer set-up.
- Connecting, using and oversight of visitor use, disconnecting and storing electronic equipment such as computers, projectors, satellite dish, and multimedia equipment.
- Educating potential students about the importance of attending college.
- Maintaining confidentiality of work related materials and information.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Required: Satisfactory drug test and criminal background check required. Must have or obtain Texas Commercial Driver's License (CDL) within one month of start date.

Preferred: Bilingual in Spanish/English. Texas Commercial Driver's License. Experience towing, parking and setting up trailer. Experience working with college-aged students in student outreach, recruitment, and/or advising.

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.
Specialist, Advising (Student Services)
(ID: 121518)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Dean, Supervisor or designee

Job Purpose
To provide academic advising and related student support services.

Description of Duties and Tasks

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

1. Advises students on various aspects of college programs such as majors, course selection, transferability, and pre-requisites for degree plans; TSI determination.
2. Assists with recruiting prospective students by participating in College Connection program, including kick-off, admissions, advising, tours, and follow up.
3. Reviews transcripts, authorizes and interprets test scores and other information for the Texas Success Initiative (TSI), and completes student TSI plans.
4. Documents and inputs data regarding advising sessions into computer system; replies to e-mails and telephone calls regarding program or course issues.
5. Disseminates information on the enrollment process, including admissions, financial aid, and assessment, advising, and transferring.
6. Facilitates workshops and seminars in support of recruitment and retention.
7. May perform assessment tests, present new student orientation, or other special projects to support recruitment and retention.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- College admissions procedures, programs, and courses.
- Multicultural education programs and systems.
- Student database systems.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Disseminating complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Specialist, Building
(ID: 203501)

Reports To
Director

Job Purpose
To provide clerical and administrative support.

Description of Duties and Tasks

_Essential duties and responsibilities include the following. Other duties may be assigned._
1. Schedules rooms for Continuing Education classes and events, and for ACC meetings.
2. Assists internal and external clients ensuring special requests are resolved.
3. Coordinates event planning, room set up, room use, and clean up.
4. Oversees logistics of room and office relocation and remodeling, and temporary office space.
5. May perform administrative support duties for the CE Department.
6. Serves as communication liaison with cleaning contractor, informing them of special needs within the building for events, meetings, etc. Oversees daily workflow and projects for building attendants.
7. May assist with room set up, rearrangement, as needed.
8. Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from employees and the public concerning room use.

Knowledge

_Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed._
- Office procedures and practices.
- Customer service techniques.
- Setting priorities for cleaning services.
- Room scheduling and set up techniques and priorities, and resolution techniques to eliminate room scheduling conflicts.
- Physical logistics associated with room use for special events, meetings, and office locations.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications 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 working relationships.
- Preferred: Bilingual in English and Spanish.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Specialist, Business Assessment

(ID: 20305)

FLSA Status: Non-Exempt
Band: Specialist
Level: 5

Reports To
Assessment Manager

Job Purpose
To provide administrative support, administer/proctor exams, coordinate daily activities for the Business Assessment Center/GED Testing Center, and coordinate daily testing activities.

Description of Duties and Tasks

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

1. Performs billing and bookkeeping functions including monthly billing, payment collection in relation to student exams, reconciliation of funds, and deposit preparation.
2. Provides proctoring services including obtaining exam materials, administering and monitoring exams, exam delivery, and ensuring secure storage of exam materials.
3. Provides information to students, community members, and agents of other education institutions regarding Business Assessment Center services; responds to testing inquiries; schedules exam appointments; coordinates with instructors to receive, administer, and return exams; contacts students when exams are received.
4. Assists with inventory and irregularity reports, packaging of completed exams, maintaining exam supply inventory, scanning/scoring of computer exams, and delivery of score reports to clients via fax and mail.
5. Provides assistance with GED Examiner duties including administering GED Special Accommodation exams, and updating examinee records, preparing accommodation application packets, and candidate instructions, staffing weekly GED registration sessions, attending annual mandatory Examiner’s conference to maintain familiarity with TEA requirements for GED administration, and substituting for GED staff during scheduled group administration when required.
6. Coordinates with Assessment Manager regarding Center operations including policies and procedures; provides updates regarding projects; writes and edits business correspondence.
7. Organizes and maintains files for proctored exams, billed client accounts, and standardized exam group administrations.
8. Receives, sorts, and distributes office mail; maintains mail supplies; prepares air bills and other outgoing mail.
9. Maintains supplies of testing forms for various exams; monitors supplies and responds to staff requests for additional supplies.
10. Acts as a Proctor/Test Administrator for High Stakes Exams in the Business Assessment Center/GED Testing Center.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*
- Administrative processes and procedures.
- Testing regulations and exam security measures.
- GED Examiner duties and responsibilities.
- Special accommodation exams.
- Billing and bookkeeping functions.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*
- Accept, receive, and/or collect payments.
- Prepare and/or process purchase orders.
- Maintaining an established work schedule, including weekends as required.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Performing billing and accounting activities.
- Providing proctoring services in relation to academic and certification exams.
- Providing information in relation to testing processes and procedures.
- Coordinating administrative activities in relation to testing services.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Required to successfully complete criminal background check prior to employment.

Preferred: GED Certification; ACT, CLEP, or VUE Certification.

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.
Specialist, CE Community Programs
(ID: 204002)

FLSA Status: Non-Exempt
Band: Specialist
Level: 5

Reports To
Director, Community Programs

Job Purpose
To assist in the coordination and implementation of Continuing Education Community Programs departmental courses and programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Provides administrative support services for Community Programs, including handling correspondence, phone inquiries, processing and prioritizing office communications, scheduling meetings, ordering supplies, maintaining files, processing mail, and duplication.
2. Evaluates courses and instructors for upcoming sessions.
3. Communicates with instructors to monitor current and future classes.
4. Serves as communication liaison with potential Community Program students and instructors. Provides information regarding courses and program offerings.
5. Schedules Community Programs courses for each semester, based on instructor contact and space availability.
6. Tracks event budgets and expenditures.
7. Develops advertising materials for department.
8. Conducts research, compiles reports or documents.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Event planning and coordinating processes.
- Standard office procedures.
- Coordinating details required for course scheduling.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established yet flexible work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organization and planning skills, with attention to detail and follow through.
- Creating electronic presentations, information packages, and activity schedules
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective internal and external working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

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.
Specialist, CE Special Events
(ID: 204001)

FLSA Status: Non-Exempt
Band: Specialist
Level: 5

Reports To
Director, Community Programs

Job Purpose
To assist in the planning, coordination, and implementation of the special events for the Continuing Education Community Programs department.

Description of Duties and Tasks

**Essential duties and responsibilities include the following. Other duties may be assigned.**  
1. Collaborates with and verified details with clients, vendors, and ACC offices and employees to produce events.  
2. Delivers and sets up equipment including tables, chairs, food hot boxes, tableware, floral arrangements and accents, decorates venue.  
3. Designs and creates theme decorations appropriate to event.  
4. May design and create floral arrangements and thematic focal points.  
5. Performs administrative support services, including scheduling speakers; handling printing and distribution of printed matter; ensuring contracts are signed and payments received; takes notes at venue meetings; provide administrative backup for department.  
6. Ensures all details of event set up and clean up are performed, including tracking all rental items received and returned; pick up and drop off of laundry at cleaners; and items returned to proper storage.  
7. Develops and oversees event plans and time lines; monitors costs in event budgets, researches and assists in selection of venues, entertainment, food and beverages, audio elements, theme and decor.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Event planning and coordinating processes.
• Floral design and arrangement techniques.
• Event themes and related decorations, and design theory.
• Standard office procedures.
• Safe methods of moving items for event set up, break down and clean up.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Maintaining an established yet flexible work schedule, including some evenings and weekends.
• Effectively using interpersonal and communication skills, including tact and diplomacy.
• Effectively using organization and planning skills, with attention to detail and follow through.
• Creating electronic presentations, information packages, and activity schedules
• Working collaboratively.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective internal and external working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.
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.
Specialist, CE Workforce Institute
(ID: 202511)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Director, Workforce Development Center

Job Purpose
To provide advising and other special services for a CE Workforce Institute Program.

Description of Duties and Tasks

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

1. Coordinates assigned area workforce institute education courses, programs, and activities including developing course schedules, organizing practicum/internship sites at businesses. Updates current courses and programs based on industry need.

2. Monitors the progress of programs and courses. Evaluates the effectiveness of programs and performance of CE instructors to ensure customer satisfaction, program quality, and regulatory compliance. Establishes and sustains customer service and relationships.

3. Advises CE students or prospective CE students regarding CE workforce programs; provides information regarding education and training required in CE programs; provides information and resources on career opportunities. Addresses CE student issues, complaints, suggestions for improvements.

4. Develops, tracks, and analyzes and implements community needs assessments for new courses and programs. Confirms all new course work with relevant state agencies, credentialing, and accreditation organizations for certifications and approval and required professional CEUs for license/certification and renewal.

5. Promotes and provides information on courses and programs. Assists with creating and maintaining current brochures, applications, web resources, and other program marketing materials; maintains listserves. Promotes programs through numerous network channels such as attending job and career fairs, high school, professional association meetings, job clubs; interfaces with community organizations and internally within ACC to represent the assigned workforce area and programs.

6. Serves as communication liaison with area employers, industry specific professional organizations and advisory boards, potential students, and other groups to support
communication flow and promotional efforts. Assesses community needs and develops and/or revises programs, courses, curriculum, and conferences based on input and workforce needs.

7. Conducts administrative tasks in relation to class implementation including ordering books, duplication, payroll, billing, collections, maintaining inventories. Coordinates logistics, facilities, equipment and resources for professional delivery and completion of courses and programs. Ensures equipment and labs are up to date, working properly, and adequately meets the industry requirements for training. Researches and acquires new practicum and internship sites.

8. Recruits, interviews, hires, assigns, oversees, and mentors CE instructors. Oversees workflow and work priorities of administrative support staff who assist with coordination in assigned program area. Ensures that all CE instructors have required skills and up-to-date required certifications/licenses. Manages instructor payroll.

9. Coordinates with agencies to provide workforce training for their clients and assists with contract negotiations. Serves on business and community advisory boards and ACC committees; attends professional conferences, state and local agency meetings, and professional organizations.

10. Collaborates with ACC academic departments to ensure delivery of integrated courses, when appropriate, and opportunities for stackable credentials. Collaborates with other departments within CE and ACC to support CE and ACC efforts.

11. Assists with providing expertise for grant applications, and other special projects.

12. May teach continuing education course work, as required.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Workforce education programs.
- Professions, practices, programs, courses, and curriculum related to area of assignment.
- Promotional techniques, materials, and resources.
- Program quality and regulatory standards.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including some evenings and weekends.
- Coordinating all aspects of workforce education courses and programs.
- Advising students regarding workforce training, education, enrollment, and potential related career opportunities.
- Developing and/or revising educational programs, courses, and curriculum.
- Assigning, overseeing, an advising hourly instructors.
- Evaluating instructor performance and program quality.
• Effectively using interpersonal and communications skills, including using tact and diplomacy.
• Effectively using organizational and planning skills, with attention to detail and follow-through.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills
• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience
Two years related work experience.

Education
Associate degree.

Special Requirements
Reliable transportation for local area travel.

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.
Specialist, Center
(ID: 281508)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Director, Center Operations

Job Purpose
To support the operations of the Center to include room scheduling; provide administrative and technical support for staff and faculty; to provide support services to prospective and current students, staff, to include advising.

Description of Duties and Tasks

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

1. Advises students on various aspects of college programs such as majors, course selection, transferability, and pre-requisites for degree plans.
2. Coordinates and administers admissions, advising, and student referral services for traditional and ECS students when necessary during the Center Supervisor’s absence.
3. Responds to inquiries from students, departments, or general public by telephone, fax, e-mail, or in person regarding application status, admissions, records, or related department procedures; provides information as requested.
4. Provides customer service to prospective, current, and former students; assists students with registration issues and in requesting and distributing student transcripts.
5. Verifies enrollment and residency status following established guidelines; processes college identification cards.
6. Reviews and processes forms necessary to process changes such as reinstatements, withdrawals, schedule changes, and grade changes.
7. Serves as primary center contact during the hours of operation or when necessary during the Center Supervisor’s absence.
8. Ensures that basic instructional services, support services, and facility operations function efficiently when necessary during the Center Supervisor’s absence.
9. Provides administrative and technical support for center faculty, staff, including processing and prioritizing correspondence/mail, answering the telephone and e-mail, and maintaining or coordinating the center supervisor’s schedule.
10. Schedules and coordinates room assignments and changes; runs, edits, and distributes schedule reports; assists during schedule proofing and liaisons with Center Operations regarding changes for final schedule.

11. Documents and maintains policies and procedures for the Center operations.

12. Trains hourly support staff on assigned duties, as needed.

13. Assists the Center Supervisor in planning and implementing short and long term goals and objectives for the center.

14. Facilitates events held by College organization or by neighborhood associations, and community groups.

15. Serves as person in charge of Center Emergency Procedures during hours of operation.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Educational institutions functions and processes.
- Accounting, payroll, and purchasing practices and procedures.
- Educational database systems and functions.
- Business applications and software.
- Program design and implementation.
- Customer service techniques.
- Office procedures and practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Supervising and coordinating the activities of subordinate personnel.
- Applying accounting and financial management principles.
- Developing and maintaining databases for tracking and required reporting.
- Identifying, coordinating, and implementing programming changes and upgrades.
- Effectively using interpersonal and communications skills including tact, discretion and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Applying academic record policy and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use student information and database systems.

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.

Work Experience

One year related work experience.

Education

Bachelor's degree.

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.
Specialist, Clinical Lab - Nursing
(ID: 20207)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Department Chair, Vocational Nursing

Job Purpose
Assists with clinical nursing learning lab facilities and services.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.
1. Assists with day to day activities and services of the nursing lab area including scheduling, lab set up, management of lab equipment and supplies; including the Associate Degree Vocational Nursing Program, and other health science departments.
2. Assists with management of lab equipment and supplies to nursing labs at other ACC locations.
3. May provide assistance to instructors and/or students in a clinical lab setting.
4. Makes simple repairs and performs minor maintenance to lab equipment.
5. Conducts inventories of consumable lab equipment and supplies as needed.
6. May prepare and assist in maintenance in a variety of records and reports.
7. Maintains inventory nursing lab supplies.

Knowledge
Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Medical skills, equipment, and technology used in the nursing area.
- Lab facilities and services
- Lab equipment and supplies.
- Safety standards and practices used in clinical lab settings.
- Processes for maintaining and/or repairing equipment.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including occasional evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy as well as working with diverse student and faculty populations.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Remaining calm and logical, and following established procedures in emergency situations.
- Assisting with lab activities and services.
- Providing assistance to students and instructors in a clinical/lab environment.
- Promoting and ensuring safe lab practices.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience in nursing.

Education

Associate degree, or educational equivalent, in nursing, or graduation from an accredited or State Nursing Board approved vocational or practical nursing program.

Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.
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.
Specialist, College Connection ACCeleration Team  
(ID: 124002)

**FLSA Status:** Exempt  
**Band:** Specialist  
**Level:** 6

**Reports To**

College Connection ACCeleration Team Supervisor, or designee.

**Job Purpose**

To deliver comprehensive exemplary College Connection services to designated ACC district schools.

**Description of Duties and Tasks**

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

1. Participates in all aspects of the College Connection Program including advising program participants, explaining degree plans, conducting admissions and registration, collecting/assessing transcripts, interpreting standardized test results, administering assessments, supporting participants in obtaining financial aid, and delivery and coordination of other services necessary for successful transition from high school to college.
2. Conducts advance planning; coordinates service delivery, meetings, and presentation logistics; creates and updates schedules, informs and updates participants; and tracks participation and outcomes.
3. Makes presentations and recruiting visits to provide information to prospective students on options and programs available.
4. Supports Student Services activities on ACC campuses, as assigned.
5. Assists in the development, production, and evaluation of support materials for College Connection students.
6. Establishes and maintains an active role in the community in order to recruit prospective students.
7. Serves as communication liaison between departments, high schools, community contacts, and meeting participants.
8. Serves on College-wide assigned committees as appropriate.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- College admission, financial aid, advising, and registration procedures and practices.
- Sales and marketing strategies and techniques.
- Successful customer service techniques.
- Intricacies of coordinating and delivering college/community initiatives.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, which may include evenings and weekends.
- Effectively using interpersonal and communication skills.
- Effectively using organizational and planning skills.
- Prioritizing and completing multiple tasks and meeting deadlines.
- Establishing and maintaining effective working relationships and demonstrated ability to work in a collaborative manner.
- Making individual and group presentations.
- Interacting with persons of diverse backgrounds.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education
Bachelor's degree.

**Special Requirements**

Preferred: Spanish/English bilingual skills.

**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.
Specialist, College Support Services  
(ID: 281506)

**FLSA Status:** Non-Exempt  
**Band:** Specialist  
**Level:** 6

**Reports To**  
Director, Center Operations

**Job Purpose**  
To provide administrative and technical support for Instructional Support Services, including Curriculum Services, College Connection projects, and other department and special projects and to assist in the coordination of all ACC Centers operations.

**Description of Duties and Tasks**

_Essential duties and responsibilities include the following. Other duties may be assigned._

1. Assists instructional departments with catalog production and changes including monitoring course submission and degree plans for state compliance. Posts curriculum changes through the Texas Higher Education Coordinating Board website.
2. Runs, edits, and distributes reports in relation to catalog production; coordinates catalog proofing and makes necessary changes; liaisons with Public Information and College Marketing in relation to catalog print changes for final drafts.
3. Coordinates College-wide instructional schedule production including providing "rolled" schedule to departments for each new semester; assists instructional departments with schedule changes; runs, edits, and distributes instructional departments schedule reports; assists departments during schedule proofing and liaisons with Public Information and College Marketing regarding print changes for final drafts.
4. Coordinates College Connection public relations activities including developing electronic presentations and handout packets for other community colleges and college-related organizations promoting the College Connection program. Creates new College Connection activity grids, agendas, listservs, and data tracking records for participating districts and area high schools.
5. Provides assistance with coordinating College Connection activities including developing activity schedules; maintains communication between College and local high school staff in relation to schedule changes or information updates.
6. Provides special projects assistance to ACC Administration.
7. May assist with textbook inventory maintenance, ordering, and training coordination, including downloading textbook orders, developing training materials for the textbook ordering system, and running textbook related reports.
8. May assist with computer application program testing in relation to the curriculum management system; updated related procedures manual.
10. Serves as Center Operations communication liaison.
11. Monitors ACC Center budgets, tracks expenditures, and prepared monthly reports.
12. Prepares ad hoc financial and statistical reports for ACC Center Operations.
13. Coordinates all class scheduling for ACC Centers; runs, edits, and distributes schedule reports; assists centers during schedule proofing and liaisons with Instructional Support Services regarding changes in final schedule.
14. Processes operating policies and procedures for all system applications utilized by the ACC Centers.
15. Assists in coordinating the operations of all ACC Centers including providing administrative support services for facilitating hiring, training, and expediting facilities contracts.
16. Maintains work schedules for full-time and hourly ACC Center staff.
17. Assists with the coordination of all Center requests from work orders to employee office moves; oversees and assists in the Center room scheduling for academic classes and meetings.
18. Develops and maintains database of all contractual obligations and deadlines. Reviews and ensures accuracy of contracts for the department; researches and resolves financial and billing issues and serves as a communication liaison with outside vendors and contractors.
19. Coordinates with relevant Systems Administrators with regard to ACC Centers technical support and problem resolution. Troubleshoots to resolve system-related problems.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Customer service techniques.
- Administrative processes and standards.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using organizational and planning skills including attention to detail and follow-through.
- Developing and maintaining databases for tracking and required reporting.
- Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.
• Effectively using interpersonal and communications skills, including tact and diplomacy.
• Coordinating catalog and credit schedule production.
• Creating electronic presentations, information handout packages, and activity schedules.
• Working collaboratively.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software including web and publishing software.

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.

Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Preferred: Knowledge of ACC Administrative Rules, Policies and Procedures, ACC Scheduling development guidelines and procedures, and/or Datatel or other educational database system.

Knowledge of listserv creation and maintenance.

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.
Specialist, Continuing Education Operations
(ID: 202512)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Executive Dean, Continuing Education

Job Purpose
To provide special projects assistance to the Executive Dean of Continuing Education including promotional processes, website enhancements, student feedback, and quality improvement.

Description of Duties and Tasks

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

1. Assists the Executive Dean with internal and external special projects including promotional processes, website enhancements, student feedback, and quality improvement. Coordinates special projects: preforms research, planning, facilitation, and communication.
2. Serves as communication liaison with college advisors, counselors, and other college groups to support internal communication flow and promotional efforts. Provides support for Executive Dean's internal and external communication processes.
3. Provides research assistance with program development including finding partners, contacting companies or other entities, finding opportunities, and making recommendations.
4. Develops, tracks, and analyzes community needs assessments for new program development.
5. Provides recommendations to improve efficiencies and reduce costs for the enhancement of our product and service to our students.
6. May coordinate and develop promotional materials.
7. Gathers and compiles data to produce routing and specialized reports and documents; maintains files, records, and logs for tracking purposes.
8. Provides written reports on progress status, problems, and issues related to assigned projects.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Program evaluation and assessment.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule with frequent weekend work during peak season.
- Maintaining confidentiality of work related information and materials.
- Compiling and organizing complex materials, summarizing in report form.
- Effectively using interpersonal and communications skills.
- Effectively using organizational skills, including the use of attention to detail and follow-through, with exacting accuracy.
- Maintaining confidentiality of work related information and materials.
- Effective presentation of ideas and materials.
- Establishing and maintaining effective working relationships.
- Preferred: Bilingual in English and Spanish.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
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.
Specialist, Degree Audit
(ID: 12109)

FLSA Status: Non-Exempt
Band: Specialist
Level: 5

Reports To
Registrar, Associate

Job Purpose
To process, review, research, analyze and evaluate a high volume of degree audits using a considerable amount of independent judgment.

Description of Duties and Tasks

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

1. Create, collect, research and analyze student degree audits for accuracy, review other student documents for degree audit purposes, make corrections to audits in computer system.
2. Advise Deans, Department Chairs, Advisors, counselors, and students vial telephone, email, and mail regarding procedures relating to course evaluations, program requirements, graduation, core curriculum and General Education requirements.
3. Propose, approve, and deny appropriate substitutions/waivers submitted by Deans and department chairs for all disciplines, apply approved substitutions/waivers to degree audits.
4. Reviews, updates, and maintains degree audit records in database system; verifies graduation status of students.
5. Creates and runs reports employing various types of software; performs data entry and record retrieval.
6. Researches and analyzes relevant documents/information online; review and edits documents for internal and external use.
7. Audits records; logs and distributes reports/documents to other departments.
8. Assists in updating programs in database.
9. Proposes appropriate substitutions and/or waivers to programs for all institutional disciplines; approves or denies substitutions or waivers; applies approved substitutions/waivers in database.
10. Responds to inquiries and provides assistance via telephone, e-mail, and regular mail; creates, edits, and signs letters including status letters.
11. Assists in special events such as graduation ceremony, College Connections, and faculty/staff training.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Policies, procedures, and practices of student admissions and records.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Data collection and analysis.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use student information and database systems.

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.

Work Experience

Two years related work experience.

Education

Associate degree.
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.
Specialist, Distance Learning Support Services

(ID: 18054)

**FLSA Status:** Non-Exempt  
**Band:** Specialist  
**Level:** 6

**Reports To**

Director, Distance Learning

**Job Purpose**

To develop and deliver support services for Distance Learning faculty and students; maintains the Distance Learning Helpdesk and website.

**Description of Duties and Tasks**

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

1. Develops and provides information to the public, students, and faculty regarding Distance Learning (DL) programs, services and technologies; updates and maintains information through the use of the DL help line, email, web site, alpha/text electronic bulletin board, and automated call-out system.
2. Serves as liaison for DL faculty, staff, and students seeking access to College support services within or outside the ACC services area.
3. Develops, maintains, and evaluates the operations and functions of the DL Helpdesk and acts as first point of contact for DL support services; coordinates DL Helpdesk functions with the ACC's College-wide Helpdesk.
4. Develops and maintains databases, online forms, web resources, and other electronic modes of information; maintains and updates the DL web site.
5. Assists in the development, production, and evaluation of support materials for DL students in collaboration with departments providing distributed learning delivery technologies, including online course delivery, streaming media, and instructional television.
6. Serves on College-wide student support services and technology-related committees as appropriate.
7. Assists the Director of Distance Learning with the development of marketing activities and promotional materials for DL activities and courses.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- E-mail and file transfer protocols, HTML, and web page structure.
- Current Distance Learning technologies.
- Instructional technology system development and implementation principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Reviewing and preparing narrative and statistical reports and records.
- Developing and maintaining websites.
- Maintaining an established work schedule.
- Establishing and maintaining effective working relationships
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use website development software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Specialist, Duplication Services
(ID: 123503)

FLSA Status: Non-Exempt
Band: Specialist
Level: 5

Reports To
Duplication Services Supervisor

Job Purpose
To assist with the daily operations and production in central duplication.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Operates duplication equipment, including: copying and printing from static and digital sources; folding and stuffing; coil binding; shrink wrapping; lamination; and cutting processes.
2. Assists customers with simple and complex duplication orders. Downloads data; coordinate details and due dates; makes suggestions for project improvement; sets up graphics; makes layout adjustments; makes and tracks changes.
3. Assigns, adjusts, and tracks project priorities and due dates.
4. Maintains and records and tracking system of duplication requests and completed jobs.
5. Assists in purchasing new equipment and supplies.
6. Assists with maintaining the inventory of College-wide duplication equipment.
7. Troubleshoots issues, performs preventative maintenance on duplication equipment and reports malfunctions to service technicians.
8. Keeps updated billing/invoicing records and tracks expenditures and reconciliations.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Methods of documenting and tracking expenditures and reconciliations.
- Familiarity with production and functions equipment used in duplication services.
- Practices, principles, and technology of copying and duplication processes.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effective interaction with customers, discussing duplication capabilities, negotiating due dates and production time frames, and job request details.
- Operating and maintaining copying, duplicating, printing and binding equipment.
- Adapting to changing work priorities.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Understanding and following instructions precisely.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

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.
Specialist, Early College High School  
(ID: 206502)

FLSA Status: Exempt  
Band: Specialist  
Level: 6

Reports To

Executive Director, Early College High School

Job Purpose

To provide pre-enrollment services and act as liaison relationship with assigned LBJ and Reagan high schools.

Description of Duties and Tasks

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

1. Develops, coordinates, and evaluates the ACC Early College High School services on the assigned high school campuses. Trains high school personnel in ACC and ECHS policies and procedures.
2. Coordinates and delivers on-site services promoting ECHS programs at assigned high school campuses locations to include admissions, collecting transcripts, reviews assessment testing, orientation, advising, and registration.
3. Resolves concerns for program participants/students, faculty, ACC departments, and high schools; responds to emails, phone calls, and visitors, to meet student, parent, school, and faculty, and program needs.
4. Develops the semester schedule for ACC courses on assigned high school campuses; works with the high schools and academic departments; verifies information; reviews the campus schedule for accuracy.
5. Serves as primary contact for ACC and high school faculty teaching ACC courses on the assigned high school campuses; provides beginning semester information for assigned high school campuses and resolves student registration issues.
6. Establishes and maintains an active role on the assigned high school campuses in order to recruit prospective students. Creates recruitment and advising materials for assigned high school campuses.
7. Develops and delivers large and small group presentations to assigned high schools, including student/parent information nights.
8. Makes school and community presentations, as assigned.
9. Serves as primary liaison to assigned high school communities and feeder middle schools.
10. Serves on high school, college, and committees, as assigned.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Educational institutions programs and functions.
- Professional presentation practices and techniques.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating administrative support services.
- Maintaining confidentiality of work related information and materials.
- Making individual and group presentations.
- Establishing and maintaining effective working relationships.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
Special Requirements

Valid Texas Driver’s License and reliable transportation for local Austin area travel.

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.
Specialist, Early College Start

(ID: 206501)

**FLSA Status:** Exempt  
**Band:** Specialist  
**Level:** 6

**Reports To**
Director, Early College Start

**Job Purpose**
To provide pre-enrollment services and act as liaison relationship with assigned high schools.

**Description of Duties and Tasks**

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

1. Coordinates and delivers on-site services promoting ECS programs at high school campus locations to include admissions, collecting transcripts, reviews assessment testing, orientation, advising, and registration.
2. Resolves concerns for program participants/students, faculty, ACC departments, and high schools; responds to emails, phone calls, and visitors, to meet student, parent, school, and faculty, and program needs.
3. Develops the semester schedule for ACC courses on high school campus; works with high schools and academic departments; verifies information; reviews the campus schedule for accuracy.
4. Serves as primary contact for ACC faculty teaching ACC restricted courses on a high school campus; provides beginning semester information for high school campus and resolves student registration issues.
5. Establishes and maintains an active role on the high school campus in order to recruit prospective students. Creates recruitment and advising materials for assigned high school campus.
6. Develops and delivers large and small group presentations to assigned high schools, including student/parent information nights or ECS training.
7. Serves on high school, college, and community committees, as assigned.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Student support services
- Educational institutions' programs and functions

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating administrative support services.
- Making individual and group presentations.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

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.
Specialist, Facilities & Construction

(ID: 160503)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Executive Director, Facilities & Construction

Job Purpose
To oversee and track budgets, departmental purchases, financial records, expenditures, and leased real estate for Facilities and Construction.

Description of Duties and Tasks

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

1. Assists in the development, tracking, and maintenance of departmental operating budget. Reviews and processes invoices, applications for payment, proposals, requisitions and contracts for all construction-related contracts; monitors payment processing with Accounts Payable to ensure timely processing of vendor payments.
2. Reviews, verifies accuracy, and approves payment of utility bills (electric, gas and water/wastewater). Creates and issues utility reimbursement invoices to tenants at various ACC facilities. Tracks utility usage to detect evidence of leaks, waste or other problems at the site.
3. Assists with management of ACC’s leased properties, ensuring timely payment of facility leases; directs all requests for repairs on leased property; coordinates work with appropriate trades area(s); maintains necessary records of leased property; ensures timely renewal of leases; coordinates with Environmental Health, safety and Insurance Department to ensure all insurance requirements are met.
4. Works with the Department's project management staff and assists with preparation and tracking of project budget allocations.
5. Acts as liaison with Department and Purchasing to renew ongoing construction-related contracts, and ensures that goods and services are acquired in accordance with applicable regulations and District policy.
6. Functions as Campus Coordinator for the Service Center, overseeing and monitoring the daily operations of the Service Center to maintain the effective, efficient, clean and safe operation of the building, including custodial services.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accounting and budgetary theory, principles and practices.
- Budget account verification and tracking.
- Facilities maintenance, construction, and procurement processes.
- State of Texas laws regarding purchasing and contracts for Public Institutions.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evenings and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Reading and understanding contracts.
- Establishing and maintaining effective working relationship.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Associate degree.
Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Datatel experience strongly preferred.

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.
Specialist, Faculty Evaluation  
(ID: 232001)

FLSA Status: Non-Exempt  
Band: Specialist  
Level: 6

Reports To
Supervisor, Faculty Evaluation

Job Purpose
To provide assistance and oversight of the faculty evaluation processes including tracking, maintenance, and processing of faculty evaluations. To coordinate, plan and organize the logistics and implementation for the Faculty Course Evaluation delivery.

Description of Duties and Tasks

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

1. Coordinates the daily processing work flow, including training new hourly employees. Maintains process integrity through the creation, maintenance, and monitoring of process tracking logs.
2. Trains and oversees the work of temporary employees.
3. Responds to and/or directs inquiries in person, email, and/or telephone. Provides information regarding the faculty evaluation program, processes, and related issues.
4. Scans evaluation forms, verifies responses, researches errors. Oversees the work of others and checks the exactness and quality of scanned evaluation records.
5. Researches and problem solves issues related to processing evaluations, software and hardware used in scanning and evaluation processing and storage. Assists others with using evaluation software programs.
6. Provides written reports on progress status, problems, and issues related to the evaluation processes.
7. Works closely with the Information Technology Department for electronic problems and improvements. Works with evaluation software vendor to resolve problems.
8. Works with Faculty Evaluation Supervisor to identify and resolve resource constraints with regard to hourly labor and consumables used to support evaluation processes.
9. Tracks receipt and processing of evaluations, new faculty hires and terminations and online evaluation participation. Receives, reviews, and maintains departmental records and documents.
10. Assists Faculty Evaluation Supervisor in the creation of evaluation calendars.
11. Follows disaster recovery protocols for archiving evaluation data, both physical files and computer based data. Insures compliance with State of Texas record retention requirements. Coordinates transfer of archival data from the Evaluation Office to Records Management.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Customer service techniques.
- Data tracking processes.
- Organized record keeping processes and practices.
- Scanning processes and techniques.
- Faculty evaluation processes.
- Office procedures and practices.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, with occasional evening and weekend work during peak season.
- Occasional public speaking and presentation of ideas and materials.
- Planning, process assessment and problem solving.
- Effectively using interpersonal and communications skills.
- Effectively using organizational skills and maintaining exacting accuracy in repetitive processes over long periods of time.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Associate degree.

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.
Specialist, Financial Aid
(ID: 12256)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Associate Director, Financial Aid

Job Purpose
To provide complex financial aid services to students at the College and assist in providing technical support in the administration of financial aid programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Reviews students' Free Application for Federal Student Aid.
2. Determines eligibility for federal and state grants and student loans.
3. Audits students FAFSA application when selected for verification process.
4. Uses databases (Datatel/Elucian, NSLDS, Fortis, FAA CPS Online, Selective Service, USCIS, etc) to ensure applicants meet federal and state regulations before awarding financial aid.
5. Runs reports and submits updates.
6. Assists students in filling out their FAFSA application and advises students regarding financial aid programs.
7. Reviews enrollment to accurately award students in approved degree plan/educational appeals.
8. Answers student inquiries regarding financial aid processes, awards and disbursements.
10. May assist with training new departmental employees.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Federal and state regulations pertaining to financial aid programs.
- Student financial aid awarding processes and activities.
- Financial aid outreach programs.
- Work-study programs.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Advising students and parents regarding financial aid programs and processes.
- Applying federal and state regulations to all aspects of financial aid programs.
- Reviewing financial aid applications for eligibility.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Determine individual benefit eligibility.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use student information and database systems.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Specialist, Game Development Institute
(ID: 201501)

**FLSA Status:** Exempt
**Band:** Specialist
**Level:** 7

**Reports To**

Assistant Dean, Visual Communications

**Job Purpose**

To provide information to current and potential students on the Game Development Institute's (GDI), Applied Game Lab (AGL), and assist students in the lab setting.

**Description of Duties and Tasks**

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

1. Advises potential and current students regarding ACC GDI program; provides information regarding education and training required; degree plan change requirements; and career opportunities.
2. Assists in the development, and implements supplemental student workshops.
3. Oversees Game Club membership and activities for GDI. Assists in the maintenance of the Meetup.com GDI members list and coordination of monthly information sessions.
4. Assists and supports students, faculty and others to achieve project goals related to completion of GDI degrees and certificates.
5. Coordinates the use of Applied Game Lab (AGL) with various departments; ensures that all ACC and outside groups are familiar with College and department policies regarding the use of AGL.
6. Coordinates and assists faculty with implementation of industry standard tools and practices for game development.
7. Provides support and direction to students in the video game degree programs and in the applied game lab environment.
8. Promotes GDI programs by attending job fairs, high school outreach/recruiting efforts, and professional association meetings.
9. May assist the ADC in the development of program marketing materials and web resources; and interfaces with community organizations to represent the Game Development Institute.
10. Identify game development tools, technologies, and processes relevant to student and faculty projects and make recommendations to respective chairs.
11. Tutors individual students or groups in Game Design & Art areas of specialization.
12. May oversee GDI labs on evenings and weekends.
13. Collaborates with faculty to maximize student skill development for GDI students.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Game design, development, concepts, components, and functional uses.
- Project development and coordination.
- Knowledge of a 3D software program or other animation software programs.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Fostering communication across departments and working in a collaborative manner.
- Reliable milestone project delivery and presentation.
- Maintaining an established work schedule, which may include some evening and weekend hours.
- Fostering creativity and effectively interacting with students of diverse and multicultural backgrounds.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Making individual or group presentations.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships in a team environment.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use skills from design and development of video games software, with software, project management software, 3D applications, and/or Game Engine.

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.
Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Specialist, Health Sciences  
(ID: 202002)

FLSA Status: Non-Exempt  
Band: Specialist  
Level: 6

Reports To  
Executive Dean, Health Sciences

Job Purpose  
To provide advanced clerical and administrative support for both Associate Degree and Vocational Nursing programs; assists in the compliance of contractual agreements with standards (local, state, and national) and requirements for multiple areas for the Nursing Department.

Description of Duties and Tasks  

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

1. Provides administrative support of a responsible and complex nature and assists multiple departments. Performs with autonomy and initiative.
2. Prepares all NLNAC and Texas Board of Nursing reports for both departments.
3. Tracks data and creates/updates tracking system from multiple sources for various reporting purposes. Validates and documents prior to each of the four semesters of both the VNG and AND programs.
4. Coordinates departmental activities including but not limited instituting processes that are efficient and effective across three primary sites (EVC, CEC, and RRC plus a small nursing cohort in FBG).
5. 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 e-mail, arranging conference calls, and maintaining or coordinating the supervisor's schedule.
6. Gathers and compiles data, producing specialized reports and documents. Maintains files, records, logs, and other tracking systems.
7. 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.
8. 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.
9. Performs complex computer activities including word processing, data collection, and analysis of information, scheduling processes, and creating visual and graphic presentations; may update websites.

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

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

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

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

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

15. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- 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.
- Knowledge of the nursing program at Austin Community College.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- 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, 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.
• Maintaining an established work schedule. May require some evening and/or weekend work.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software including desk top publishing.

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.

Work Experience

One year related work experience.

Education

Associate degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Specialist, Health Sciences Curriculum Instructional  
(ID: 20206)

FLSA Status: Exempt  
Band: Specialist  
Level: 7

Reports To
Dean, Health Sciences

Job Purpose
To assist department chairs in planning, developing, and evaluating the curriculum of Health Sciences Programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Provides consultation support to Department Chair in the development of program learning outcomes and appropriate evaluation measures.
2. Assists departments in establishing systems necessary to assure compliance with external reporting requirements.
3. Develops and manages special projects that assist departments in improving quality educational outcomes.
4. Serves as a resource to Health Sciences faculty with regard to addressing teaching issues.
5. Collaborates with faculty and coordinates with the Instructional Design Specialist to integrate technology into instruction.
7. Creates, coordinates, and implements professional development activities relative to curriculum and instruction for the Health Sciences faculty.
8. Acts as a liaison to the Grant Development Department.
9. Provides assistance to the Dean of Health Science and Department chairs regarding the identification of external funding sources, proposal and report writing, and monitoring the implementation of Health Sciences grants.
10. Assists Department chairs in responding to external program approval and accreditation standards, including periodic reporting documents, and self-study reports; and in development of and completion of self studies for external accreditation.
11. Participates in special projects as assigned by the Dean of Health Sciences.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Curriculum design and development.
- Program approval and accreditation standards.
- Technology used in teaching instruction.
- Current teaching issues faced in Health Sciences.
- Professional development activities relative to Health Sciences faculty.
- External funding sources and implementation of Health Science grants.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Manage or administer grant funds.
- Maintaining an established, flexible work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Serving as a resource to and collaborating with Health Sciences faculty.
- Making recommendations for instruction and curriculum improvements.
- Coordinating professional development activities for faculty members.
- Liaising with grant development staff and monitoring the implementation of grants.
- Gathering data, compiling information, and preparing reports.
- Effectively conforming to timelines and due dates.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Three years related work experience.

Education

Master's degree.

Special Requirements

Experience developing curriculum/curricula for post-secondary health science programs, writing grants and accreditation self-study reports, and/or management experience preferred.

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.
Specialist, Human Resources
(ID: 130516)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Director, Manager, or designee

Job Purpose
Depending on area of assignment, administers and maintains employee files and records, or benefits programs.

Description of Duties and Tasks

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

1. Initiates, maintains, and updates employee files and other relevant information in Datatel system.
2. Compiles, analyzes, and generates customized reports for administrative and external sources.
3. Serves as liaison and information resource for faculty and staff, consults with others on problems, and determines final resolution of problems and issues.
4. Implements, tracks, and maintains database of various employee information.
5. Processes documents on new, current, and former employees in Datatel.
6. Advises, counsels, and answers inquiries regarding human resource issues in area of responsibility.
7. Conducts training sessions regarding HR procedures, policies, and processes.
8. Composes and edits correspondence and develops departmental forms.
9. May represent the college at unemployment hearings and appeals, investigate and respond to unemployment claims; conduct exit interviews and/or serve as key contact for Employee Assistance Program.
10. May conduct new employee benefits orientation sessions and coordinate and monitor leave programs.
11. May provide backup to other human resource areas, and/or update department website.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Administrative procedures, principles, and practices.
- Basic recruitment, employment processes and/or payroll principles and processes.
- Customer service principles and practices.
- Basic employment and payroll laws and regulations.
- Electronic files, records and data management systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- 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 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

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

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.
Specialist, Instructional Design
(ID: 18203)

FLSA Status: Exempt
Band: Specialist
Level: 7

Reports To
Manager, Instructional Design

Job Purpose
To provide consultation and support services in instructional design, strategies, assessment, technology, and distributed learning for instructional development projects.

Description of Duties and Tasks
Essential duties and responsibilities include the following. Other duties may be assigned.

1. Develops and maintains software-based learning modules for instructional or training purposes.
2. Designs, develops, and delivers workshops and training to faculty in the use of instructional technologies and educational best practices.
3. Manages instructional projects from conception through implementation, makes recommendations on enhancing instructional materials and delivers to ensure students have an opportunity to interact and apply learning outcomes as well as increase the success and retention of students.
4. Coordinates instructional design projects from inception to completion; enters data into database, and maintains files and records.
5. Consults with faculty on instructional design and learning objectives.
7. Designs and produces learning materials in a variety of formats including print, graphics, audio, video, animation and multimedia to support teaching, learning, and college information needs.
8. Provides assistance to faculty in technology tools and methods, use of instructional software, and effective uses of multimedia.
9. Researches and makes recommendations on educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.
10. Facilitates curriculum development sessions, documents findings, and writes reports.
11. Conducts occupational analysis and develops job profiles.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Research methodologies and techniques.
- Processes and standards for planning and implementing instructional design and development.
- Instructional technology media and materials development and implementation principles.
- Learning Theory.
- Instructional strategies, curriculum standards, and assessments.
- Occupational and competency analysis, methods and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Project management and efficient use of resources.
- Researching and analyzing complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use web page editors, graphic software, and basic HTML.

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.

Work Experience

Two years related work experience.
Education

Master's degree.

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.
Specialist, Instructional Support Services  
(ID: 231001)

FLSA Status: Non-Exempt  
Band: Specialist  
Level: 6

Reports To  
Supervisor, Instructional Support Services

Job Purpose  
To provide high-level administrative and technical support for Curriculum Services and other department and special projects as required.

Description of Duties and Tasks  

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

1. Posts curriculum changes through the Texas Higher Education Coordinating Board website.  
2. Runs, edits, and distributes reports in relation to catalog production; coordinates catalog proofing and makes necessary changes; liaisons with Public Information and College Marketing in relation to catalog print changes for final drafts.  
3. Coordinates College-wide instructional schedule production including providing "rolled" schedule to departments for each new semester; assists instructional departments with schedule changes; runs, edits, and distributes instructional departments schedule reports; assists departments during schedule proofing.  
4. Coordinates College Connection public relations activities including developing electronic presentations and handout packets for other community colleges and college-related organizations promoting the College Connection program. Creates new College Connection activity grids, agendas, listservs, and data tracking records for participating districts and area high schools.  
5. Provides assistance with coordinating College Connection activities including developing activity schedules; maintains communication between College and local high school staff in relation to schedule changes or information updates.  
6. Troubleshoots registration issues with Continuing Education registration staff/coordinators as issues arise.  
7. Troubleshoots Continuing Education billing and payroll issues.  
8. Assists with computer application program testing in relation to the curriculum management system; updates related procedures manual.  
10. Assists with textbook inventory maintenance, ordering, and training coordination; including downloading textbook orders, developing training materials for the textbook ordering system, and running textbook related reports.
11. Provides special projects assistance to ACC Administration.

Knowledge

_Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed._

- Administrative processes and standards.
- Catalog production.
- Credit schedule production.
- Textbook inventory maintenance.

Skills

_Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed._

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating catalog and credit schedule production.
- Creating electronic presentations, information handout packages, and activity schedules.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use web development software and provide technical support for desktop software.

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.
Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Knowledge of listserv creation and maintenance preferred.

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.
Specialist, Instructional Technology
(ID: 181505)

FLSA Status: Exempt
Band: Specialist
Level: 7

Reports To
Director, Distance Learning

Job Purpose
To develop, coordinate and implement video technologies to support Distance Learning programs for both online viewing and broadcast playback on college cable channel.

Description of Duties and Tasks

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

1. Develops, coordinates and implements new video technologies to support Distance Learning including writing HTML code and insuring web page functionality to support online video distribution.

2. Researches and implements Distance Learning technology project solutions including video production and encoding processes. Serves as a liaison with vendors.

3. Maintains and supports the Distance Learning web site and related sites.

4. Maintains Distance Learning (DL) and VSS computer systems and electronic equipment to ensure proper operation.

5. Tracks and trouble-shoots user problems in Distance Learning and determines source as hardware, software, or procedural, and resolves problem or redirects to appropriate area.

6. Investigates, reviews, and evaluates new instructional Distance Learning and video distribution technologies and software applications. Recommends new products, software upgrades, and training.

7. Provides training and support for new and existing Distance Learning technologies to faculty and staff; maintains and updates training websites and other support materials.

8. Provides input in writing on operational procedures for staff on the use of system hardware and software.

9. Collects and records data for tracking operations measurements. Maintains records and prepares reports as needed.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Networked computer system environments and peripheral device capabilities.
- Instructional technology system development and implementation principles.
- Current principles and practices of distance learning and/or instructional learning technology and applications in an educational environment.
- Video technologies, including online video distribution.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Coordinating implementation of Distance Learning and/or instructional technology programs.
- Analyzing software applications, and developing recommendations for implementation.
- Developing and presenting effective technology training in a variety of formats.
- Developing and maintaining webpages and websites.
- Troubleshooting and maintaining instructional technology equipment and components.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use web based specialty software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Specialist, International Student Services & DSO
(ID: 121006)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To

Supervisor, International Student Admissions

Job Purpose

To provide support services to prospective students through the international student website; assists students in person and by telephone, regarding immigration and admission requirements. To process all international student applications with in-depth knowledge of the structure of the U.S. educational system.

Description of Duties and Tasks

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

1. Interprets and implements complex immigration laws, rules, and regulations, with regard to international students.
2. Processes change of immigration status applications, tuition bill waivers, proof of enrollments for F1V1.
3. Advises and assists currently enrolled and prospective international students in person, by phone, and via email regarding inquiries including, yet not limited to; admission requirements; pre-arrival immigration related issues; school transfers; process updates on records; issue enrollment letters for various government agencies; and DPS, SSA, and ITIN applications.
4. Creates and compiles data for reports as necessary for maintaining up-to-date student records, Institute of International Education (IIE) Open Doors reports, and other statistical reports for accuracy.
5. Maintains up-to-date knowledge of applicable regulations and policies by tracking and researching updates in laws, regulations, travel documents, state department alerts, and by participating in professional development activities. Develops and implements policies and procedures at the college when required.
6. Provides general advice on subjects including, yet not limited to, banking, housing, and US classroom culture. Maintain awareness and knowledge of how culture and language influence learning styles, adjustment to the U.S., differences, and impact on attitudes and behavior.
Handle sensitive cases and problems in an appropriate and confidential manner, and refer international students with personal issues to counselors.

7. Serves, advises, and works effectively as a liaison to students, faculty, staff, administrators, outside organizations that sponsor students, Immigration and Customs Enforcement (ICE), and the community in interpreting and implementing international student immigration rules, regulations, and admissions procedures.

8. Maintains office website, publication materials, handouts, and forms. Develops informational materials regarding international student admissions.

9. Maintains the Student and Exchange Visitor Information System (SEVIS) for the entire college (12 campuses), which ensures federal compliance with Department of Homeland Security and Department of State requirements. Completes an audit each semester to register each enrolled student in the SEVIS system, report drops below full time enrollment, update personal and program information, and terminate records for students who violate status.

10. Creates, coordinates, plans, and implements international student orientations. Advise initial F-1 students on international students on matters related to college life, U.S. study experience, safety, transportation, employment, health insurance, adjustment to campus, and maintenance of student status.

11. Designs, organizes, and implements workshops addressing international student related issues: presentations on employment as an F-1 student, transfer procedures, immigration lawyer presentations, and presentations to the faculty, staff and administrators.

12. Participates in recruitment activities in the U.S. and abroad as required.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Customer service principles and practices.
- F-1 student visa rules, regulations, policies, and procedures.
- Principles and practices of international admission procedures.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Interpreting and applying complex rules, regulations, policies, and procedures, and making effective decisions.
- Process and interpret data acquired from various queries that are tailored to contain international student information.
• Effectively using interpersonal and communications skills including tact, discretion and diplomacy.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Applying international student policies and procedures.
• Applying academic record policy and procedures.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use student information database systems.

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.

Work Experience

Two years related work experience.

Education

Associate degree.

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.
Specialist, Inventory Control

(ID: 16364)

FLSA Status: Non-Exempt
Band: Specialist
Level: 5

Reports To

Warehouse Supervisor

Job Purpose

To perform warehouse office coordination activities and property movement and management of fixed assets for disposal, surplus, storage or salvage.

Description of Duties and Tasks

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

1. Provides administrative support for the warehouse including processing shipment returns; Fixed assets.
2. Provides assistance with fixed asset management activities including data entry, inventory, and disposal of fixed assets; conducts asset research; provides necessary inventory reports for warehouse and accounting departments.
3. Coordinates auction activities including releasing items for auction, providing descriptions and disclaimers, photographing items, and downloading pictures to online website, reconciliation at end of the month auction invoices, and preparation of monthly auction disposal report.
4. Provides assistance with the coordination of fleet management activities including title procurement, obtaining registration and license plates for all vehicles, and distribution of employee gas cards/pin numbers.
5. Coordinates return processes including contacting vendors, departments, and buyers regarding call tags and return authorization numbers for pickups, shipment shortages, and/or damages and accounts payable issues.
6. Troubleshoots any assigned problems with purchase orders, deliveries, or pickups that require special attention.
7. Performs physical inventories, tags asset items at campuses, palletizes stock, and pulls warehouse surplus as required.
8. Provides backup assistance to the warehouse as required including receiving shipments, pulling General Stores items, delivering shipments to campuses, pulling auctions, and accepting purchase orders into the Datatel system.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Inventory control standards and processes.
- Warehouse operations.
- Inventory and warehouse documentation.
- General fleet management activities processes.
- General fixed asset management activities and processes.
- Warehouse safety.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Purchasing authority up to $1,000 without approval from supervisor.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing administrative assistance in relation to warehouse and inventory control activities.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.
Education

High School diploma or educational equivalent.

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.
Specialist, Library
(ID: 182502)

FLSA Status: Non-Exempt
Band: Specialist
Level: 4

Reports To
Head Librarian

Job Purpose
To locate and acquire instructional resources and materials for the Library along with one or more of the following responsibilities: serials, interlibrary loan, standing orders, cataloging and system support.

Description of Duties and Tasks

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

1. Searches various online bibliographic and inventory databases to verify and copy information for orders into local automated system's serials module.
2. Processes electronic and manual orders or renewals of subscriptions for electronic indexing/abstracting services and journals or newspapers in print, microform, or electronic format. Receives materials and maintains serials module of integrated library system by recording items received and price, title, or subscription changes.
3. Verifies and processes claims for items or invoices not received. Determines appropriate method of reconciling claim and contacts vendor, accounts payable, or department.
4. Prepares college purchase requisitions using College's automated purchasing system.
5. Handles all aspects of leasing print materials including tracking orders and receipts, processing, and cataloging.
7. Processes requests for inter-library loans to include database searches for materials. Maintains records of requests and tracks return of materials. Provides statistics on materials borrowed or loaned and assists Head Librarian with preparing statistical reports.
8. Handles all aspects of leasing print materials including tracking orders and receipts, processing, and cataloging.
10. May open and sort mail and packages or work public services circulation desk and perform support work for serials, interlibrary loan, cataloging and system support.
11. Monitors and maintains records of orders submitted, payment information and materials received for assigned collection or formats.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Library of Congress classification system.
- Functions and operations of a library.
- Library reference materials and resources.
- College and State Purchasing policies and regulations.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing customer service.
- Researching and locating information and materials.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated library systems within a web-based environment.

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.
Work Experience

One year related work experience.

Education

Bachelor's degree.

Special Requirements

Knowledge of purchasing guidelines, ACC, IRT or Library Services documentation related to policies and procedures, state contracts vendors, vendor web sites, National Online Computer Library Center (OCLC), Millennium documentation, and/or Library Services selection of materials guidelines preferred.

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.
Specialist, Marketing Graphic Design
(ID: 102016)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Manager, Graphic Design

Job Purpose
To plan, analyze, design, and create official college marketing materials that educate and inform both internal and external audiences about ACC's mission, people, programs, and services.

Description of Duties and Tasks

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

1. Provides creative support for web/mobile device graphic needs.
2. Coordinates, designs, and produces a variety of official college publications and marketing collateral which may include brochures, catalogs, print ads, posters, fliers, booklets, mailers, PowerPoint slides, and promotional merchandise.
3. Collaborates with staff and consults with copywriters on text that accompanies the design to ensure the needs of the client, the message the design should portray, and its appeal to end users is effective.
4. Formats text and graphics, creates graphs and charts from data; coordinates proofing and corrections.
5. Prepares electronic files according to commercial printer's requirements and checks printer proofs.
6. Compiles and organizes information from multiple sources throughout the college; formats and updates written material and graphics provided in multiple formats including hard copy, Word, Excel, and Adobe Acrobat.
7. Provides preliminary proofing of text and reviews final product to ensure it is complete and accurate.
8. Originates design concept and layout for materials including photo selection, digital manipulation, and font usage adhering to college brand standards; generate updates and changes as needed.
Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Graphic design theory, typography, color theory.
- Technical expertise with graphic design and print production software.
- Publication layout and design.
- Commercial printing requirements and practices.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Creativity, communication, and problem-solving skills.
- Effectively managing tight deadlines and multiple tasks in a fast-paced work environment.
- Effectively using organizational and planning skills with attention to detail, follow through and adherence to brand standards.
- Effectively using self-discipline and initiative to work both independently and in teams, budgeting time and meeting deadlines and production schedules.
- Effectively using initiative to stay updated on the latest trends and practices marketing graphic design.
- Maintaining equipment and software.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Specialist, Marketing Office
(ID: 102010)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Executive Director, Public Information and College Marketing

Job Purpose
To provide advanced administrative and budget recordkeeping support for the Marketing Department.

Description of Duties and Tasks

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

1. Consolidate and balance budgets
2. Coordinates the purchases of equipment and supplies; processes requisitions; processes invoices; and/or maintains asset inventories.
3. Reviews and approves the reconciliation of accounting records; prepares financial budget reports for internal purposes; and/or serves as a liaison with other departments in the college in the request of personnel and financial department requests.
4. Monitors multiple or complex budgets; and assists in preparing budgets.
5. Gathers and compiles data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems.
6. Performs complex computer activities including word processing, data collection, and analysis of information.
7. May prepare and review contracts for the department; research and resolve financial and billing issues; and/or serve as a liaison with outside vendors and contractors.
8. May analyze operating practices such as record keeping systems, forms control, personnel, and budgetary requirements to create new systems or procedures; maintains written set of policies and procedures for department.
9. May perform 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 e-mail, arranging conference calls, agendas or minutes, office equipment issues or logistics, and maintaining or coordinating the supervisor’s schedule.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Office management processes and procedures.
- Spreadsheet software applications.
- Automated financial systems.
- Customer services techniques.
- Principles and methods of budget preparation and expenditure control.
- Basic accounting, auditing, and bookkeeping procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accept, receive, and/or collect payments.
- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Determine individual benefit eligibility.
- Manage or administer grant funds.
- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division.
- Manage the budget within assigned department.
- Purchasing authority up to $1,000 without approval from supervisor.
- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule. May require some evenings and/or weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Able to understand and follow complex instructions precisely.
- Reviewing and preparing narrative and statistical/accounting/budget reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Establishing and maintaining effective working relationships.
- Interacting effectively with diverse groups of people.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Associate degree.

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.
Specialist, Master Control Operations
(ID: 18104)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Manager, Administrative Media Support Services

Job Purpose
To provide technical support for Master Control operations.

Description of Duties and Tasks

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

12. Produces the state mandated audio/video recordings for the Austin Community College Board of Trustees meetings.
13. Provides technical support and operates, troubleshoots, and maintains equipment for the President.
14. Produces documentary video segments highlighting events and programs offered at the college.
15. Writes, edits and produces communication videos for various administrative offices.
16. Updates and maintains the Board of Trustees website.
17. Coordinates audio visual requirements and provide technical advice and support for various college meetings.
18. Manages web streaming services for various departmental and community meetings.
19. Maintains and update the inventory archive database for distance learning.
20. Records, edits, and encodes the ACC Board of Trustees (BOT) meetings for ACC BOT website and ACC cable channel; monitors closed captions of BOT meetings. Uploads files to the streaming media server; creates and maintains web links to access the media files.
21. Provides technical support and operates, troubleshoots, and maintains equipment for the President.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current principles and practices of video support technology / distribution over the Internet and applications in an educational environment.
- Analog and digital video production/post production, signal distribution equipment, techniques, processes and quality production standards.
- Interactive video conferencing, teleconference technology, Satellite signal distribution.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Operating and maintaining a variety of technical studio equipment safely and competently.
- Troubleshooting teleconference, video production equipment, computers and software applications.
- Assessing and prioritizing multiple tasks, projects, and demands.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

Special Requirements

FCC License

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.
Specialist, Media Technology
(ID: 18153)

FLSA Status: Non-Exempt
Band: Specialist
Level: 5

Reports To
Instructional Technology Manager or Multimedia Support Supervisor

Job Purpose
To provide technical support services for the media equipment and technology needs of the ACC faculty and staff; coordinates and maintains equipment inventory, and provides training and technical assistance as needed.

Description of Duties and Tasks

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

1. Responds to the needs and inquiries of faculty and staff, often requiring immediate analysis and action; explains technology issues, deploys solutions and follows up with instructors to assure the continuous stability and functionality of the instructional technology. Finesse and diplomacy required in often high stress situations.

2. Manages media equipment utilization and circulation process; compiles and reviews requests, enters data, and generates schedules from database; consults with customers to define equipment and services needs and priorities, and moves equipment between facilities to maximize customer satisfaction; sets up and operates equipment as requested.

3. Manages media equipment inventory; maintains and cleans equipment; maintains computers and software; troubleshoots malfunctions, and makes minor to intermediate repairs according to standard procedures and operating manuals.

4. Provides training and instruction for faculty and staff on using media software and hardware; provides technical advice, training, and hands-on assistance as requested; assists ACC students as needed; assures effective communication of policies and procedures.

5. Provides technical support for media equipment; provides hardware, software, connectivity, and compatibility troubleshooting functions and installation support.

6. Makes recommendations to faculty on multimedia equipment use, and on design and production techniques for materials and presentations; assists with development of special multimedia products as requested.
7. Maintains security of equipment; adds barcodes, security tags, and engraving; updates and assures accuracy of equipment database; investigates missing, lost, and overdue equipment
8. Tracks work orders for equipment repair contractors and ACC computer support technicians; generates reports as needed.
9. Compiles and maintains departmental records and statistics, such as equipment use, supplies use, and inventories, repair and service records, and relocation status.
10. May assist with website management, multimedia production, and data conversion.
11. May oversee workflow of hourly employees.
12. Assists with building and updating faculty and departmental websites and uploading materials. May maintain comprehensive internal website including creating content like videos for training new staff, direction for following policies and procedures, creating tutorials for new equipment and software technologies, and displaying superior customer services.
13. Facilitates one-on-one instruction and group workshops both informally in the faculty computer center and at formal technology workshop events. May produces high-end video tutorials for staff training.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Media equipment and technology, operating techniques, and quality standards.
- Techniques and procedures for trouble-shooting and maintenance of media equipment, computers, peripherals, and software applications.
- Computer graphics software application packages and development techniques.
- Current principles and practices of multimedia presentations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Operating and maintaining a variety of media equipment safely and competently.
- Using basic tools, equipment, and procedures for repairing media equipment and peripheral devices.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

Associate degree.

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.
Specialist, Procurement Card  
(ID: 163500)

FLSA Status: Non-Exempt  
Band: Specialist  
Level: 6

Reports To
Director, Assistant Purchasing

Job Purpose
To coordinate and implement a system for the accurate accounting, reporting, controlling, and safeguarding the District's Procurement Cards, Travel Advance Cards and Executive Travel Card inquiries.

Description of Duties and Tasks

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

1. Coordinates all ACC Procurement Card, Travel Advance Card and Executive Travel Card activities including answering inquiries, setting up new accounts, issuing new and replacement cards, and setting up payment processes.
2. Serves as a liaison with credit card vendors, the Cashier's Office, Accounts Payable, and the Internal Auditor as it concerns Procurement Cards, Travel Advance Cards and Executive Travel Cards.
3. Conducts research, analysis and recommendations on matters related to Procurement Cards, Travel Advance Cards and Executive Travel Cards.
4. Provides customer service assistance to budget authorities and end users district-wide; reports non-compliance findings to cardholder, budget authority and program administrators; follows up with cardholders regarding all outstanding credit card orders.
5. Provides system administration and maintenance of vendor's online systems for management and tracking.
6. Edits, updates, reviews, and monitors cardholders' spending trends and provides scheduled reports and Ad Hoc reports.
7. Conducts desktop audits for accuracy and compliance review.
8. Receives and investigates complaints and inquiries pertaining to credit card purchases, reviews documentation and prepares responses.
9. Reconciles cardholders' spending reports.
10. Provides mandatory monthly cardholder training prior to issuing credit cards to the end users.
11. Assists in the development of Procurement Card training materials, newsletters, brochures, forms, procedures, and notices for cardholders, budget authorities, Purchasing and other Business Services Departments.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Purchasing terminology and processes.
- Invoices, requisitions, and purchase orders.
- On line tracking and management systems.
- Compliance requirements for contracts.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing customer service to budget authorities and end users.
- Maintaining data and information systems.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.

**Work Experience**

One year related work experience.
Education

High School diploma or educational equivalent.

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.
Specialist, Professional Development Technology

(ID: 13068)

FLSA Status: Exempt
Band: Specialist
Level: 7

Reports To
Director, Professional Development and Evaluation Programs

Job Purpose
To present basic-level technology related workshops, to provide technical support in the development of professional development workshops and online teaching/learning modules, and to maintain website information.

Description of Duties and Tasks

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

1. Develops, facilitates, and presents basic-level technology related professional development workshops and online teaching/learning modules.
2. Maintains professional development database of course offerings.
3. Maintains, updates, and develops websites for Human Resources and related IT projects.
4. Participates in and assists with development and implementation of Professional Development Day programs and workshops.
5. May assist with special projects related to use of technology in professional development.
6. May collaborate with IT to prepare training and procedure manuals and documentation, including written training manuals for hardware, microcomputer software adaptation, customized programs, and other system applications.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Instructional techniques, theory, and workshop design.
- Adult learning principles.
- Web/database maintenance.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Conducting workshop presentations.
- Researching and implementing new techniques and processes.
- Establishing and maintaining effective working relationships
- Effectively using multimedia platforms.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Specialist, Program
(ID: 11151)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To

Department Chair, Education.

Job Purpose

To support the Education Department and work directly with the Department Head on coordination of Education Department program activities.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Arranges and coordinates site-based activities.
2. Serves as a liaison between ACC and independent school district personnel. Establish and maintain new partnerships for field observation placements. Assists with college and department related outreach and networking.
3. Initiates, assists, and maintains communications with public school officials and administrative staff regarding school visitation portion of Coordinating Board requirements for ACC education courses.
4. Coordinates placement and scheduling of ACC students in public schools for required observations. Maintain telephone and email correspondeces with ISD partners, ACC faculty, and students. Prepare and forward all necessary documentation and background check information to participating school districts for placement.
5. Advises students on various aspects of the Education Instruction program such as majors, course selection, transferability, and pre-requisite for degree plans.
6. Distributes and tracks student paperwork required for public schools and ACC courses.
7. Maintains communications with Department Chair and faculty in Education Department.
8. May assist with creation and maintenance of departmental and/or instructional websites.
9. Address student issues arising from field observation requirement. Forward such issues to Department Chair as needed. Meets with students on a one-to-one basis when necessary, to resolve problems with field observations.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Public school administration.
- Program training goals and implementation.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working collaboratively, as well as independently.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Establishing and maintaining effective working relationships
- Maintaining confidentiality of work related information and materials.
- Maintaining confidentiality of work related information and materials.
- Effectively working with a diverse and multicultural student body.
- Writing professional level correspondence.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
Special Requirements

A criminal background check will be conducted as this position will require public school visitations.

Valid Texas Driver's License and reliable transportation required as position will involve travel between ACC campuses and local public school districts.

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.
Specialist, Program - Mathematics
(ID: 230504)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Department Chair, Mathematics

Job Purpose
To support the Mathematics Department and work directly with the Department Head in coordination activities for Mathematics Department programs, including the departmental work for the Highland Mall Math Emporium, the Quality Enhancement Plan (QEP) Math PLUS Program.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Arranges and coordinates site-based activities for development of the Highland Mall Math Emporium.
2. Serves as liaison for planning, research, reporting, and implementation of Math programs, classes, and services to be offered at the Emporium.
3. Serves as a resource at planning meetings with other ACC departments, including Math programs, and facility development.
4. Participates in the planning, purchasing, and scheduling of mathematics classes and programs for the start-up of the Emporium facility.
5. Initiates, assists, and maintains communications with mathematics faculty and administrative staff regarding Coordinating Board requirements for ACC developmental mathematics courses.
6. Assists with college and department related outreach and networking for the QEP and the Highland Mall site.
7. Schedules, coordinates, and tracks training of mathematics faculty for the QEP. Serves as special assistant to the QEP Director.
8. Develops processes for handling faculty, staff, and students for the Developmental Mathematics offerings at the Highland Mall facility.
9. Develops the system and tracks all the formats of classes and non-course based options that the mathematics department offers.
10. Coordinates departmental activities including, but not limited to instituting processes that are efficient and effective across all sites where mathematics courses are offered.
11. Oversees workflow of Math/Science Administrative Assistants and hourly personnel to assure knowledge of and consistency in application of mathematics department policies and procedures.
12. Reviews and coordinates work of office or department personnel. Trains new administrative staff on department related clerical or administrative tasks. 
13. Analyzes current operating practices such as record keeping systems, forms control, personnel, and budgetary requirements to create new more efficient and appropriate systems or procedures. 
14. Researches and tracks data and creates/updates tracking system from multiple sources for various reporting purposes. 
15. Prepares reports for outside agencies such as Achieve the Dream (AtD), QEP, and other reports as needed for the mathematics department. 
16. Serves as communication liaison with Department Chair and faculty in Mathematics Department. 
17. Assists with creation and maintenance of departmental, instructional and QEP websites. 
18. Gathers and compiles data, producing specialized reports and documents. Maintains and updates files, records, logs, and other tracking systems. 
19. Performs complex computer activities including word processing, data collection, and analysis of information, scheduling processes, and creating visual and graphic presentations for Department Chair, and the QEP Director. 
20. Assists Department Chair with faculty evaluation process coordination. 
21. May coordinate the purchases of equipment and supplies; processes requisitions, monitors departmental and QEP budgets, maintains asset inventories and assists in preparing budgets for department and QEP, and Highland Mall.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- 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

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evening and/or weekends.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
• Effectively using interpersonal and communications skills, including tact and diplomacy.
• Working collaboratively, as well as independently with autonomy and initiative.
• Using organizational and planning skills to develop processes and procedures.
• Compiling and organizing complex material, summarizing discussions and actions taken in report form.
• Demonstrated proficiency at research skills.
• 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.
• Writing professional level correspondence.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Specialist, Records
(ID: 194003)

FLSA Status: Non-Exempt
Band: Specialist
Level: 4

Reports To
Manager, Institutional Records

Job Purpose
To implement Records and Information Management projects relating to the records life cycle including document imaging, records storage, forms management, and other records and information management such as auditing.

Description of Duties and Tasks

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

2. Receives, organizes, stores, conducts inventories, tracks, and retrieves records; provides assistance with coordinating the daily operations of the Records Center.
3. Maintains a computerized records management system to identify, categorize, store, retrieve, and dispose of College records.
4. Coordinates, approves, and monitors the release of information and/or records to authorized departments; researches and responds to requests for information; prepares correspondence in relation to information retrieval and resolution of records retention issues.
5. Evaluates and verifies all incoming records for storage and destruction are processed in accordance with the College Records Control Schedule and established procedures; monitors and assists with the development of the College Records Control Schedule.
6. Appraises and analyzes College records for retention and disposition; applies pertinent federal and state laws; maintains permanent records of destruction and certificates of destruction.
7. Conducts quality assurance audits on College permanent records scanned into the records imaging system; approves the quality and accuracy of scanned images in accordance with State and departmental quality control standards and procedures; maintains an activity log.
8. Assists in the development of quality control standards, office procedures, and systems processes.
9. Provides assistance with organizing and conducting training workshops on retention and record storage procedures; interacts closely with College Records Custodians to ensure consistency and compliance with the College's Records Control Schedule.

10. Assists with conducting ongoing analysis of emerging technologies in relation to records management; provides recommendations to facilitate needed changes in processes and/or equipment.

11. May consult with College departments in relation to document imaging matters, including establishing index criteria and standards.

12. May train hourly employees regarding departmental processes and/or oversee workflow as required.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Record and information management principles.
- Digital imaging.
- Federal and state laws relating to records retention.
- Quality control standards, policies, and procedures in relation to records management.
- Record control schedules.
- Establishing and maintaining effective working relationships.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy, and maintaining confidentiality.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining a computerized records management system.
- Coordinating and monitoring the release of information and records.
- Maintaining knowledge of state and federal laws relating to records retention.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Certification as a Certified Records Manager (CRM).

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.
Specialist, Recruiting/Advising
(ID: 12053)

FLSA Status: Exempt
Band: Specialist
Level: 5

Reports To
Manager of Student Recruitment, Campus Dean, Supervisor, or designee.

Job Purpose
To provide recruitment and academic advising services to prospective students.

Description of Duties and Tasks

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

1. Makes presentations and recruiting visits to provide information to prospective students on options and programs available. This includes assisting in completing admissions applications, financial aid applications, collecting/assessing transcripts, assessment and testing, orientation, advising, and registration.
2. Participates in the College Connection program.
3. Attends college fairs, conducts tours, and participates in other special events to recruit prospective students to the college.
4. Advises students; explains degree plans, admissions and registration procedures, provides assessment and financial aid information, and other requirements necessary for enrollment.
5. Establishes and maintains an active role in the community in order to recruit prospective students.
6. Assists in developing recruitment and advising materials.
7. Maintains and updates records and files and submits recruiting reports as appropriate.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- College admission and financial aid procedures.
- Sales and marketing strategies and techniques.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Maintaining a varying work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Interacting with persons of diverse backgrounds.
- Following safe driving and towing practices and procedures.
- Maintaining accurate travel and vehicle maintenance and repair logs.
- Effectively presenting information to individuals and groups.
- Following established procedures for set up and storage of equipment.
- Planning logistics of travel, reading maps, estimating trip timing, researching site access and potential challenges for set-up of trailer and equipment.
- Connecting truck and trailer, driving and towing, and disconnecting trailer, and trailer set-up.
- Connecting, using and oversight of visitor use, disconnecting and storing electronic equipment such as computers, projectors, satellite dish, and multimedia equipment.
- Educating potential students about the importance of attending college.
- Maintaining confidentiality of work related materials and information.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
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.
**Specialist, Senior Library**  
*(ID: 182500)*

**FLSA Status: Non-Exempt**  
**Band: Specialist**  
**Level: 6**

**Reports To**

Head Librarian

**Job Purpose**

To act as a buyer for library and instructional materials in all formats for Instructional Resources and Technology/Library (IRT/LS) Services; to be responsible for locating and acquiring resources in all formats within ACC's purchasing guidelines.

**Description of Duties and Tasks**

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

1. Maintains the circulation procedures manuals, and communicates information and changes in procedures, schedules, processes, and projects.
2. Reconciles cash drawer, creates invoices in database, and submits deposits to Cashier's Office.
3. Performs routine circulation activities such as checking materials in and out, collecting fines, placing student records on hold, assisting patrons with questions, and equipment use.
4. May have responsibility for maintenance of Reserves and Periodical Collections as needed.
5. Tabulates daily statistic sheets and computes monthly statistical reports.
6. Monitors and maintains office supplies and recommends purchases.
7. Serves as the key contact for basic troubleshooting problems with public computers, copiers, printers, and the security gate.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Library computer database system.
- Principles and practices of library operations.
- Office and library equipment and maintenance functions.
• Knowledge of ACC Library Services Policy and Procedures Manual, National Online Computer Library Center (OCLC), Serials and Circulation Millennium documentation, interlibrary loan policies and processes.
• Knowledge of LC/NLM library classification systems.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills, including tact and diplomacy.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Providing customer service.
• Overseeing and reviewing the work of others.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.
• Basic troubleshooting of hardware and software including desktop/laptop computers, printers, and other equipment.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.
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.
Specialist, Senior Library - Technical Services
(ID: 182504)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Head Librarian, Technical Services and Library Automation

Job Purpose
Update and maintain bibliographic and authority control and metadata activities for all formats and collections.

Description of Duties and Tasks

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

1. Oversees the loading and maintenance of vendor supplied cataloging and electronic resource records.
2. Maintains statistics related to bibliographic and authority control, metadata or system activities.
3. Activates link resolution services upon addition of new resources to the library collection.
4. Oversees the transfer and maintenance of authority records to and from authority control service.
5. Maintains links from catalog to resources and synchronizes cataloging records with link resolver services as required.
6. Performs weekly heading report maintenance activities in library in integrated library system.
7. Acts as expert for file transfer activities.
8. Assists Head Librarian in evaluating quality of data in integrated library system, including bibliographic and authority records, electronic resources or metadata, and recommends changes in workflow or practices if needed.
9. Assists Head Librarian with workflow redesign and prioritizing and managing bibliographic or authority control projects.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Protocols for search and retrieval, messaging and networking such as IP, FTP, HTTP, telnet, Z39.50.
- Network security standards.
- Java and Java clients.
- Standards and best practices in electronic resource or metadata management.
- Cataloging and authorities standards and practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Working independently and within a team.
- Ability to learn, analyze, and utilize existing and emerging metadata standards.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Planning and managing projects.
- Following instructions precisely and demonstrating accuracy.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.
Education

Bachelor's degree.

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.
Specialist, SI & Bridge Recruiter/Advisor
(ID: 120502)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Supervisor, SI & Bridge

Job Purpose
To select, mentor, train, and evaluate the work of Supplemental Instruction (SI) leaders; advise ACC students as necessary; recommend bridge and supplemental instruction sections; and perform tasks to help maintain and develop the Bridge and SI programs districtwide.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Recruits, recommends for hire, observes and mentors the hourly SI leaders.
2. Serves as a primary liaison with departmental administrators and faculty members, addresses questions from the faculty. Facilitates communication between faculty and SI leaders, as needed.
3. Assists Conducts ongoing training sessions in conjunction with SI/Bridge staff.
4. Recommends revisions pertaining to the development of training materials for program, compiles data, prepares reports and evaluations.
5. Identifies high risk courses and makes recommendations for SI courses and securing instructional resources for SI.
6. Makes group presentations to student and faculty groups.
7. Creates internal Bridge and SI marketing materials and updates the SI blackboard template.
8. Provides academic advising to student SI leaders and students completing SI or Bridge sessions.
9. Assists the SI/Bridge Supervisor in planning and preparation of Bridge/SI sessions using a wide variety of the identified strategies.
10. Assists and provides instruction to SI leaders on how to create session handouts and flyers; and gives final approval on handouts to be used in credit sections.
11. Determines appropriate times and scheduling of Bridge and SI sessions and makes and confirms arrangements for facilities for SI/Bridge sessions.
12. Models appropriate professional attitudes and behaviors to SI staff, students and others on and off campus.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Higher education processes, college learning and study skills, and collaborative learning.
- Office procedures and practices.
- Presentation processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, which may include evenings and weekends.
- Establishing and maintaining effective working relationships as a mentor.
- Entering data, compiling reports, create training materials, and perform other program support duties.
- Effectively using interpersonal, public speaking, and communication skills, utilizing tact and diplomacy.
- Effectively using organizational and planning skills.
- Working collaboratively, as well as independently.
- Interacting with persons of diverse backgrounds.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

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.
Specialist, Special Populations
(ID: 12206)

FLSA Status: Exempt
Band: Specialist
Level: 7

Reports To
Director, Special Populations

Job Purpose
To advise and assist academically and/or economically disadvantaged students needing assistance and support to succeed in an academic setting and improve future employability options.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Provides counseling for individuals and groups, including career and educational planning, decision-making, values clarification, and understanding and overcoming barriers to academic success.
2. Provides academic counseling and advising, including course selection, degree planning, review of transfer information, and determination of ultimate employment objectives.
3. Analyzes information about individuals through interviews, assessments, and records to appraise their interests, abilities, and potential barriers to academic success.
4. Conducts on-going contact and follow-up with students, and coordinates referrals to college and community services as needed.
5. Determines eligibility for special assistance programs offered by the college.
6. Selects and recommends textbooks to be purchased for the Lending Library.
7. Assists with college-related community outreach, networking, and recruiting students.
8. Participates in program planning, development, and documentation.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- College admissions requirements, programs, and courses.
- Standardized testing procedures and assessment techniques.
- Multicultural education programs and systems.
• Program strategies to support student success of Special Populations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skill, including attention to detail and follow through.
• Effectively working with a diverse student population.
• Counseling and advising students on program guidelines and requirements.
• Assessing student needs and providing appropriate resources and/or referrals.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.

Education

Master’s degree.
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.
Specialist, Student Accessibility Services
(ID: 121515)

**FLSA Status:** Exempt  
**Band:** Specialist  
**Level:** 6

**Reports To**
Dean, Supervisor or designee

**Job Purpose**
To provide academic advising and related student support services in the Office of Student Accessibility Services (SAS).

**Description of Duties and Tasks**

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

1. Assists with recruiting prospective students by participating in College Connection program, including kick-off, admissions, advising, tours, and follow up.
2. Conducts intake interviews, gathers disability documentation. Under the supervision, determines program eligibility and identifies/approves accommodation needs.
3. Assists OSD Coordinator in maintaining updated student information in departmental database and case management files.
4. Ensures implementation of appropriate accommodations for students with disabilities and monitors the effectiveness of the accommodations.
5. Provides information pertaining to and upholds disability related rights and responsibilities applicable under federal and state law.
6. Disseminates information, makes appropriate referrals and assists in coordinating services with disability service organizations, state and federal agencies, physical and mental health professionals, college academic departments, and other academic institutions. Maintains collaborative/consultative relationship with college personnel and local agencies.
7. Provides information on services available through SAS.
8. Advises students on various aspects of college programs such as majors, course selection, transferability, and prerequisites for degree plans to prospective and current students with disabilities on Texas Success Initiatives (TSI).
9. Assists students with the admissions and registration process.
10. Reviews transcripts, authorizes and interprets test scores and other information for the Texas Success Initiative (TSI), and completes student TSI plans.
11. Documents and inputs data regarding advising sessions into computer system; replies to e-mails and telephone calls regarding program or course issues.
12. Disseminates information on the enrollment process, including admissions, financial aid, and assessment, advising, and transferring.
13. Facilitates workshops and seminars in support of recruitment and retention.
14. May perform assessment tests, present new student orientation, or other special projects to support recruitment and retention.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- College admissions procedures, programs, and courses.
- Multicultural education programs and systems.
- Student database systems.
- Physical and mental disabilities and possible accommodations.
- Disability services organizations and functions.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively communicating with persons with disabilities.
- Effectively using interpersonal and communications skills, including use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Disseminating complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Bachelor's degree in rehabilitation, special education, or disability related services, or related area.

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.
Specialist, Student Life  
(ID: 123009)

| FLSA Status: Non-Exempt  
| Band: Specialist  
| Level: 5 |

Reports To

Student Life Supervisor with workflow oversight by the Student Life Coordinator at campus location

Job Purpose

To plan, organize, and implement Student Life programs, events, and initiatives on assigned campus.

Description of Duties and Tasks

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

1. Serves as first contact with students in assigned Student Life campus office. Meets and greets students, provides information about programs and events, promotes and assists student involvement in programs and activities.
2. Supports campus Student Life programming initiatives; co-advises, trains and assists in the leadership development of student organizations and programming areas including student clubs, organizations, committees, student related special events, and award programs.
3. Provides clerical support for the Student Life Office, performs word processing, maintains databases and files, tracks data and expenditures, schedules appointments, orders supplies and equipment, processes the mail, answers the phone, compiles information for reports, and creates posters and fliers.
4. Oversees activities of the campus Student Life area.
5. Coordinates campus programs and activities, including making arrangements for food delivery, facility use, security, and special equipment; event set up and clean up; parking arrangements; technical requirements; staffing, and other services. Attend events and provide on-site assistance.
6. Coordinates student travel for campus including reservations, driving, chaperoning, and attending travel event, and facilitating on-site workshops.
7. Develops and maintains collaborative relationships with other ACC departments, faculty, staff, students, visitors, and campus groups.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Office procedures and practices.
- Customer service techniques.
- Planning and organizing events.
- Basic budget management.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established, yet variable, work schedule, including frequent evenings and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Entering data, maintaining files, and performing other clerical duties.
- Contributing as a team member and assisting with the organization and implementation of events, activities, and programs.
- Providing timely assistance and information to other ACC departments, faculty, staff, students, visitors, and campus groups.
- Performing complex tasks and prioritizing multiple projects.
- Using independent judgment to plan, implement student development and co-curricular programs.
- Creating, composing and editing written materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

One year related work experience.

Education

Associate degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Specialist, Student Life Communication
(ID: 123005)

FLSA Status: Non-Exempt
Band: Specialist
Level: 5

Reports To
Director, Student Life

Job Purpose
To advise and coach student staff in the design and production of the student communication media; and to design and produce publications and other media for student use.

Description of Duties and Tasks

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

1. Instructs students in the layout and design of the student newspaper and other media, and the development, maintenance and updating of the online version and posting material to the web.
2. Recruits, selects, and promotes student staff for newspaper, magazine and other media.
3. Responsible for ad sales, billing, collection, and tracking of transactions for student newspaper and student publications.
4. Produces, proofs, and edits student publications (planners, handbooks, manuals, etc.) and submits to the Student Life Communications Coordinator for approval.
5. Coaches and evaluates student staff in the area of assigning stories, graphic design, selling advertisements, production, layout and selecting images for the newspaper, magazine, and other student media.
6. Coaches students in setting and ensuring the production and publication deadlines are met.
7. Handles production and publication process details, including establishing run counts, providing proofs and weekly updates, distributing paper copies and maintaining archive files.
8. Develops and maintains a database of student designers, reporters, photojournalists, and illustrators. Assists with the selection and evaluation of student interns and with processes to allow students to develop portfolio work.
9. Coaches students in preparation for competition in the annual Texas Community College Journalism Association (TCCJA) Texas Intercollegiate Press Association (TIPA) conference and other competitions. Travels with students to such events.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- News reporting and editing principles, practices, and techniques.
- Writing techniques and styles.
- Graphics design and commercial art techniques.
- Printing processes and production techniques.
- Coaching, mentoring, and advising practices and processes.
- AP style.
- Online publishing processes and production techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including meeting strict deadlines. Some evenings and weekends. Occasional overnight travel.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Creating written information and editing for accuracy.
- Online and print publication layout, design and typography.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

One year related work experience.

Education

Associate degree.

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.
Specialist, Student Outreach  
(ID: 20505)

FLSA Status: Non-Exempt  
Band: Specialist  
Level: 6

Reports To
Executive Director, Adult Education

Job Purpose
To recruit appropriate students into the Peierls Foundation Stipend and Scholarship program.

Description of Duties and Tasks

_Essential duties and responsibilities include the following. Other duties may be assigned._

1. Maintains follow up system with Peierls Scholarship recipients via letters, phone calls, and visits.
2. Tracks the success of the Peierls Foundation Stipend and Scholarship program through the use of detailed spreadsheets.
3. Prepares and tracks GED testing vouchers for stipend recipients through the use of a detailed spreadsheet.
4. Organizes Stipend and Scholarship committees to meet and review stipend and scholarship applications. Revises applications and application process to better evaluate applicants.
5. Visits GED classes to present and promote the Peierls Foundation Stipend and Scholarship opportunities.
6. Assists, orients, and registers new students through GED and ESL orientations.
7. Coordinates the Peierls College Success and Peierls Orientation for new scholarship recipients.
8. Assists in organizing the National Adult Education Honor Society induction ceremony.
9. Tracks the success of the Peierls Foundation Stipend and Scholarship Program through detailed spreadsheets.
10. Arranges for GED test vouchers to be issued from the GED Testing Center.
11. Organizes Stipend and Scholarship Review Committees to meet and review stipend and scholarship applications.
12. Tracks GED testing of stipend recipients through detailed spreadsheets.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Adult Education programs, classes, and requirements.
- Scholarship and stipend policies and practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Use small office equipment, including copy machines or multi-line telephone systems.
- Use computers for data entry.
- Use computers for word processing and/or accounting purposes.
- Manage or administer grant funds.
- Maintaining an established work schedule, which may include some evenings.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Making individual or group presentations.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Specialist, Student Progress - APT DOL Grant
(ID: 111503)

FLSA Status: Non-Exempt
Band: Specialist
Level: 5

Reports To
Grant Director

Job Purpose
To support the evaluation and analysis efforts by conducting data collection and analysis to provide information on the Accelerated Programing Training (APT) grant.

Description of Duties and Tasks

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

1. Serves as liaison with grant partners, ACC departments, industry partners, and Texas institutions, such as Texas Workforce Commission.
2. Assists with annual and quarterly report writing.
3. Coordinates, researches, compiles data, and reports on student progress in the Computer Sciences, in the APT program.
4. Tracks student academic success, and upon completion, their employment in computer sciences.
5. Maintains records and documentation for official reporting purposes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Data tracking, organizing, and reporting.
- Office management processes and practices.
- Correct English usage, grammar, punctuation, and vocabulary.
- Systems and processes used in higher education institutions.
- Computer Science business practices, and related potential employment opportunities.
- Programming and Computer Science terminology.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, including occasional evenings and/or weekends.
- Effective interpersonal and communication skills, including use of tact, diplomacy, and confidentiality.
- Effective organizational and planning skills, including exacting attention to detail, follow-through, and accuracy.
- Querying and extracting data from large databases.
- Conducting statistical analysis.
- Creating data reports.
- Developing surveys and analyzing survey data.
- Working with others in a collaborative manner.
- Maintaining confidentiality of work related information and materials.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Bachelor's degree

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.
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.
Specialist, Student Services Information Center
(ID: 192001)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Manager, Help Desk

Job Purpose
To interact with customers in a call center environment to provide and process information in response to inquiries, concerns, and requests about Austin Community College services and procedures. To ensure success for First Time in College, Continuing Educ

Description of Duties and Tasks

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

1. Receives, records, and identifies requests via phone, email, and web from ACC students, faculty, and staff.
2. Utilizes problem and change management processes to perform root cause analysis, and make recommendations to eliminate the root cause.
3. Coordinates and dispatches second and third level work requests when requests cannot be completed at the first level.
4. Enters all requests into the Action Request System, and monitors progress through to resolution.
5. Contacts customers within the specified time frame to confirm problem resolution as well as degree of satisfaction with work completed.
6. Documents and publishes self-help procedures, hardware and software installation and setup procedures, and lists of ACC supported software and hardware.
7. Advises clients of scheduled and unscheduled down times.
8. Monitors virus alert web pages and makes recommendations in relation to sending out bulletins that highlight warnings and instructions for preventing viruses from interrupting business.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Help desk policies, standards, and protocols.
- Help desk action request systems.
- Virus monitoring processes and virus alert protocols.
- Hardware and software installation and setup procedures.
- Customer service principles and practices.
- Relevant computer applications.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Analyzing problems and making recommendations in relation to change management processes.
- Effectively using listening skills, adaptability, and initiative.
- Effectively using both oral and written communication skills.
- Ability to cope with stressful situations.
- Effectively using interpersonal and communications 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.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.
Education

High School diploma or educational equivalent.

Special Requirements

Bilingual - English/Spanish preferred.

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.
Specialist, Support Services  
(ID: 19154)

FLSA Status: Non-Exempt  
Band: Specialist  
Level: 4  

Reports To  
Manager, Support Services  

Job Purpose  
To provide assistance with the day-to-day IT Support Services operations of ACC.  

Description of Duties and Tasks  

*Essential duties and responsibilities include the following. Other duties may be assigned.*  
1. Provides user support across all environments for password changes and lockouts, printer connections, and Colleague problems; ensures Touchnet up and running; and handles submissions of help tickets  
2. Assists in administering application access security for faculty, staff, and students in accordance with College requirements.  
3. Maintains administrative computer systems and electronic equipment to ensure proper operation.  
4. Assists in collecting and recording data for tracking operations measurements.  
5. Learns, maintains, and operates related system and application software and hardware.  
6. Provides input in writing operations procedures for IT staff on the use of system hardware and software.  
7. Electronically transmits sensitive data to and from outside agencies using various methods and procedures.  
8. Tracks and trouble-shoots user problems and determines if they are hardware, software, or procedural and resolves problems or redirects to appropriate area.  
9. Develops and implements scanning programs for ACC Support Services and other departments within ACC.  
10. Monitors mission critical applications and takes initiative to escalate when problems occur.  
11. Assists and trains faculty and staff in the use of equipment and software by means of one-on-one training or telephone help-line services.  
12. Assists in the design of overlays and map data to produce department requested custom reports.
13. Processes online applications.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Multi-user, multi-tasking operating systems such as UNIX and MS Windows XP.
- Personal computer hardware and software such as MS Office XP.
- Administrative computer systems and electronic equipment.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing one-on-one training and/or telephone help-line services in relation to the use of equipment and/or hardware.
- Tracking, troubleshooting, resolving, or redirecting user problems in relation to hardware, software or procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.
Education

High School diploma or educational equivalent.

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.
Specialist, Support Services Technical
(ID: 191503)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Manager, Support Services

Job Purpose

To ensure the effective day-to-day operation of ACC through daily importing and exporting of SPEEDE transcripts and acknowledgements via a third party software Trusted Link.

Description of Duties and Tasks

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

1. Imports and Exports transcripts/acknowledgements.
2. Coordinates with departments to administer application access security for faculty, staff, and students in order to maintain the integrity of College data as well as adherence to current data security standards, protocols, and regulatory requirements regarding privacy.
3. Coordinates with outside agencies and other departments to establish partnerships and procedures to support and execute electronic transmission of sensitive data to and from outside agencies.
4. Supports day-to-day operations policies and procedures, writes and maintains internal procedures and documentation, and assists in creating quality control processes.
5. Coordinates with user department to design overlays and map data to produce desired custom reports.
6. Learns, maintains, and operates related system and application software and hardware.
7. Coordinates with user departments to design overlays and map data to produce desired custom reports.
8. Tracks, troubleshoots, resolves, and/or redirects user problems in relation to hardware, software, or procedures.
9. Assists in developing work schedules for day-to-day operations, meet production schedules, and improve work processes as necessary.
10. Monitors mission critical applications and takes initiative to escalate when problems occur.
11. Assists in collecting and recording data in relation to the tracking of operations measurements.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current data security standards and protocol.
- Methods and procedures for transmitting electronic data.
- System and application software and hardware.
- Technical support processes and protocol.
- IT quality control processes.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule and provide on-call assistance, including nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively keeping up with administrative system security demands.
- Conducting research, analysis, audits, and quality assurance in relation to administrative application security.
- Tracking, troubleshooting, and resolving user problems.
- Efficiently meeting deadlines, schedules, and target dates.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

Associate degree.

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.
Specialist, Sustainable Agriculture
(ID: 204004)

**FLSA Status:** Exempt  
**Band:** Specialist  
**Level:** 6

**Reports To**
Director, Community Programs

**Job Purpose**
To coordinate the development, implementation, management, and evaluation of the ACC Sustainable Agriculture and Entrepreneurship Program at the ACC Elgin Campus.

**Description of Duties and Tasks**

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

1. Develops and implements the Sustainable Agriculture and Entrepreneurship Program with the goal of achieving national recognition.
2. Works with the Industry Advisory Committee to develop a comprehensive plan for the Program including short and long-term goals.
3. Develops curriculum, hires instructors and schedules classes.
4. Assures that the Program is included in all appropriate ACC publications and promotions.
5. Promotes the Program within the larger community to build enrollment and enhance its availability and presence.
6. Oversees all operations and functioning of the Campus farm; maintains farm records; works with instructors.
7. Works in collaboration with area farmers to facilitate learning trips and on-farm training days.
8. Coordinates the development and implementation of the ACC Campus Farm including maintaining detailed farm records, including soil sample results, inputs, crop rotation, and organic fungal and pest treatments used.
9. Facilitates the organic certification of the ACC Campus Farm.
10. Establishes and maintains communication with administration, faculty, maintenance workers regarding the build out and ongoing development of the Campus Farm; purchases all farm supplies and seeds.
11. Collaborates closely with other programs and activities related to the regional food system and in the city of Elgin.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of organic and sustainable farming practices, particularly vegetable production.
- Experience working directly with farmers.
- Knowledge of curriculum development and teaching.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using organizational and planning skills with attention to detail and follow through.
- Ability to organize, lead, and instruct all types of people with varying levels of farming experience.
- Effectively interacting with media to promote programs and ideas.
- Ability to present information to large groups of people.
- Ability to work and meet goals independently.
- Marketing classes and course offerings.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Specialist, Telecommunications
(ID: 19302)

FLSA Status: Non-Exempt
Band: Specialist
Level: 8

Reports To
Manager, Telecommunications

Job Purpose
To analyze, coordinate, and maintain digital and analog voice communication requirements for Austin Community College.

Description of Duties and Tasks

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

1. Maintains digital and analog voice telecommunications requirements for ACC including adds, moves, changes, and programming on main telecommunications equipment.
2. Implements and maintains computer software; manages digital voice hardware and software configurations; manages analog and digital voice hardware and software problems and changes; ensures the availability of up to date backup software in the event of software or hardware failure.
3. Coordinates the College-wide voice mail system.
4. Coordinates with the Telecommunications Manager, Central Help Desk, ACC Network Managers and outside vendors to provide College-wide voice system maintenance, problem determination, and resolution.
5. Installs and programs software connections to the switch for new or relocated phone instruments.
6. Diagnoses line/instrument problems; determines maintenance responsibility and initiates repairs.
7. Maintains a current inventory of telecommunications equipment including printed circuit cards and availability of PBX's; maintains an inventory of spare equipment for immediate replacement throughout all ACC facilities.
8. Assists with the installation, maintenance, and problem identification of ACC cable plant facilities.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Digital transmission, hierarchy, and media.
- Telecommunications technology and equipment.
- Telecommunications cabling standards and requirements.
- Computer software to include Linux and Microsoft Service and networking fundamentals.
- Digital voice hardware and software configuration.
- Voice mail systems.
- ATM, ISDN, Ethernet (VoIP), Sub-rate through OC circuits, DS-1 channel banks, carrier interfaces, and fiber MUX.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating and maintaining telecommunications equipment and services.
- Installing, upgrading and maintaining voice mail systems.
- Analyzing and resolving communications and cabling problems.
- Establishing and maintaining effective working relationships
- Maintaining confidentiality of work related information and materials.
- Effectively translating and applying advanced technical documentation and principles.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Preferred: Cisco and/or Nortel Certificates.

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.
Specialist, Transfer Academy
(ID: 121501)

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Dean of Student Services

Job Purpose
To coordinate the development and implementation of the ACC Transfer Academy college-wide grant and meet the stated goals of ACC's new College Connection 2+2+2 Grant.

Description of Duties and Tasks

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

1. Advises students on various aspects of college programs including majors, course selection, transferability, and prerequisites for degree plans.
2. Ensures consistency with the implementation of the Transfer Academy college-wide.
3. Serves as liaison to campuses conducting the Transfer Academy.
4. Works with student services personnel and others to develop and maintain the college-wide calendar of events for the Transfer Academy.
5. Maintains the Transfer Academy website and online registration for the Transfer Academy.
6. Serves as point of contact for university advisors and recruiters participating in the Transfer Academy events and on-campus advising.
7. Serves as an active member of the college-wide Transfer Service Committee.
8. Works closely with the College Connection office to provide on-going documentation and reporting of project deliverables regarding the Transfer Academy.
9. Works closely with other departments of the college including the Articulation Office to stay current on ACC's articulation agreements and the Marketing Department to develop recruitment material for the Transfer Academy.
10. Actively participates in the Transfer Academy including full participation during advisory sessions.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Multicultural education programs and systems.
- Student database systems.
- Admissions procedures for two-year and four-year higher education programs and related course requirements.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Disseminating complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

One year related work experience.

Education

Bachelor's degree.
Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

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.
Specialist, Tutoring

(ID: 12356)

Reports To
Manager, Learning Lab

Job Purpose
To provide academic support to students through the provision of individual and/or group tutorial services; coordinates with students, lab tutors, and faculty regarding tutorial services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Tutors individual students or groups in designated areas of specialization, including college study skills; includes students that are deaf or hard of hearing.
2. Organizes and leads study groups for subjects in high demand; organizes textbooks and/or supplemental learning materials as required.
3. Assists in promoting maximum use of the Learning Lab resources and computer lab, including conducting classroom visits and communicating with faculty.
4. Researches resources used for implementing tutorial activities.
5. Provides feedback to faculty, Student Services and Office of Students with Disabilities as appropriate, regarding student performance and progress.
6. Assists in developing and implementing tutor training in area of specialization; coordinates peer tutors in designated subject area.
7. Provides assistance with developing, delivering and evaluating programs and services in area of specialization.
8. Provides assistance with new hourly employee orientation as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Individual and group tutoring techniques and standards.
- Learning Lab services.
Processes for organizing and leading study groups. 
Supplemental learning materials. 

Skills 

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing quality tutorial services to groups and individuals.
- Leading and organizing study groups.
- Promoting Learning Lab services.
- Providing feedback regarding student performance and/or progress. 

Technology Skills 

- Use a variety of spreadsheet, word-processing, database, and presentation software. 

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. 

Work Experience 

Two years related work experience. 

Education 

Bachelor's degree. 

Special Requirements 

Recent experience or practice working with subject material from area of specialization preferred.
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.
Specialist, Veteran Affairs
(ID: 12258)

FLSA Status: Non-Exempt
Band: Specialist
Level: 6

Reports To
Manager, Veterans Affairs

Job Purpose
To provide information and guidance to students and others regarding the Department of Veteran Affairs educational benefits, eligibility, and educational objectives; provide assistance with various job duties of the Financial Aid Specialist as required.

Description of Duties and Tasks

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

1. Provides information and guidance in the areas of Department of Veteran Affairs (DVA) educational benefits and eligibility, educational objectives and degree/vocational opportunities; assists students in applying for a wide variety of DVA programs; certifying enrollment.
2. Interprets and applies federal and state regulations to all aspects of student aid programs, and specializes in Veteran student aid.
3. Reviews academic evaluations, enrollment, and student requirements to insure compliance with DVA, TWC regulations, and ACC policies and procedures.
4. Prepares and reviews appropriate documentation necessary for certification of student's veterans educational entitlements to DVA educational benefits.
5. Monitors veteran students' academic progress, course enrollment, and other reporting requirements to DVA.
6. Acts as a liaison between DVA Vocational Rehabilitation Specialist and disabled veterans; controls the issuance of forms used to cover educational costs.
7. Provides guidance to students and parents regarding financial aid programs, application procedures, award packaging, and debt management; may conduct entrance and exit interviews.
8. Reviews student's financial aid applications, performs need analysis, and determines eligibility based on federal and state regulations, and available funds; awards financial aid and certifies student loan applications.
9. Participates in outreach programs to area high schools and other agencies as required.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- US Department of Veteran Affairs (DVA) Educational Benefits.
- Federal and state regulations pertaining to financial aid programs.
- Processes for providing academic advising to veteran students.
- Enrollment processes for disabled veterans under the Vocational Rehabilitation Program.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Interpreting federal and state regulations pertaining to student financial aid programs.
- Complying with federal and state veterans affairs regulations.
- Reviewing financial aid applications and certifying veteran student’s entitlements for educational benefits.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.
Education

Bachelor's degree.

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.
Specialist, Video Production
-ID: 18205-

FLSA Status: Exempt
Band: Specialist
Level: 6

Reports To
Video Production Supervisor

Job Purpose
To produce, direct, edit, and coordinate the development and production of video programs to support the instructional and marketing needs of ACC.

Description of Duties and Tasks

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

1. Plans, develops, and manages video and multi-media projects; tracks and accounts for project expenditures, and submits reports as required.
2. Consults with clients to identify and clarify communications concepts, scope, theme, audio and visual elements, budget, timeline, and priorities.
3. Analyzes client request and conceptualizes creative solutions; writes and composes proposals, scripts, and storyboards; reviews proposals with client to develop appropriate project approach.
4. Coordinates and performs pre-production activities such as schedules, shot sheets, crew assignments, talent acquisition, location scouting, set design, graphics preparation, and rehearsals.
5. Assigns studio personnel as needed, ensuring compliance with policies and regulations.
6. Coordinates and performs technical setup of studio, including set design and construction, props and wardrobe, lighting, and electronics.
7. Plans, directs, shoots and edits video and multi-media productions; oversees crew members during studio and location production; performs duties of director, audio technician, videographer, or grip as needed to assure production quality.
8. Performs post-production activities, including scene selection, editing, graphics, special effects, music selection and scoring, and media conversion and duplication.
9. Meets with clients to evaluate the effectiveness of finished products.
10. Researches and makes purchase recommendations for video production and postproduction equipment and software.
11. Performs administrative duties; composes reports and maintains files and records; disseminates information through written and oral reports.
12. Edits video projects for broadcast, streaming files, faculty/staff websites.
13. Performs lighting and set-prep for studio projects, location/field projects.
14. Directs live/recorded studio events; hires vendors for special events.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current principles and practices of video production technology and applications in an educational environment.
- Materials, processes, equipment, methods, and techniques used in the development and production of video projects.
- Video production equipment, techniques, and quality standards.
- Project planning and management principles.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Assessing project needs, and developing and promoting effective solutions.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Producing, directing, writing, shooting, and editing video productions.
- Producing quality programs from concept to completion.
- Operating a variety of video studio equipment safely and competently.
- Assessing and prioritizing multiple tasks, projects, and demands.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

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.
Specialist, Workforce Tutoring
(ID: 123500)

| FLSA Status: Exempt |
| Band: Specialist   |
| Level: 4           |

Reports To

Department Chair

Job Purpose

To provide support to students through the provision of individual and/or group tutorial services; coordinates with students, lab tutors, and faculty regarding tutorial services.

Description of Duties and Tasks

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

1. Organizes and leads study groups for subjects in high demand; organizes textbooks and/or supplemental learning materials as required.
2. Assists in promoting maximum use of the Learning Lab resources and computer lab, including conducting classroom visits and communicating with faculty.
3. Researches resources used for implementing tutorial activities.
4. Provides feedback to faculty, Student Services and Office of Students with Disabilities as appropriate, regarding student performance and progress.
5. Assists in developing and implementing tutor training in area of specialization; coordinates peer tutors in designated subject area.
6. Provides assistance with developing, delivering and evaluating programs and services in area of specialization.
7. Provides assistance with new hourly employee orientation as required.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Individual and group tutoring techniques and standards.
- Learning Lab services.
- Processes for organizing and leading study groups.
- Supplemental learning materials.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing quality tutorial services to groups and individuals.
- Leading and organizing study groups.
- Promoting Learning Lab services.
- Providing feedback regarding student performance and/or progress.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Recent experience or practice working with subject material from area of specialization preferred.

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.
Supervisor, Accounting
(ID: 16502)

FLSA Status: Exempt
Band: Supervisor
Level: 4

Reports To
Director or Manager

Job Purpose
To train and direct work processes of a designated group of accounting employees.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws.
2. Recommends hire and termination personnel actions for positions supervised; counsels and evaluates entry level accounting clerks.
3. Finds solutions to resolve problems and conflicts within the department.
4. Answers inquiries and resolves complaints from the College, the public and employees.
5. Prepares entries, reviews, reconciles, and analyzes general ledger accounts; imports account information into spreadsheet and balances ledger; verifies and approves.
6. Develops, prepares, and updates procedures related to compliance with generally accepted accounting policies and procedures.
7. Enters data or information into computer terminal and reviews for accuracy.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Generally accepted accounting principles and practices.
- Supervisory and management principles, practices and methods.
- Higher education institutions, practices, and procedures.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Performing accounting review and reconciliation.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Admissions & Records

(ID: 12102)

FLSA Status: Exempt
Band: Supervisor
Level: 2

Reports To
Director, Admissions and Records

Job Purpose
To supervise and administer the daily operations of a Campus Admissions and Records Office.

Description of Duties and Tasks

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

1. Oversees the delivery of direct services to prospective, current, and former students.
2. Manages and processes applications, admits students, determines residency status, and updates student records.
3. Creates and produces reports.
4. Supervises functions of The Registrar’s Office including but not limited to: Residency Status Review; Reinstatements; Withdrawals/Retroactive Withdrawals; Student Data Change Forms; Higher One; Grade Changes; Course Challenges; Schedule Changes; Student 2nd Appeals; Refunds; SSN Corrections; Changes; Waivers; and End-of-Semester Report Processing (academic standing, missing grades, etc.
5. Provides supervision of The Records Office Processes including but not limited to: Scanning Student Records; Admissions & Records Mail, Faxes, and Phones (Cisco); Error Reports for Apply TX Apps; ACC Web Apps (SHAP, Corrections); CBM State Reports/Audit Corrections; Transcripts from other Colleges (Paper); Electronic Transcripts (SPEEDY & TREX); Enrollment Verifications; Immunization; and Deceased Student Records
6. Performs Special Projects & Schedules/Attends Meetings as assigned such as: Professional Development Workshops; ACAN Project; Admissions & Registration Council.
7. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
8. Assists with the coordination of registration activities; implements strategies for the provision of registration and academic record services; identifies operational and strategic goals for academic records and registration.
9. Creates, manages, and monitors innovative recordkeeping procedures; remains up-to-date on federal and state statutes; researches best practices related to the areas of academic records and registration.

10. Manages and monitors all aspects of the student database (Datatel) that have an impact on records and registration, including training new staff, and helping existing staff increase skills levels. Responsible for the integrity, security, and maintenance of student academic records.

11. Creates, manages, and monitors communications systems that link records and registration to other offices within the department and across the college.

12. Assists in planning and implementation of College Connection events; prepares materials and supervises employees.

13. Communicates and collaborates with other staff, faculty, and students to resolve problems and obtain desired results.


15. Assures compliance with all local, state, and federal regulations and laws regarding student admissions, registration, and recordkeeping.

16. Hires, supervises, trains, and evaluates employees; approves time sheets, conduct staff meetings, and prioritizes employees assignments. Additionally, supervise the Round Rock Campus International Student Office (ISO). In this role, I supervise daily operations of the Round Rock International staff, assist in the development of ISO orientation, and assist in the development of international training materials for student service staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices pertaining to registration services.
- State and federal policies pertaining to students in higher education.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Applying academic record policy and procedures.
- Supervising and coordinating the activities of subordinate personnel.
- Working collaboratively and as part of a team.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Prepares and/or processes work orders.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Advising
(ID: 12151)

FLSA Status: Exempt
Band: Supervisor
Level: 2

Reports To
Dean of Campus

Job Purpose
To supervise the staff and operations of the advising office on a campus within the College.

Description of Duties and Tasks

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

1. Performs academic advising.
2. Coordinates and supervises the operations and staff of the advising center and related off-site advising activities including supervising office personnel to ensure that employees are maintaining their work schedule, completing assignments and tasks, effectively advising students, and providing satisfactory customer service.
3. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws.
4. Recommends hire and termination personnel actions for positions supervised; provides periodic training or updates to other staff members regarding advising policies and procedures.
5. Works with other departments to create effective advising processes and to disseminate relevant information; assists in the development and maintenance of advising materials and manuals.
6. Works with other departments to determine student status and courses needed.
7. Recommends and manages the advising center budget.
8. Interprets advising policies and procedures.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- College admissions procedures, programs, and courses.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Effectively supervising, leading, and delegating tasks and authority.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Master's degree.
Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, AE Student Transitions and Success
(ID: 20514)

FLSA Status: Exempt
Band: Supervisor
Level: 3

Reports To
Executive Director, Adult Education

Job Purpose
To provide leadership in the planning and operations of Adult Basic Education, GED, and College Readiness programs.

Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*
1. Develops and implements a student retention and success strategy with measurable outcomes. Tracks student retention and performance.
2. Manages events and processes for recruiting, orienting, registering, transitioning, and separating students.
3. Oversees student orientations, College For A Day, national Adult Education Honor Society, grant projects, Weekend College, Bridge to College, job fairs, etc.
4. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
5. Promotes best practices in student retention and student success in achieving academic goals of instructors and staff.
6. Coordinates efforts toward aligning curriculum towards college readiness. Coordinates Adult Education programs with community partners to ensure that partner programs align with ACC programs.
7. Manages one or more transitional programs within the Adult Education arena and works to build productive relationships with internal and external partners.
8. Updates the department calendar.
9. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, provides annual statistics and reports, assists with logistical changes, and improvements to programs. May include managing a program budget.
10. Provides assistance to instructors with issues arising in the classroom or with students, and provides solutions with measurable outcomes.
11. Assists in writing grant applications.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Adult education principles, practices, and theories.
- Classroom management techniques
- Learning assessment techniques and practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Supervising and coordinating the activities of subordinate personnel.
- Maintaining an established work schedule, including some weekends and evenings.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Assessment/Testing
(ID: 123501)

FLSA Status: Exempt
Band: Supervisor
Level: 2

Reports To
Dean, Student Services

Job Purpose
To supervise the daily operations of course placement assessment and instructional testing. To coordinate with area high school staff for high school assessment testing.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised. Reviews and approves staff time sheets; conducts regular staff meetings.
2. Ensures that courteous and friendly service is provided to students, faculty, and staff.
3. Hires, trains, supervises, and evaluates all staff.
4. Manages and monitors department budget, requisitions, and purchases; prepares purchase requisitions, maintains supplies, equipment, and inventories; manages and submits P-Card monthly activity.
5. Ensures security of all assessment and testing instruments; follows procedures to maintain security for assessment and testing.
6. Monitors staffing level to ensure proper coverage to meet student demand and provide quality service.
7. Schedules and administers course placement assessment and instructional testing.
8. Supervises College Connection assessment at high schools.
9. Follows state and college regulations and course skill requirements to determine eligibility for assessment testing; interprets test scores and high school/college transcripts for course placement.
10. Develops and implements, in collaboration with process holder and Dean, procedures to ensure compliance of college policies, state requirements, and quality service.
11. Collaborates and troubleshoots with computer technician to prevent and resolve problems and improve services.
12. Coordinates assessment and testing accommodations for students with the Office for Students with Disabilities.
13. Investigates and reports scholastic dishonesty incidents to faculty and policy or procedure violations to Dean, Student Services.
14. Produces and analyzes, for planning purposes, statistical reports in order to improve services.
15. Consults with outside testing agencies, colleges, and universities for continued update on latest procedures and technology to ensure efficient assessment and testing services to students, faculty and staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Principles, best practices, and trends in test administration.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Maintaining an established work schedule, including evenings and weekends on a weekly basis.
- Effectively using interpersonal and communications skills including tact, diplomacy, and a welcoming attitude.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Leading and supervising the work of subordinate personnel.
- Consistently following assessment and testing policies and procedures.
- Maintaining confidentiality of assessment and testing materials and results.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Skill in using ISD Scoring System database and Datatel preferred.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Building Services
(ID: 281502)

FLSA Status: Non-Exempt
Band: Supervisor
Level: 1

Reports To
Campus Manager

Job Purpose
To supervise the activities of building attendants, maintaining custodial supplies, and planning work assignments and employee schedules.

Description of Duties and Tasks

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

1. Plans and directs special projects, such as moving furniture and equipment, floor maintenance, and carpet cleaning.
2. Inspects building for overall cleanliness and ensures adherence to prescribed methods of contract.
3. Conducts inventories, makes recommendations for purchasing custodial supplies, and prepares purchase requisitions for supervisor's approval.
4. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
5. Assists other building attendants with cleaning tasks.
6. Prepares and coordinates the building services departments' annual operating budget.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Custodial and maintenance tasks and procedures.
- Custodial and maintenance safety standards and requirements.
- Supervisory principles, practices, and methods.
- Concepts and techniques of on-the-job training.
- Personnel, procurement, and budgeting practices.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Using custodial cleaning equipment, hand tools, carts, and dollies.

Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience including one year supervisory experience.

Education

High School diploma or educational equivalent.

Special Requirements

Knowledge of custodial safety manuals and Material Safety Data Sheets (MSDS) preferred.
Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Buildings & Maintenance  
(ID: 16151)

**FLSA Status:** Non-Exempt  
**Band:** Supervisor  
**Level:** 4

**Reports To**  
Director, Buildings & Grounds

**Job Purpose**

To maintain building operations by directing and controlling maintenance functions and contractors; and to supervise facilities maintenance staff providing general maintenance and repair of buildings, property, furniture, or equipment.

**Description of Duties and Tasks**

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Maintains paperwork and computer related work for the operation, maintenance, and repair activities.
3. Recommends modifications and upgrades to building systems.
4. Gathers information on projects and tasks that will be performed by the staff; organizes work orders and visits work sites to monitor progress; ensures standards are maintained on work performed.
5. Conducts inventory and orders materials as needed; reviews invoices for processing.
6. Implements and delegates a new preventative maintenance program for all electrical and mechanical equipment campus wide.
7. Depending on area of assignment, oversees and participates in the implementation of the preventative maintenance program and Lock Out/Tag Out program.
8. Estimates and purchases tools, materials, and supplies necessary to perform assigned duties and tasks.
9. Responds to emergencies and may perform locksmith duties.
10. Ensures appropriate employee safety training and compliance is completed.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintenance tools, materials, and safe work practices.
- General maintenance principles, practices, and techniques.
- Project cost estimating and project management.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Applying general maintenance principles, practices, and techniques.
- Estimating time and material requirements of assigned work projects.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.

Work Experience

Two years related work experience including one year supervisory experience.
Education

High School diploma or educational equivalent.

Special Requirements

HVAC Certification. Valid Journeyman Electrician License issued by local authority.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Campus Financial Aid  
(ID: 12255)

FLSA Status: Exempt  
Band: Supervisor  
Level: 2

Reports To
Director, Financial Aid

Job Purpose
To supervise the daily operations of a campus Financial Aid Office and assist in providing complex technical support in the administration of the Financial Aid programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Counsels students/parents/staff about financial aid.
2. Oversees the daily operations of the campus Financial Aid office and ensures compliance with federal and state regulations pertaining to financial aid programs.
3. Verifies that FAFSA information is correct.
4. Provides advice to students, potential students, and parents regarding financial aid programs, application procedures, award packaging, satisfactory academic progress, and debt management; conducts student loan counseling entrance sessions.
5. Reviews and resolves student financial aid issues through collaboration with relevant departments and offices.
6. Reviews and processes special conditions and professional judgment overrides for students with unusual or mitigating circumstances in accordance with federal, state, and institutional rules and regulations.
7. Reviews and makes decisions regarding student appeals for satisfactory academic progress requirements and professional judgment decisions on students with mitigating or special circumstances.
8. Coordinates all phases of the College Work Study Program on the campus to include student and supervisor orientations, job placement for on and off campus jobs, and processing Human Resources paper for work-study employees.
9. Coordinates and conducts financial aid outreach programs at local and area high schools, outside agencies, and community groups.
10. Reviews student financial aid applications to determine eligibility based on federal and state regulations.
11. Serves as a liaison for the Financial Aid office with other departments within the College.
12. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Federal and state regulations pertaining to financial aid programs.
- Appeals processes, special conditions, and overrides relating to financial aid.
- Financial aid outreach programs.
- Work-study programs.
- Supervisory principles, practices, and methods.
- Tax laws applicable to student financial aid.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Determining individual benefit eligibility.
- Managing or administer grant funds.
- Making recommendations that impact the budget.
- 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.
- Counseling students, potential students, and parents regarding financial aid programs and procedures.
- Reviewing financial aid applications and determining eligibility.
- Interpreting and applying federal and state regulations to all aspects of financial aid programs.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Cashier

(ID: 16451)

FLSA Status: Exempt
Band: Supervisor
Level: 3

Reports To
Manager, Cashier

Job Purpose
To supervise the day-to-day operations of campus Cashier Offices and ensure that all cash receipts are processed, recorded, and deposited in a timely, accurate, and secure manner and in accordance with ACC policies and procedures.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Hires, trains, supervises, and evaluates assigned staff to achieve excellent standards of service delivery to meet the needs of the College.
3. Schedules and prioritizes work assignments to ensure uninterrupted service throughout the year; approves time sheets.
4. Establishes and maintains relationships with staff including but not limited through observation, training, and providing resources and updates for daily operations for cashier team members across campuses.
5. Reviews and conducts annual performance meetings and reports for reporting staff.
6. Consults with and provides assistance to staff at all levels regarding business office functions and issues.
7. Ensures the accurate, efficient processing of student payments and other college income through proper cash management and compliance with college policies and procedures.
8. Serves as primary campus cashier office contact/liaison for campus departments, faculty, staff and students; acts as lead resource on campus to answer questions and provide information regarding cashier policies/procedures.
9. Monitors and takes appropriate actions to minimize risk and ensure the safety of cashier staff and office.
10. Assists Cashier Manager in analyzing and evaluating processes and procedures; recommends improvements.
11. Assists with the testing and implementation of new software systems or upgrades to existing software (Transportation, Cisco, Remote Scanners, Touchnet). Participates in special projects/meetings for computer services related to business office functions.
12. Develops and conducts specific training on topics in trend or in need of review.
13. Promotes interdepartmental relations by serving as a conduit for communications between Business Office and district-wide staff members.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accounting, banking, and applied accounting principles and practices.
- Supervisory and management principles, practices and methods.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accept, receive, and/or collect payments
- Prepare and/or process purchase orders
- Make recommendations that impact the budget
- Accountable for inventory/property management
- Maintain an established work schedule.
- Outstanding customer service skills, with proven ability to communicate effectively with tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Proven ability to be self directed and to follow up on issues as necessary.
- Working collaboratively and as part of a team.
- Establishing and maintaining effective working relationships.
- Handling money with exacting accuracy.
- Willing to work extended hours to meet deadlines as needed.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, College Connection  
(ID: 124006)

FLSA Status: Exempt  
Band: Supervisor  
Level: 3

Reports To
Dean, Student Services

Job Purpose
To provide leadership for College Connection team and support delivery of comprehensive exemplary College Connection services to ACC district schools. To supervise the College Connection activities of the College Connection ACCeleration Team.

Description of Duties and Tasks

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

1. Conducts advance planning; coordinates service delivery, meetings, and presentation logistics; creates and updates schedules, informs and updates participants; and tracks participation and outcomes for College Connection ACCeleration Team schools.
2. Coordinates and supports College Connection activities across ACC district schools by providing event coordination, College Connection campus-team communication, and event follow-up.
3. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
4. Interprets and applies college policies and procedures related to departmental functions and service delivery.
5. Participates in all aspects of the College Connection program including advising program participants, explaining degree plans, conducting admissions and registration, collecting/assessing transcripts and interpreting standardized test results, administering assessments, supporting participants in obtaining financial aid, and delivery and coordination of other services necessary for successful transition from high school to college.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- College admissions, financial aid, assessment, and advising programs and procedures.
- Multicultural education programs and systems.
- Student database systems.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Effectively supervising, leading, and delegating tasks and authority.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.
Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Computer Support  
(ID: 20152)

FLSA Status: Exempt  
Band: Supervisor  
Level: 3

Reports To  
Department Chair or Professor

Job Purpose  
To maintain, install, support, and supervise ACC network computer systems and peripheral equipment and related staff; provides professional-level network support functions and customer assistance services.

Description of Duties and Tasks  

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Verifies that all software application are working properly as well taking professional development courses to be knowledgeable.
3. Verifies that all equipment is operational and working on the equipment myself if needed.
4. Assists with administrative function including answering phone calls and attending meetings.
5. Provides technical support, training, and assistance; analyzes problems and implements solutions according to Department guidelines and procedures; performs network and server administrator duties, and assures system stability, accessibility, and proper configuration of assigned technical systems and components.
6. Performs computer trouble-shooting to diagnose system problems; analyzes hardware and software functionality; identifies, locates, resolves, and repairs problems within scope of authority.
7. Monitors network environment; resolves configuration and connectivity issues, and other traffic, security and access problems; checks network for operating efficiency, makes corrective adjustments to data management settings, and assures system integrity.
9. Maintains and updates computers, workstations, network systems, equipment and peripherals; installs software upgrades, enhancements, and revised functions.
10. Coordinates response to the needs and inquiries of users; explains IT issues, deploys solutions, and follows up with users to assure the stability and functionality of the users' systems.
11. Reports technical problems which need to be addressed by improved policies or procedures.
12. Coordinates the training of users on software applications usage and configuration issues.
13. Collects technical and administrative information and compiles data for reports.
14. Provides input in the development of hardware and software budgets; evaluates and recommends hardware and software for purchase.
15. May assist with website management.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using organizational and planning skills.
- The structure and operating capabilities of multiple network operating systems.
- Network hardware, software, and peripheral equipment troubleshooting techniques.
- Administration and maintenance principles of multiple network operating domains, relational databases, and web- and windows-based software applications.
- Network topologies and protocols, and Internet technical knowledgebase services.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Assessing ACC network support needs, and developing and promoting effective solutions.
- Using procedural programming languages, and Structured Query Language (SQL).
- Prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Operating and maintaining computer and peripheral equipment safely and competently.
- Solving technical problems involving integrated operating systems and hardware platforms.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- Specific vision abilities

Work Experience

Two years related work experience including one year supervisory experience.

Education

Associate degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Duplication Services

(ID: 12357)

FLSA Status: Non-Exempt
Band: Supervisor
Level: 3

Reports To

Director, Student Learning Services

Job Purpose

To supervise College-wide duplication services including central duplication operations and remote copying stations.

Description of Duties and Tasks

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

1. Assists with operation of duplication equipment.
2. Provides excellent customer service and project follow-through.
3. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
4. Maintains records and tracking system of duplication requests and completed jobs.
5. Prioritizes and assigns work orders for duplication services; coordinates large projects with customers, ensures supplies are available for use within time frame required.
6. Collaborates with external sources for special print jobs as needed.
7. Researches and finds resolutions for printing problems.
8. Assists with operation of duplication equipment, including, but not limited to: copying and printing from static and digital sources; folding and stuffing; coil binding; shrink wrapping; lamination; and cutting processes.
9. Assists in purchasing new equipment and supplies.
10. Maintains inventory of College-wide duplication equipment.
11. Prepares bid specifications, conducts initial negotiations of purchase agreements, and ensures local level service agreements are met.
12. Negotiates and maintains duplication equipment lease and maintenance agreements.
13. Oversees College-wide copier networking services; researches customer inquiries and copier problems, networking capabilities, and connectivity issues.
14. Works with computer technicians to seek problem resolution.
15. Maintains operational procedures and documentation regarding copier networking.
16. Maintains database with user codes and copier/printer IP addresses.
17. Performs preventative maintenance on copiers and duplication equipment and reports malfunctions to service technicians.
18. Keep updated billing/invoicing records and tracks expenditures and reconciliations.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Practices, principles, and technology of copying and duplication processes.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Methods of documenting and tracking expenditures and reconciliations.
- Familiarity with production and functions equipment used in duplication services.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective interaction with customers, discussing duplication capabilities, negotiating due dates and production time frames, and job request details.
- Maintaining an established work schedule, including occasional unplanned evenings and weekends.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Operating copying, duplicating, printing and binding equipment.
- Operating personal computer and software applications.
- Adapting to changing work priorities.
- Effectively supervising, leading, and delegating tasks and authority.
- Preparing budgets and monitoring the disbursement of funds.
- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

High School diploma or educational equivalent.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Electrical

(ID: 16201)

**FLSA Status:** Non-Exempt  
**Band:** Supervisor  
**Level:** 4

**Reports To**  
Director, Building and Grounds

**Job Purpose**  
To maintain electrical systems for College sites; supervises Electricians in the repair, maintenance, and installation of electrical systems.

**Description of Duties and Tasks**

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Reviews work orders through computerized work order management system; estimates time and materials to complete and schedules work to be performed.
3. Designs electrical upgrades in cooperation with outside engineers or designs electrical upgrades in-house; plans projects, purchases materials, and schedules work to be performed.
4. Researches and implements safety standards within the Electrical work group; works with the Environmental Health and Safety Office to ensure workplace is safe for employees.
5. Researches and purchases materials necessary to complete tasks.
6. Assembles bid proposals for outside contractors to perform Electrical work at the College; manages outside contractors to ensure adherence to bid proposals.
7. Ensures appropriate employee safety training and compliance is completed.
8. As owner of the District Wide Electrical Safety improvement Plan takes the lead on the design and installation of ARC Flash Mitigation projects, manages the District Wide Electrical Preventive Maintenance Program and is a lead advocate for electrical safety District Wide.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Electrical tools, materials, and safe work practices.
- Applicable electrical codes, standards, and regulations.
- Electrical applications for high and low voltage electrical systems.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Accountable for inventory/property management.
- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Supervising and coordinating the activities of subordinate personnel.
- Installation, repair, and maintenance of all types of electrical system equipment and components.
- Computing lighting loads and power requirements.
- Estimating time and material requirements of assigned work projects.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.
Work Experience

Two years related work experience including one year supervisory experience.

Education

High School diploma or educational equivalent.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, ESL Programs

(ID: 20513)

FLSA Status: Exempt
Band: Supervisor
Level: 3

Reports To

Executive Director, Adult Education

Job Purpose

To provide leadership in the planning and operations of Adult Basic Education ESL programs.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Manages one or more specialized programs within the Adult Education arena and represents those programs to internal and external partners.
3. Integrates appropriate curriculum using employment based and academic skills.
5. Reviews instructors’ performance, updates the department calendar, and class schedule.
6. Assists in negotiating, reviewing, and updating contracts and agreements with community partners.
7. Meets with key partnership personnel, provides annual statistics and reports, assists with logistical changes, and improvements to programs. May include managing a program budget and purchasing books, supplies, and testing materials.
8. Evaluates and maintains records such as test scores and statistics, class contact hours, attendance, instructor comments, and class grades.
9. Assists with student intake and other events that pertain to the promotion and recruitment of students; may assist with providing transcripts to students.
10. Provides assistance to instructors with issues arising in the classroom or with students, and provides solutions with measurable outcomes.
11. Facilitates professional development in various technology applications; provides support to instructors, Adult Education Recruiting/Advising Specialists, and students.
12. Assists in writing annual grant applications.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Adult education principles, practices, and theories.
- Classroom management techniques
- Learning assessment techniques and practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Manage or administer grant funds.
- Make recommendations that impact the budget.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining an established work schedule, including some weekends and evenings.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Faculty Evaluation
(ID: 232004)

FLSA Status: Exempt
Band: Supervisor
Level: 4

Reports To
VP, Instruction

Job Purpose
To direct, plan, develop, and coordinate the mandated evaluation and appraisal processes of all faculty working for Austin Community College District.

Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*
1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Oversees faculty evaluation processes and procedures for full-time, adjunct, counselor, and librarian faculty.
3. Coordinates and presents evaluation process training.
4. Investigates, validates, and resolves problems with systems, reports, processes or procedures. Communicates resolution to affected parties.
5. Communicates with all offices to implement processes and gathers information.
6. Maintains department's website.
7. Oversees the activities of hourly employees hired for the evaluation processes. Monitors the schedule of hourly employees.
8. Orders and maintains supplies.
9. Develops, maintains, and disseminates the processes, procedures, rules, forms, calendars, handbooks, and other resources.
10. Coordinates and maintains online evaluation/survey software.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Higher education organizations and processes.
- Teaching and learning models.
- Web-based information processing.
- Higher Education evaluation theory and processes.
- Uses of survey and evaluation software.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal, communication, and presentation skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Coordinating processes and multiple projects with varying timelines.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree
Special Requirements

Previous experience using Class Climate or other web-based survey software programs preferred.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Grounds
(ID: 16103)

FLSA Status: Non-Exempt
Band: Supervisor
Level: 2

Reports To
Director, Buildings & Grounds

Job Purpose
To coordinate, schedule, and oversee the design & maintenance of all landscape for ACC's individual campus locations and to supervise staff in the landscaping and maintenance of those grounds at all campus locations.

Description of Duties and Tasks

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

1. Directs the grounds staff in daily maintenance of campus properties by setting schedules, evaluating processes, and determining priorities.
2. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised. Search for new vendors through bid process.
3. Manages the physical resources of the grounds department, determines equipment needed; procures additional equipment, tools, and materials.
4. Administers, monitors, and manages contractors to perform tasks such as irrigation, tree removal, trimming, plumbing, parking lot maintenance, or retention pond maintenance; consults with contractors to determine extent of service required and schedule work so as to have minimal impact on daily operations of facilities.
5. Manages budget for Grounds Department; approves all purchases within purchase level guidelines; maintains college issued credit card, follows purchasing guidelines; and allocates expenditures necessary to improve safety or performance of grounds staff.
6. Selects, purchases, and monitors application of chemical fertilizers, pesticides, and herbicides; picks up & delivers parts
7. Selects and recommends purchase of maintenance supplies and equipment
8. Maintains reports and records pertaining to personnel actions, invoices, and purchasing transactions.
9. Consults with college directors, managers, and other staff to assess campus grounds maintenance needs.
10. Ensures appropriate employee safety training and compliance is completed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Landscape tools, materials, and safe work practices.
- Landscape industry standards of plant selection, placement, and maintenance needs.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accept, receive, and/or collect payments.
- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division.
- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Supervising and coordinating the activities of subordinate personnel.
- Effectively communicate in a concise and effective manner.
- Skill in organizing horticulture landscape design.
- Estimating time and material requirements of assigned work projects.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

**Work Experience**

Two years related work experience including one year supervisory experience.

**Education**

High School diploma or educational equivalent.

**Safety**

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Health Sciences

(ID: 20204)

FLSA Status: Exempt
Band: Supervisor
Level: 2

Reports To
Executive Dean, Health Sciences

Job Purpose
To provide administrative supervision of assigned Health Sciences administrative support personnel; and to provide coordination of related processes.

Description of Duties and Tasks

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

1. Oversees and coordinates administrative processes for Health Sciences admissions, purchasing, and the health sciences computer lab.
2. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
3. Provides training to faculty and staff for Austin Community College processes including faculty assignments, scheduling, textbook orders, petitions, and creating specialized documents.
4. Facilitates communication with Eastview Campus Manager's office.
5. Coordinates and electronically approves all Health Sciences faculty assignments in accordance with the Executive Dean's recommendations.
6. Facilitates Health Sciences meetings including monthly staff meetings, admission office meetings, and procedure meetings with department chairs and their staff.
7. Complies data and reports required by Health Sciences programs to ensure meeting approval and accrediting requirements.
8. Coordinates multiple community outreach activities to market Health Sciences to the public.
9. Assists with the development of course schedules and class scheduling for each semester. Work with Schedule Development Office to make sure that all college requirements are met.
10. Assists with Health Science Division special projects related to quality improvement.
11. Provides technical guidance in developing and revising department curriculum changes including compliance with THECB GIPWE guidelines, college Administrative Rules and CMS required documentation.
12. Provides back-up assistance for website changes and determine other needed changes to provide student with correct information for all admissions processes and other compliance needs (such as immunization requirements).

13. Supervise building 8000/9000 emergency team and coordinate practice drills as required by EHS. This includes getting down to the rally point and interfacing as needed with ACC Campus Police and other emergency personnel such as city fire department.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Processes for coordinating Health Sciences activities and services.
- Admissions activities and services.
- Purchasing activities.
- Computer learning lab services.
- Program approval and accreditation requirements.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Training faculty and staff in relation to scheduling, faculty assignments, textbook orders and petitions.
- Facilitating communications and meetings.
- Compiling data and reports required for Health Sciences programs.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Coordinating day to day administrative activities and processes.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Heating Ventilation & Air-Conditioning
(ID: 16251)

FLSA Status: Exempt
Band: Supervisor
Level: 4

Reports To
Director, Building and Grounds

Job Purpose
To supervise, direct, implement, and evaluate the maintenance, installation, and repair of all College heating, ventilating, and air conditioning equipment including the supervision of personnel.

Description of Duties and Tasks

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

1. Directs repair and maintenance of existing HVAC equipment including air handlers, chilling and heating systems, air quality equipment (including energy recovery make-up, exhausted air systems, and laboratory vent hoods); checks chemical treatment of chilled water and boilers.
2. Coordinates work between HVAC crew and maintenance, electrical, and carpentry departments, project managers, campus managers, and outside contractors.
3. Writes and receives work orders; plans, supervises, and monitors work of HVAC technicians for the day crew and assigns work for completion by night crew.
4. Inspects and evaluates condition of mechanical equipment in existing College buildings and recommends corrective action; implements repairs or revisions including design changes both in house or on outside projects; insures installation and repairs are performed in accordance with all federal, state, and local codes.
5. Estimates cost for repairs, replacement, and installation of large and small mechanical HVAC equipment for heating, cooling, air moving, pumping, building automation, and plumbing; projects future repairs and department equipment needs for the budget process.
6. Develops and maintains preventative maintenance programs for major mechanical equipment on all campuses.
7. Interviews and evaluates new HVAC staff and serves on hiring committees for other departments; supervises, trains, and evaluates assigned staff.
8. Provides technical assistance in diagnosis and report of mechanical systems.
9. Identifies training needs of staff and facilitates delivery of training. Trains HVAC technicians in procedures and usage of equipment.
10. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- HVAC tools, materials, and safe work practices.
- HVAC operation, maintenance, and repair.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Supervising and coordinating the activities of subordinate personnel.
- Operating, installing, maintaining, and repairing HVAC equipment.
- Estimating time and materials.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets plus work order systems.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.
Work Experience

Two years related work experience including one year supervisory experience.

Education

High School diploma or educational equivalent.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Help Desk  
(ID: 19202)

FLSA Status: Exempt
Band: Supervisor
Level: 3

Reports To
Manager, Help Desk

Job Purpose
To supervise the student registration help-line, act as a catalyst between ACC

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised; Establish and enforce operating procedures deliver solution.
2. Assumes a role as Help Desk Technician, provides cross-training to other help desk personnel in order to enhance skill levels, and optimizes the use of staff on the help desk.
3. Creates and maintains Registration Help Line FAQ's and documentation, and ensures current information is posted on the web.
4. Efficiently schedules registration help line staff based on analysis of call/email statistics.
5. Captures statistics on trends of calls and emails to the Help Desk as well as statistics on customer survey responses; conducts research and follow-up activities on all negative customer feedback.
6. Answers email queries from students in regard to registration problems.
7. Ensures compliance of facility standards relating to security, data protection, and fire protection.
8. Provides backup assistance to the Manager, Help Desk as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- IBM compatible PC's.
- Current data security and fire protection standards.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing technical help desk assistance to customers.
- Efficiently scheduling help line staff to meet user requirements.
- Ensuring compliance with security, data protection, and fire prevention standards.
- Creating and maintaining current help line FAQ's and documentation.
- Analyzing statistical trends and feedback, and providing necessary follow-up.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Work with administration of telecommunications hardware and services, and provide technical support for desktop software and systems.

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.

Work Experience

Two years related work experience including one year supervisory experience.
Education

Bachelor's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Instructional Support Services
(ID: 231000)

FLSA Status: Exempt
Band: Supervisor
Level: 4

Reports To
Vice President of Instruction

Job Purpose
To coordinate and supervise the curriculum service process including schedule preparation, development of catalog course descriptions, award plan production, and related training programs. To support College efforts in College Connection Program statewide expansion with Texas Colleges as well as regional training programs and national program training initiatives.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Evaluates and determines need for reports and directs ad hoc, special, and standard reports for College staff and administration in relation to schedule and catalog information.
3. Creates the curriculum development timeline and generates the files for production of the College schedule, catalog course descriptions, and award plans.
4. Monitors courses for expiring approvals; advises staff to implement required course changes in compliance with Texas Higher Education Coordinating Board guidelines.
5. Creates new College Connection activity grids, agendas, listservs, and data tracking records for participating districts and area high schools.
6. Supervises and submits new Academic and Workforce program applications and changes/revisions to programs to the Texas Higher Education Coordinating Board.
7. Serves as primary coordinator for all College Connection state and national training initiatives; primary liaison for training administrators with state and national college partners.
8. Supervises staff assignments and timelines for production of state and national special projects training media.
9. Supervises and ensures complete quality control for all state and national program training media.
10. Supervises staff and intra- and interdepartmental processes resulting in accurate, timely, finished training materials.
11. Ensures required reporting is correct and timely; supervises research for error reports.
12. Performs annual update to Texas Common Course Numbering System (TCCN) Course Matrix to ensure district is in compliance.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Statewide and national College Connection Program and college readiness and transition initiatives.
- Statewide Texas Higher Education Coordinating Board (THECB) P-16 initiatives.
- Curriculum services.
- Course schedules, catalog course descriptions, and award plans.
- Texas Higher Education Coordinating Board rules and standards.
- Processes for monitoring courses for expiring approvals.
- Academic and Workforce program applications.
- Reports used in relation to schedule and course information.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Directing development of presentation and training materials.
- Directing development of applications to support state/national training initiatives.
- Working independently with minimal supervisory oversight.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Overseeing and monitoring curriculum services activities and processes.
- Developing course schedules, catalog course descriptions, and award plans.
- Recommending corrections and changes to course information.
- Complying with Texas Higher Education Coordinating Board rules and standards.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills
Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.

**Work Experience**

Two years related work experience including one year supervisory experience.

**Education**

Bachelor's degree.

**Safety**

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
 Supervisor, International Student Admissions & Records  
 (ID: 12104)  

FLSA Status: Exempt  
Band: Supervisor  
Level: 3

Reports To  
Director, Admissions and Records

Job Purpose  
To facilitate and implement admission goals and procedures for international students and non-resident aliens.

Description of Duties and Tasks  

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Supervises the processing of international student applications, maintenance of international student records, and international student database; evaluates international credentials for admission purposes and assessment of foreign financial documents and language skills.
3. Oversees, initiates, and tracks college-wide issuance of student ID numbers for non-citizens.
4. Trains staff on regular and international admission policies and procedures, immigration regulations, visa categories, credential evaluations, as well as residency requirements and Family Education Rights and Privacy Act (FERPA) regulations.
5. Monitors, interprets, and implements all Department of Homeland Security (DHS) regulations regarding the Student and Exchange Visitor Program (SEVP); oversees the maintenance of the Student Exchange Visitor Information System (SEVIS); keeps abreast of latest developments that impact the international admissions office with relation to changes in educational systems, world events, and technology.
6. Analyzes and collects international student enrollment data for reporting purposes used by the College and the DHS; oversees the international student data management IT functions; initiates queries for reports, rosters, and placement of holds on records; implements a separate data management system for prospective student tracking purposes.
7. Serves as liaison and mediator for international students with campus personnel, families, community members, institutions, agencies, and international governments on issues related to
international students and their educational programs; serves as an advisor for on-campus international student organizations.

8. Plans and implements student programming activities such as new international student admissions procedures manual, new student orientation for international students, international student handbook, creation of international student listserv, and joint programming with other campus or community entities.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles and practices of international educational systems.
- U.S. immigration law and procedures.
- State and federal policies pertaining to international student requirements.
- Unique needs of international students.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy and intercultural communication skills.
- Effectively using organizational and planning skills.
- Applying international student policies and procedures.
- Effectively supervising, leading, and delegating tasks and authority.
- Adapting to the evolving educational needs of international students.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree

Special Requirements

Certification as Primary Designated School Official (PDS) for Student Exchange Visitor Information System (SEVIS) through the Department of Homeland Security.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Interpreter Services
(ID: 12202)

FLSA Status: Exempt
Band: Supervisor
Level: 4

Reports To
Director, Special Populations

Job Purpose
To coordinate and supervise interpreter and CART services for deaf and hard of hearing students, faculty, staff, and general public who participate in college activities and services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Interprets in the classroom, meetings, registration, and other ACC functions as needed.
3. Supervises hourly interpreters and verification of timesheets.
4. Maintains a database of student schedules, interpreter availability, and need for substitute interpreters.
5. Collects data and provides statistical reporting regarding interpreter usage and expenditures.
6. Serves as an information and referral resource to students, faculty, staff, and the community in relation to the provision of Interpreter Services.
7. Problem solves with faculty, staff, deaf/hard of hearing students, and interpreters regarding provision of interpreting services.
8. Collaborates with other ACC departments and programs on projects that serve faculty/staff, deaf and hard of hearing students, and interpreters.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- American Sign Language, interpreting/transliterating, and deaf culture.
- Interpreting and transliterating services provided in educational environments.
• Processes for identifying qualified interpreters.
• Interpreter services policies and procedures.
• Supervisory principles, practices, and methods.
• Statistical reporting in relation to interpreter usage and expenditures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Effectively scheduling interpreters for deaf/hard of hearing students.
• Providing interpreting/transliterating services in a variety of environments.
• Serving as an information and referral source for students, faculty, and staff; and conducting orientation meetings for students and interpreters.
• Effectively supervising, leading, and delegating tasks and authority.
• Effectively working with a diverse and multicultural student body.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.
Special Requirements

Must pass ACC Interpreting skills assessment test.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
**Supervisor, Student Life**

(ID: 123003)

**FLSA Status:** Exempt  
**Band:** Supervisor  
**Level:** 2

**Reports To**

Director, Student Life

**Job Purpose**

To supervise staff and daily operations of assigned campuses for Student Life programs; responsible for college-wide and campus-based programs as assigned.

**Description of Duties and Tasks**

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

1. Supervises the daily operations of assigned Student Life staffing campus offices; schedules, trains, prioritizes work assignments, and reviews first level financial requests of Student Life Coordinators, Student Life Specialists, student interns, hourly workers, and volunteers.
2. May be responsible for college-wide student program development in one or more of the following areas: program development, implementation, evaluation, and assessment; serves on college-wide committees related to the program areas.
3. Provides oversight of student organizations and groups which include: recruitment, interviewing, work allocation, scheduling, training, problem resolution, pre- and post-performance evaluation and assessment.
4. Serves in an advisory capacity to student groups and organizations.
5. Researches, recommends, develops, and implements departmental programs and activities in conjunction with Student Life Coordinators and Specialists.
6. Maintains campus operating and programming budget accounts. Oversees financial transactions for student organizations and groups. Works with Director and others to implement systems, policies, and procedures designed to monitor expenditures.
7. Plans, organizes, and oversees student travel programs. Makes recommendations to Director for staffing requirements for all off-campus travel, assigns Student Life leads for travel, confirms that traveling Student Life staff and participants have proper travel credentials, training and orientations prior to leaving. Provides first level review for all off-campus travel.
8. Prepares administrative reports for Student Life events, programs, budgets, and accomplishments.
9. Proposes, writes, develops and facilitates training for Student Life staff and student groups and organizations related to the daily operations of the assigned Student Life campuses and programs.

10. Interprets and implements policies and procedures for Student Life staffing, programs, events, and activities. Works collaboratively with Student Life Coordinators and the Director to communicate, recommend action plans, generate alternatives, consider risks, and evaluate programs.

11. Serves as first level contract negotiator of vendor event contracts, vendor insurance conditions and purchasing care requirements.

12. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Communication methods used with diverse backgrounds and ages.
- Use of Assessment programs to identify needs.
- Uses of emerging technologies and communication systems to promote programs, activities, and services.
- Use of supervisory practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills.
- Supervising and coordinating the activities of subordinate personnel.
- Working collaboratively and as part of a diverse team.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Ability to effectively manage change.
- Ability to prioritize multiple projects.
- Ability to create, compose, and edit written materials.
- Ability to develop, write, plan and implement short and long-range goals.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Work with student information systems.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.

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.
Supervisor, Student Life Communications
(ID: 123011)

FLSA Status: Exempt
Band: Supervisor
Level: 2

Reports To
Director, Student Life

Job Purpose
To supervise staff and daily operations of assigned campuses for assigned Student Life Communication programs; responsible for college-wide media/communications and campus-based programs as assigned.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Provides leadership on markets, web, and publication projects. Researches and collaborates on strategy and web content, and maintains communication with campus teams.
3. Creates visual concepts, designs, layouts and pre-press activities for print and other communications. Oversees the creation of graphic images. Establishes design standards and templates for core Student Life communication vehicles.
4. Tracks jobs, requirements, timelines, and other project variables.
5. Works with Director to oversee management and progress of Student Life publication project team. Creates reports and provides training as needed.
6. Coordinates Student Life presence on social networking sites.
7. Collaborates on strategy and content development.
8. Ensures accurate accounting of all Student Life communications and assigned programming expenditures.
9. Responsible for one or more college-wide student (development programming) communications areas that include but are not limited to: program, development, implementation, evaluation, and assessment; serves on college-wide committees related to the program area.
10. Generates, edits, reviews, and revises copy for Student Life communications including brochures, print, videos, websites, presentations, direct mail, and other media.

11. Works with vendors, freelancers, advertising/design agencies, print media, and bureaus as needed.

12. Interprets and implements policies and procedures. Works with Director to communicate, recommend action plans, generate alternatives, consider risks, and evaluate programs.

13. Collects data, analyzes, and reports on findings related to Student Life area.

14. Serves in an advisory capacity to student groups and organizations.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Communications methods used with students of diverse backgrounds and ages.
- Assessment programs to identify student needs.
- Procedures, guidelines, and compliance requirements for student activities and programs.
- Uses of emerging technologies and communication systems to promote programs, activities, and services.
- Principles and practices pertaining to planning, developing, supervising, evaluating, and assessing Student Life related programs, including student clubs, organizations, leadership, diversity, student life, communication, media, and special events.
- Supervisory practices.
- Student retention/attrition theories.
- Federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively managing change.
- Prioritizing multiple projects.
- Creating, composing, and editing written materials.
- Developing, writing, planning and implementing short and long-range goals.
- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills.
- Supervisor and coordinating and activities of subordinate personnel.
- Working collaboratively and as part of a diverse team.
- Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Work with student information systems.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.

Special Requirements

Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.

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.
Supervisor, Student Loans
(ID: 122501)

FLSA Status: Exempt
Band: Supervisor
Level: 3

Reports To
Associate Director, Financial Aid

Job Purpose
To administer the federal and state student loan programs and act as the college liaison with the various lenders and government agencies regarding student loans. Provide leadership for the student loan department and supervise staff for student loans.

Description of Duties and Tasks

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

1. Responsible for administration of the federal and state student loan programs at ACC.
2. Responsible for the day-to-day operations of the student loan program at the college.
3. Develops and implements both policies and procedures to ensure compliance with federal and state government agencies.
4. Researches and interprets student loan regulations; recommends and implements changes necessary to ensure compliance with federal and state regulations.
5. Serves as the college liaison with various lenders and government agencies regarding student loans.
6. Reviews financial aid files, performs needs analysis, performs verifications, makes corrections as necessary, and determines eligibility for federal and state financial aid funds to include awarding and certifying student loans.
7. Provides counseling to students regarding all aspects of financial aid, including borrowing and repaying student loans, and resolving defaulted loan issues; responsible for ensuring that entrance and exit counseling for students is conducted and implemented by the college.
8. Responsible for generating and submitting required reports to the Department of Education and Texas Higher Education Coordinating Board regarding student loans.
9. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
10. Assists with student loan default prevention efforts at the college as necessary.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Research and troubleshooting processes associated with student loan issues.
- Student loan certification processes.
- Federal and state regulations pertaining to student financial aid.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to establish rapport with a diverse student population.
- Ability to provide clear and concise written and oral instructions.
- Ability to take initiative and provide leadership in working with department and College initiatives.
- Possess strong analytical and organizational skills and strong attention to detail.
- Ability to work independently and as part of a team.
- Excellent written and oral communication skills to include tact and diplomacy in dealing with a diverse student population and providing good customer service.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Work with student information systems.

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.

Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree.
Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
### Supervisor, Supplemental Instruction
**(ID: 120501)**

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**Reports To**

Associate Vice President, Student Success

**Job Purpose**

To design, implement, supervise, and manage the College Bridge and Supplemental programs and services.

**Description of Duties and Tasks**

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

1. Defines and collects data, procedures, and prepares state and college reports on Bridge and SI programs.
2. Designs, develops, and implements a range of instructional support programs and services to assist students in meeting skill competency mandates in reading, writing, and math.
3. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
4. Recruits, supervises and evaluates faculty who teach in the Bridge program, recruits faculty who teach in gate-keeper course sections and matches instructional needs with SI leaders.
5. Monitors and initiates all program expenditures.
6. Initiates and develops working relationships with academic department heads, makes presentations to faculty and addresses questions at Task Force meetings.
7. Designs intake processes, defines participation eligibility on the basis of test scores and state mandates.
8. Articulates program offerings with Student Services offices, Campus Deans, and all academic departments to ensure that programs meet the needs of the students.
9. Develops and implements student performance and tracking systems for the purposes of overall program effectiveness evaluation.
10. Develops and conducts training for faculty and on program requirements, and evaluations processes for program implementation and expansion.
11. Conducts orientation, weekly meetings, and on-going training for SI leaders and staff. Conducts orientation and training for Bridge program tutors and faculty.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Principles and practices pertaining to student success and supplemental instruction.
- The Texas Higher Education Coordinating Board priorities for effective student retention and success programs.
- Achieving the Dream initiatives.
- Supplemental teaching practices and procedures.
- Supervisory techniques.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Effectively working with students from diverse backgrounds.
- Supervising and coordinating the activities of subordinate personnel.
- Working collaboratively and as part of a team.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Work with student information systems.

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.
Work Experience

Two years related work experience including one year supervisory experience.

Education

Master's degree.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Testing Center
(ID: 12351)

**FLSA Status:** Exempt
**Band:** Supervisor
**Level:** 1

**Reports To**

Dean, Student Services

**Job Purpose**

Enforce policies and procedures for budget, personnel, and day-to-day operations of a testing center. Supervise reporting staff.

**Description of Duties and Tasks**

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Plans, organizes, and supervises activities of the testing center.
3. Provides security of all testing tools.
4. Conducts periodic staff meetings to review activities and inform staff of new procedures and issues.
5. Schedules staff. Substitutes in absence of adequate staff coverage.
6. Inspects and enforces policies and procedures for test admission to testing centers; affirms test security by formulating written procedures and provides secure test storage.
7. Manages and monitors department Datatel requisitions and purchases; prepares purchase requisitions, maintains supplies, equipment, and inventories; manages and submits P-Card activity monthly to budget department.
8. Reviews and approves time sheets and leave requests.
9. Depending on the campus, the testing facility may also function as the Assessment Center.
10. Investigates and reports scholastic dishonesty incidents to Director of Student Services, student's instructor and Instructional Dean; analyzes, evaluates, solves, and makes decisions regarding problematic situations.
11. Produces statistical reports and provides information to supervisor regarding student use of the testing center.
12. Responsible for Testing Center customized program (ISD scoring system) used to score tests administered by the six testing centers.
13. Consults with outside testing agencies, colleges, and universities for continued update on latest procedures and technology to ensure efficient testing services to students and faculty.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Principles, best practices, and trends in test administration.
- Supervisory principles, practices, and methods.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Leading and coordinating the activities of subordinate personnel.
- Consistently following testing procedures.
- Maintaining confidentiality of test materials and results.
- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division.
- Determine allocation of budget among departments.
- Manage the budget within assigned department.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Two years related work experience including one year supervisory experience.

Education

Bachelor's degree

Special Requirements

Skill in using ISD Scoring System database and Datatel preferred.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Supervisor, Warehouse
(ID: 16355)

FLSA Status: Non-Exempt
Band: Supervisor
Level: 3

Reports To
Director, Purchasing

Job Purpose
To oversee warehouse operations including receipt, storage, issue, delivery and maintenance of supplies, materials, equipment and surplus/salvage property; supervise mail processing and delivery, coordinate courier services; coordinate asset system, and disposal of property through auctions.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Supervises and monitors the day to day warehouse operations for the College including loading/unloading deliveries, receiving, inspection, return of goods, inventory, storage, and processing documentation.
3. Coordinates the fixed asset management system; disposes of property through auctions; utilizes the online Asset Management System.
4. Manages the distribution and delivery of US mail and intercampus mail among campuses.
5. Coordinates the delivery of freight, supplies, and materials to campuses and other designated sites per established schedules and assignments; coordinates the return and refusal of material due to freight damage or shipping errors.
6. Schedules and delegates courier services.
7. Supervises the pick up and storage of surplus, salvag, and temporary stored property of the College.
8. Manages the On-Line Public Surplus Account; serves as system administrator and updates/ensures current web page information.
9. Oversees the fleet management of all College vehicles; maintains vehicle registration database; coordinates disposal of vehicles.
10. Coordinates special projects including the installation of new furniture and/or removal of old furniture.
11. Provides assistance with setting up databases or software to track processes and produce reports.
12. Oversees and coordinates the Gasoline Credit Card Account including setting up new users, deleting former users, setting account limits, and producing reports.
13. Manages the General Stores to ensure being stocked at all times; oversees inventory of the warehouse.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Warehouse operations.
- Postal data systems.
- United States Postal Office procedures and regulations.
- Fixed asset management.
- OSHA rules and regulations.
- Supervisory principles, practices, and methods.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accept, receive, and/or collect payments.
- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Operating hand trucks, forklifts, and vehicles.
- Managing warehouse operations.
- Managing mail distribution and delivery.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience including one year supervisory experience.

Education

High School diploma or educational equivalent.

Special Requirements

Certification or training in workplace safety, inventory management and/or warehouse management preferred.

Safety

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.
Teacher, Child Care
(ID: 20102)

FLSA Status: Exempt
Band: Specialist
Level: 5

Reports To
Child Care School Manager

Job Purpose
To provide lab and/or classroom support services and instruction to children, students, and faculty.

Description of Duties and Tasks

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

1. Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
2. Supervises and guide children's interactions, experiences, and activities, meeting their needs in all development and learning domains.
3. Models, oversees, and guides beginning, intermediate, and advanced child development students doing "lab"/"fieldwork" to gain practical experience teaching young children.
4. Tracks school attendance;
5. Writes and distributes information packets;
6. Provides oral and written feedback to students including mid-term and final evaluations for student practices.
7. Approves and oversees adult student projects conducted in the classroom; serves as coach and mentors for adult students applying knowledge and building skills.
8. Leads classroom teaching team including assistant teacher, part-time staff, and volunteers.
9. Plans and implements the curriculum by creating strategies and activities to target learning; determines long and short range age-appropriate teaching goals for individual students and groups; oversees and leads learning projects and activities; designs and leads off-site field trips.
10. Monitors and guides children's daily classroom activities and interactions. Provides for children's needs and teaches self-help skills such as toileting, hand washing, dressing, and feeding.
11. Schedules and conducts annual in-home visits; tracks children’s development using assessment tool. Collects, formats, and interprets information relating to children’s developmental progress; shares and uses information to plan with parents during bi-annual conferences.

12. Oversees and guides lab students doing classroom fieldwork: writes and updates information packets; tracks and reschedules lab students; provides oral and written feedback; approves classroom activities and projects. Oversees classroom fieldwork times and semester long classroom practicum experiences for advanced lab students.

13. Conducts indoor and outdoor safety checks, removing any hazardous objects or materials; sanitizes all surfaces, toys and equipment.

14. Communicates with parents to share and exchange information relating to the child. Writes and posts weekly lesson plans; fills out attendance forms, daily activity charts, and individual education plans. Posts notes and reminders; writes and distributes classroom newsletters, calendars and information packets.

15. Takes on the responsibilities of the Director when delegated in charge of the Center in his/her absence.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principals and practices of child development and early childhood education.
- Student assessment techniques and critique strategies.
- Safety practices and procedures as they related to a child care facility.
- Interpersonal skills using tact and diplomacy.
- First aid and CPR.
- Principles and practices of early child care program activities.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Maintaining an established work schedule, including evening hours.
- Assessing lab student’s performance in the classroom.
- Designing, scheduling, and implementing learning activities and programs.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Providing early childhood educational programs.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years work experience as a teacher including one year supervising teaching staff in an NAEYC accredited center.

Education

Bachelor's degree.

Special Requirements

Required to successfully complete state and FBI criminal background checks, completion of OSHA blood borne pathogen training, and health assessment and TB test prior to employment.

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.
Technician, Accounting  
(ID: 16555)

**FLSA Status:** Non-Exempt
**Band:** Technician
**Level:** 2

**Reports To**
Manager or Supervisor

**Job Purpose**
To perform various technical accounting activities as assigned and provide assistance to other members of the Business Services team as required.

**Description of Duties and Tasks**

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

1. Assists staff, students and vendors in accounting inquiries.
2. Works with sponsor letters/POs via fax, interoffice, email or mail.
3. Prepares employee voucher, exemption and waiver reports
4. Administers the employee vouchers.
5. Prepares, analyzes, and compiles worksheets, balances, and accounts.
6. Verifies and edits various accounting reports.
7. Processes billings for sponsors, auxiliary accounts, and verifies sponsor agreements, waivers, and exemptions.
8. Researches banking or billing transactions for accuracy utilizing on-line resources to resolve discrepancies.
9. Performs reconciliation activities.
10. Audits invoices for accuracy.
11. Compiles data and prepares reports.
12. Serves as a liaison to vendors and departments.
13. Conducts research in relation to invoices, general ledger entries, or other issues.
14. Provide assistance with special projects as required.
15. May train other staff members.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- General accounting processes, procedures, and standards.
- Spreadsheet software applications.
- Automated financial systems.
- Basic auditing processes and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Using ten-key by touch.
- Preparing and analyzing accounting information.
- Conducting general accounting research activities.
- Following instructions precisely and demonstrating accuracy.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

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.
Technician, Administrative Media Support Services
(ID: 181001)

FLSA Status: Non-Exempt
Band: Technician
Level: 2

Reports To
Manager, Administrative Media Support Services

Job Purpose
To repair, maintain, integrate, install, trouble-shoot, and provide other technical support functions for Administrative Media Support Services (AMSS) equipment.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Repairs, maintains, integrates, installs, and trouble-shoots AMSS equipment, including production studios, control rooms, digital field equipment, editing rooms, and Master Control areas.
2. Provides support and technical expertise to other areas of IRT.
3. Provides administrative technical and production support for Highland Business Center (HBC) Master Control area, connected rooms, and remote locations as per area responsibilities.
4. Maintains and performs preventive maintenance on AMSS equipment according to standard procedures and operating manuals.
5. Assists with the development of preventive maintenance processes/procedures and use of the AMSS technology, including creating documentation for these areas.
6. Performs on-site technical support activities as needed, including installation, wiring, cabling, and calibration of AMSS equipment and systems.
7. Assists with training of AMSS and IRT staff in the maintenance and use of the AMSS technology and support areas, including documentation of these areas.
8. Maintains equipment, repair logs, and trouble tickets. Closes tickets when repairs are made.
Knowledge

*MUST possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Current principles and practices of telecommunications technology and applications in an educational environment.
- Capabilities and technical configuration of telecommunication equipment and peripheral devices.
- Techniques for troubleshooting and testing data communication equipment and systems.
- Master Control signal distribution management techniques.
- Video production equipment, techniques, and quality standards.

Skills

*MUST possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Installing, configuring, testing, operating, and maintaining computer and telecommunications systems, and related peripheral equipment and devices.
- Analyzing equipment and system malfunctions and determining effective solutions.
- Troubleshooting computers and software applications.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use various video telephony protocol management applications.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.
Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

FCC License.

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.
Technician, Audio/Visual Lab
(ID: 233504)

FLSA Status: Non-Exempt
Band: Technician
Level: 3

Reports To
Department Chair, Supervisor, or designee

Job Purpose
To provide complex lab and/or technical classroom support services to faculty and students.

Description of Duties and Tasks

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

1. Organizes, plans, and prioritizes laboratory activities for designated area.
2. May assist students in use of lab equipment and facilities.
3. Performs clerical duties including operating a computer, maintaining records and files, and compiling data and reports as required.
4. Maintains an inventory of supplies and materials.
5. Collects data, records, and other information and submits reports as required.
6. Coordinates, operates, and monitors lab facilities and activities. Directs and organizes preparation of lab materials, supplies, workstations, equipment, computers, and other media to ensure efficient lab operations.
7. Organizes, plans, and prioritizes the overall coordination of laboratory activities for designated area; adapts and applies laboratory methods, practices, and techniques common to designated area. Directs or performs the preparation of student experiments and demonstrations, performing routine and analytical work; pilots new labs to be considered. Implements new or modified laboratory policies and procedures.
8. Ensures safe laboratory conditions including safe and secure handling and storage of supplies and equipment, recommends, implements and maintains safety standards and departmental policies and procedures to comply with federal, state, and local hazardous materials, health and safety, hazardous waste regulations, and other applicable regulations.
9. Initiates purchase requisitions, controls expenditures, prepares cost estimates for budget recommendation, and submits justifications and requests for capital outlay items; prepares specifications and analyzes bids for purchases.
10. Operates, installs, maintains, and trouble-shoots equipment; sets up, configures, and calibrates new equipment; writes instructions and standard operating procedures for equipment operation. Performs routine maintenance and repair.

11. May be assigned special projects or assignments based on the unique needs of the assigned lab.

12. May schedule, train, and monitor the work of lab assistants and other staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of specialized discipline depending on the area of assignment.
- Laboratory tests and experiments policies and procedures.
- Hazardous material/waste handling and disposal.
- Laboratory safety practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Handling lab materials precisely and accurately.
- Effectively working with a diverse and multicultural student body.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Understanding and following instructions precisely.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use related laboratory software applications.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

**Work Experience**

Two years related work experience.

**Education**

Associate degree in related area.

**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.
Technician, Culinary Arts Lab
(ID: 233505)

FLSA Status: Non-Exempt
Band: Technician
Level: 3

Reports To
Department Chair, Supervisor, or designee

Job Purpose
To provide complex lab and/or technical classroom support services to faculty and students.

Description of Duties and Tasks

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

1. Organizes, plans, and prioritizes laboratory activities for designated area.
2. May assist students in use of lab equipment and facilities.
3. Performs clerical duties including operating a computer, maintaining records and files, and compiling data and reports as required.
4. Maintains an inventory of supplies and materials.
5. Collects data, records, and other information and submits reports as required.
6. Coordinates, operates, and monitors lab facilities and activities. Directs and organizes preparation of lab materials, supplies, workstations, equipment, computers, and other media to ensure efficient lab operations.
7. Organizes, plans, and prioritizes the overall coordination of laboratory activities for designated area; adapts and applies laboratory methods, practices, and techniques common to designated area. Directs or performs the preparation of student experiments and demonstrations, performing routine and analytical work; pilots new labs to be considered. Implements new or modified laboratory policies and procedures.
8. Ensures safe laboratory conditions including safe and secure handling and storage of supplies and equipment, recommends, implements and maintains safety standards and departmental policies and procedures to comply with federal, state, and local hazardous materials, health and safety, hazardous waste regulations, and other applicable regulations.
9. Initiates purchase requisitions, controls expenditures, prepares cost estimates for budget recommendation, and submits justifications and requests for capital outlay items; prepares specifications and analyzes bids for purchases.
10. Operates, installs, maintains, and trouble-shoots equipment; sets up, configures, and calibrates new equipment; writes instructions and standard operating procedures for equipment operation. Performs routine maintenance and repair.

11. May be assigned special projects or assignments based on the unique needs of the assigned lab.

12. May schedule, train, and monitor the work of lab assistants and other staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of specialized discipline depending on the area of assignment.
- Laboratory tests and experiments policies and procedures.
- Hazardous material/waste handling and disposal.
- Laboratory safety practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Handling lab materials precisely and accurately.
- Effectively working with a diverse and multicultural student body.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Understanding and following instructions precisely.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use related laboratory software applications.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
• May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
• May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
• Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

Associate degree in related area.

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.
Technician, Electronic Security
(ID: 163002)

FLSA Status: Non-Exempt
Band: Technician
Level: 4

Reports To
Director, Security Management

Job Purpose
Responsible for performing skilled security technician work in the service/repair, alteration, installation and maintenance of all security related systems at ACC; resolving immediate operational and/or safety concerns; maintaining a preventive maintenance program and assisting other skilled trades.

Description of Duties and Tasks

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

1. Performs service/installation of access control, intrusion alarm, closed circuit television systems, and other various security related systems.
2. Evaluates, diagnoses, troubleshoots systems and perform repairs as necessary.
3. Assists in the development of training programs for employees.
4. Performs upgrades and additions to systems in order to increase functionality and usability.
5. Performs computer program entry as required to add closed circuit television cameras, access control devices, and intrusion alarm systems as needed.
6. Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
7. Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
8. Prepares documentation in a variety of written and electronic formats (e.g. daily paperwork/log, time and materials, key and material records, key inventory, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
9. Evaluates, diagnoses, troubleshoots systems and perform repairs as necessary.
10. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
11. Responds to emergency situations during or after hours for the purpose of resolving immediate safety/security concerns.
12. Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
13. Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e. coordination with electricians, locksmith, carpenters).
14. Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Ability to select the proper type of cable and perform installation in plenum or non-plenum rated environments.
- Familiarity with local, state, and federal codes as they apply to security and life safety equipment.
- Intermediate knowledge of computer, networks, and information technology related systems.
- Intermediate knowledge of structured cabling.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effective communication and interpersonal skills, including tact and diplomacy.
- Maintaining confidentiality of work related information and materials.
- Effective organization and planning skills.
- Maintain an established work schedule, including some evenings and weekends.
- Mechanical aptitude.
- Ability to communicate in a concise and effective manner.
- Ability to understand and follow instructions precisely.
- Ability to read blueprints, architectural, mechanical, and electrical documents.
- Ability to work independently.
- Ability to use test equipment such as multi-meter, signal tone generator, oscilloscope, time-domain reflectometer.
- Ability to read blueprints, architectural, mechanical, and electrical documents.
- Safely drive an ACC vehicle.
Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Experience with Gai-tronics, Viking Electronics, AiPhone, Inovonics, GE, Samsung, Sony, and/or Axis equipment preferred.

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.
Technician, Emergency Notification Electronic

(ID: 163005)

FLSA Status: Non-Exempt
Band: Technician
Level: 4

Reports To
Executive Director, Environmental Health Safety and Insurance

Job Purpose
Responsible for performing skilled technician work in the service/repair, alteration, installation and maintenance of all emergency notifications related systems at ACC; resolving immediate operational and/or safety concerns; maintaining a preventive maintenance program and assisting other skilled trades.

Description of Duties and Tasks

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

1. Evaluates, diagnoses, troubleshoots systems and performs repairs as necessary.
2. Services and installs wireless transmitters, antennae, amplifiers, speakers (indoor and outdoor), message boards, receivers, UPS systems and various other emergency notification related equipment.
3. Programs components to receive targeted wireless messages.
4. Performs installation/upgrade/customization/troubleshooting of control program software and user interfaces.
5. Makes upgrades and additions to systems in order to increase functionality and usability.
6. Coordinates with administration, and other trades (electricians, maintenance technicians, ACCNet services (PCs, networking and voice services) for the purpose of completing projects/work orders efficiently.
7. Informs personnel regarding procedures, status of work orders and provides necessary information for making decisions, taking appropriate action and/or complying with NFPA 72’s installation, testing, and maintenance requirements for emergency communications systems.
8. Assists in the development and delivery of training programs for employees.
9. Prepares documentation in a variety of written and electronic formats (e.g. daily paperwork/log, time and materials, inventory, shipping paperwork, etc.) to document compliance with regulations, completion of work and/or tracking of information.
10. Responds to emergency situations during or after hours for the purpose of resolving immediate safety/security concerns.
11. Maintains inventory and ensures availability of required items by requesting equipment/supplies and tracking items sent for repair.
12. Transports a variety of items (e.g. tools, equipment, supplies, etc.) to ensuring the availability of materials required at job site.
13. Attends meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Intermediate knowledge of electronic and computer systems and troubleshooting methodologies.
- Intermediate knowledge of networks and information technology related systems.
- Working knowledge of TCP/IP.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining confidentiality of work related information and materials.
- Mechanical aptitude.
- Effective organization and planning skills, with attention to detail and follow-through.
- Safely drive an ACC vehicle.
- Responding professionally, effectively to customer service requests.
- Understanding and following instructions precisely.
- Reading blueprints, architectural, mechanical, and electrical documents.
- Reading and understanding applicable requirements in NFPA 72, ADA/TAS and FEMA guidelines.
- Working independently.
- Using test equipment such as spectrum analyzer, signal tone generator, multi-meter, etc.
- Maintaining an established work schedule, which may include evening shifts.
- Effective communication and interpersonal skills, including tact and diplomacy.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Technician, Environmental Health & Safety
(ID: 163004)

FLSA Status: Non-Exempt
Band: Technician
Level: 4

Reports To
Executive Director, Environmental Health, Safety & Insurance

Job Purpose
To provide support of Environmental Health and Safety standards and programs across the District such as performing surveys and inspections of safety systems.

Description of Duties and Tasks

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

1. Supports the EHS team in the development, implementation, monitoring and continuous improvement of ACC Environmental Health and Safety programs, ensuring compliance with Federal, state, and Local regulatory requirements.
2. Monitors environmental compliance issues and provides assistance with workplace safety matters. Performs and/or oversees environmental monitoring for facility discharges, storm water management and other environmental related permits. Performs routine industrial and hazardous waste management activities such as waste inventories, vendor scheduling and waste haul oversight, and manifest tracking and filing.
3. Conducts investigations and root cause analysis and may make resolution recommendations. Implements corrective/preventative actions and continuous improvement activities as directed.
4. Maintains various reporting systems and provides safety analysis as required. Assists in job hazard assessments by participating in processes and procedures and researching industry best practices and regulatory requirements. Participates in EHS site audits, inspections and routine surveys including the developing and drafting of audit documentation, tracking corrective actions, and monitoring trends in results of audit activities.
5. Maintains EHS files and records. Modifies and implements compliance tracking programs and recordkeeping systems.
6. Assists in the development of technical documents including EHS procedures, programs, and guidance documents.
7. Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or
complying with health and safety regulations. Coordinates with others for the purpose of completing projects/work orders efficiently and effectively.

8. Assists in maintaining, updating, and coordinating college-wide EHS training programs including setup and use of training management system.

9. Participates in college and EHS committee meetings. Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

10. May respond to emergency situations during or after hours for the purpose of resolving immediate safety/security concerns.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Familiarity with local, state, and federal codes as they apply to security and life safety equipment.
- Familiarity with employee exposures and air/waste/water compliance.
- Demonstrated ability to evaluate environmental health and safety related risks.
- Demonstrated awareness and understanding of EHS policy and management system, the importance of confirming to EHS policies and procedures, and consequences of failing to comply with EHS policies and procedures.
- Demonstrated knowledge of EHS risks and impacts of work activities and the benefits of improving EHS performance.
- Knowledge of mechanical and electrical systems.
- Demonstrated knowledge of calibration equipment, blueprints, schematics, and precision measuring equipment.
- Knowledge of safe work behaviors and interpretation of EHS data.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective communication and interpersonal skills, including tact and diplomacy.
- Effective organization and planning skills.
- Ability to maintain an established work schedule.
- Mechanical aptitude.
- Ability to interact and communicate effectively at all levels and across diverse cultures.
- Ability to understand and follow instructions precisely.
- Ability to read blueprints, architectural, mechanical, and electrical documents.
- Ability to work independently and as a team.
- Ability to use test equipment, such as multi-meter.
• Ability to maintain confidentiality.
• Ability to draw conclusions and recommend courses of action.
• Ability to develop and deliver EHS training material for various personnel.
• Ability to safely drive an ACC vehicle.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Two years related work experience.

Education

Associate degree.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Technician, Filter  
(ID: 16254)

<table>
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<tr>
<th>FLSA Status: Non-Exempt</th>
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<td>Band: Technician</td>
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<td>Level: 1</td>
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Reports To

Supervisor, Heating Ventilation

Job Purpose

To Inspect, maintain, and replace filters on HVAC equipment on all campuses in order to maintain efficiency and mechanical integrity of HVAC units.

Description of Duties and Tasks

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

1. Replaces filters in all HVAC units district wide; adding drain tablets.
2. Disposes of dirty filters properly.
3. Monitors and reports to supervisor the levels of HVAC filters for reordering.
4. Tracks replacement of filters and maintains replacement schedule.
5. Reports HVAC related problems and assists in preventative maintenance of HVAC equipment.
6. Assists in removal, repair, and reinstallation of HVAC equipment.
7. Complies with all applicable health and safety regulations, policies, and established work practices.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- HVAC tools, materials, and safe work practices.
- Types of air filters.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Operating, installing, maintaining, and repairing HVAC equipment.
- Reading and understanding schematics.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Manage the budget within assigned department.

Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets including work order systems.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

HVAC Certification.
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.
Technician, Fire Alarm  
(ID: 16157)

**FLSA Status:** Non-Exempt  
**Band:** Technician  
**Level:** 4

**Reports To**
Supervisor, Building and Maintenance

**Job Purpose**
Responsible for installation, troubleshooting, programming, testing, and inspection of fire alarm systems District Wide.

**Description of Duties and Tasks**

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

1. Inspects buildings for code compliance.
2. Identifies and corrects hazards.
3. Performs annual inspections and preventative maintenance services on fire alarm systems.
4. Installs, modifies, maintains, programs, and repairs fire alarm panels.
5. Investigates, reports, and responds to emergency calls.
6. Installs pull stations, smoke detectors, and duct detectors.
7. Carries a pager and responds to emergencies after hours, weekends, and holidays.
8. Complies with all applicable health and safety regulations, policies, and established work practices.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- All aspects of fire alarm hardware and software systems.
- NFPA codes and local codes.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effective communication and interpersonal skills, including tact and diplomacy.
- Maintaining confidentiality of work related information and materials.
- Effective organization and planning skills.
- Ability to communicate in a concise and effective manner.
- Ability to understand and follow instructions precisely.
- Ability to work independently.
- Safely drive an ACC vehicle.
- Accountable for inventory/property management.
- Determine individual benefit eligibility.
- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.
Special Requirements

Experience with Simplex, NAPCO, Notifier, Silent Knight, Autocall, DSC, Faraday, Firelite equipment.

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.
Technician, General Construction  
(ID: 161503)

**FLSA Status:** Non-Exempt  
**Band:** Technician  
**Level:** 2

**Reports To**

Director, Community Programs

**Job Purpose**

To apply multi-craft technical trade skills in the performance of work to construct, repair, remodel, and perform preventive maintenance tasks so that the College facilities may be safe, secure, functional, and accessible.

**Description of Duties and Tasks**

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

1. Remodels existing facilities and assists in the construction of new structures.
2. Utilizes knowledge of blueprints, job specific specifications, and follows department standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials
3. Performs construction, layout, maintenance, repair, and installation duties in the trades including but not limited to carpentry, painting, tiling, plastering/dry walling, plumbing, HVAC, and electrical work that does not require a license to perform unless the incumbent holds such a license. May also assist others in those areas or prepare surfaces for work.
4. Evaluates problem areas or work requested; estimates time required; figures materials and hardware needed for the work to be performed by measuring and checking the branch, style, color, finish, protective or decorative coats, or other details. Takes into consideration interior/exterior surfaces of buildings, furniture, equipment, and other structures; may erect scaffolding, staging, ladders, and planks to reach various work areas.
5. Installs, replaces, adjusts, and maintains door hardware such as locksets, door closures, hinges, astragals, weather stripping, silencers, classroom fixtures such as chalkboards, projection screens, signs, etc.
6. Installs and makes repairs as well as adjustments to floors, ceilings, desks, tables, classroom fixtures, and other furniture, fixtures, or facilities.
7. Completes paperwork regarding work orders, eTime, for hours worked each week, etc.
8. May oversee the work of other staff or contracting vendors.
9. Orders, purchases, hauls, and unloads hardware and materials needed to perform work.
10. Makes sure that all equipment used is in proper working order, maintains that equipment, uses the right tools for the right jobs, and follows the proper use of that equipment in terms of guards, protective gear, and lockout/tagout procedures; makes sure equipment and work area is cleaned of debris after every work session.
11. Complies with all applicable health and safety regulations, policies, and established work practices.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- All applicable codes, standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials, and regulations.
- Project cost estimating and project management.
- First aid and CPR.
- Construction, repair, restoration, and installation of wood or related materials.
- Tools, equipment, and materials common to the various trades as needed for the assigned projects.
- Tools, materials, equipment, and safe work practices of various trades for assigned projects.
- Techniques used in various trades for the assigned project.
- Hazardous chemicals and materials including but not limited to handling, application, and disposal; knowledge of paint products and equipment to include compliance with EPA and other governmental agencies.
- All applicable codes, standards. See Faculty Credentials at www.austincc.edu/facstaff/faculty-credentials, and regulations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Preparing and applying paints, stains, surface preparation, sanding, and varnishing.
- Applying building and equipment maintenance, repair techniques.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Estimating time and materials needed for assigned work projects.
- Following and effectively communicating verbal and written instructions.
- Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets.

Physical Requirements

• Work is performed in a variety of settings.
• Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
• May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
• May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
• Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Technician, Heating Ventilation & Air-Conditioning

(ID: 16253)

**FLSA Status:** Non-Exempt  
**Band:** Technician  
**Level:** 4

**Reports To**

Supervisor, Heating Ventilation

**Job Purpose**

To performs repairs and maintenance on heating, ventilation, and air conditioning (HVAC) equipment throughout the College.

**Description of Duties and Tasks**

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

1. Repairs and maintains existing HVAC systems including chilling and heating systems, and checks chemical treatments
2. Installs and replaces all types of pumps or refrigeration equipment, pneumatic valves, electric valves, heat transfer equipment, ventilation, and air distribution equipment according to prints, specifications, diagrams, or other instructions.
3. Develops and implements Lock out/Tag out program for all HVAC equipment at all buildings and campuses.
4. Develops and implements preventative maintenance program for HVAC equipment at all buildings and campuses.
5. Performs preventative maintenance checks on all major mechanical equipment; diagnoses equipment malfunctions and operating efficiency of mechanical equipment.
6. Complies with all applicable health and safety regulations, policies, and established work practices.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- HVAC tools, materials, and safe work practices.
- HVAC repair, maintenance, and installation techniques.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Operating, installing, maintaining, and repairing HVAC equipment.
- Reading and understanding schematics.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Manage the budget within assigned department.

Technology Skills

- Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets plus work order systems.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

One year related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

HVAC Certification.
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.
Technician, Help Desk
(ID: 19203)

**FLSA Status:** Non-Exempt
**Band:** Technician
**Level:** 4

**Reports To**
Manager, Help Desk

**Job Purpose**
To perform tasks relating to customer questions and problems, answer calls and email from ACC customers, and determine an appropriate course of action that will enable a prompt resolution to all problems

**Description of Duties and Tasks**

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

1. Receives, records, and identifies requests via phone, email, and web from ACC students, faculty, and staff.
2. Utilizes problem and change management processes to perform root cause analysis, and make recommendations to eliminate the root cause.
3. Coordinates and dispatches second and third level work requests when requests cannot be completed at the first level.
4. Enters all requests into the Action Request System, and monitors progress through to resolution.
5. Contacts customers within the specified time frame to confirm problem resolution as well as degree of satisfaction with work completed.
6. Documents and publishes self-help procedures, hardware and software installation and setup procedures, and lists of ACC supported software and hardware.
7. Advises customers of scheduled and unscheduled down times.
8. Monitors virus alert web pages and makes recommendations in relation to sending out bulletins that highlight warnings and instructions for preventing viruses from interrupting business.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Help desk policies, standards, and protocols.
- Help desk action request systems.
- Virus monitoring processes and virus alert protocols.
- Hardware and software installation and setup procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Receiving, identifying, and recording help desk requests that come via phone, email and/or web.
- Coordinating and dispatching work requests in a timely manner, and following up with customers to confirm satisfactory problem resolution.
- Analyzing problems and making recommendations in relation to change management processes.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Provide technical troubleshooting support for desktop systems and software.

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.

Work Experience

Two years related work experience.
Education

Associate degree.

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.
Technician, HR Benefits  
(ID: 130503)

| FLSA Status: Non-Exempt | Band: Technician | Level: 2 |

Reports To  
Manager, HR Benefits

Job Purpose  
To provide customer service, research, accounting support, and assistance with Benefits programs.

Description of Duties and Tasks

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

1. Compiles and tracks data, researches accounts, payments, account and payroll discrepancies, enrollments, cancellations, and adjustments.
2. Reports on various Benefits programs, including retiree insurance programs, employee insurance programs, gym memberships, life insurance, and supplemental and voluntary benefits.
3. Maintains Adjunct Group Benefits Program (AGBP) direct pay list and verifies/adjusts payments.
4. Contacts past due participants for AGBP and Employee Retirement System of Texas (ERS) regarding payment and cancellation policies and practices.
5. Coordinates with vendors and the Business Services Department’s accountants regarding billing and payment discrepancies.
6. Compiles, updates and maintains spreadsheets for retiree dental and medical reimbursements.
7. Check payroll edits.
8. Assists with special projects and programs.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Spreadsheet software applications.
- Basic auditing and accounting standards, processes, and procedures.
- Billing discrepancy analysis and reporting processes.
Skills

_Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed._

- Maintaining an established work schedule.
- Ten key by touch.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Preparing and analyzing accounting and billing information.
- Following instructions precisely and demonstrating accuracy.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use automated financial systems.

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.

Work Experience

Two years related work experience.

Education

Associate degree.

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.
Technician, IT (Computer Lab Support)
(ID: 181506)

FLSA Status: Non-Exempt
Band: Technician
Level: 3

Reports To
Manager, Instructional Technology Systems

Job Purpose
To maintain, install, and support ACC computers, printers, and peripheral equipment; provides basic network support functions and customer assistance services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Provides technical and non-technical assistance to students, faculty, and staff in ACC departments; provides technical support, analysis, and training in the use of computers and peripheral devices.
2. Responds to the needs and inquiries of users; explains IT issues, deploys solutions, and follows up with users to assure the stability and functionality of the users' systems.
3. Performs computer trouble-shooting to diagnose system problems; analyzes computer functionality; identifies, locates, resolves, and repairs problems within scope of authority, or forwards work orders to appropriate personnel; documents call records and results.
4. Provides referral to supervisor/lead when problems occur which are beyond the skills of the technician; and tracks the problem until it has been resolved.
5. Installs new computers for faculty, staff, and students; copies and transfers current files, and verifies domain security and file sharing protocols; maintains and updates configuration and inventory database.
6. Maintains and updates IT systems and equipment; installs software upgrades, enhancements and revised functions; activates and deactivates network and VOIP ports; resolves network connectivity problems.
7. Identifies and reports technical problems which need to be addressed by improved policies or procedures.
8. Provide technical support to students, faculty, and staff to assist in the training of users on software applications usage and configuration issues.
9. Maintains accurate support logs and contributes to support knowledge base as issues are resolved.
10. May create local user accounts and system access for e-mail and file shares.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Computer hardware and software, including Microsoft Windows, MS Office, and MAC OS.
- The capabilities of computer hardware, software, and operating systems.
- Hardware, software, and peripheral equipment troubleshooting techniques.
- Job related technical terminology.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Operating and maintaining computer and peripheral equipment safely and competently.
- Using basic tools and procedures for maintaining computers and peripheral devices.
- Responding professionally, effectively, and efficiently to customer service requests.
- Prioritizing multiple tasks, projects, and demands.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use network domain systems.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Based on area of assignment, specific technical certifications may be required.

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.
Technician, IT (Computer Support)

(ID: 192506)

FLSA Status: Non-Exempt
Band: Technician
Level: 4

Reports To
Manager, Network Services

Job Purpose
To maintain, install, and support ACC computers, printers, and peripheral equipment; provide basic network support functions and customer assistance services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Provides technical assistance to faculty and staff in ACC departments; provides technical support, analysis, and training in the use of computers and peripheral devices; documents technical support procedures.
2. Responds to the needs and inquiries of users; explains IT issues, deploys solutions, and follows up with users to assure the stability and functionality of the users' systems.
3. Performs computer trouble-shooting to diagnose system problems; analyzes computer functionality; identifies, locates, resolves, and repairs problems within scope of authority, or forwards work orders to appropriate personnel; documents call records and results.
4. Provides referral to supervisor when problems occur which are beyond the skills of the technician; and tracks the problem until it has been resolved.
5. Installs new computers for faculty and staff; copies and transfers current files, and verifies domain security and file sharing protocols; maintains and updates configuration and inventory database.
6. Resolves network connectivity problems, and assists with database and network administration.
7. Maintains and updates IT systems and equipment; installs software upgrades, enhancements and revised functions; activates and deactivates network ports.
8. Identifies and reports technical problems which need to be addressed by improved policies or procedures.
9. Trains users on software applications usage and configuration issues.
10. Collects technical and administrative information and compiles data for reports.
11. May create local user accounts and system access for e-mail and file shares.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- The capabilities of computer hardware, software, and operating systems.
- Hardware, software, and peripheral equipment troubleshooting techniques.
- Basic network support and remote printer management procedures.
- Job related technical terminology.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Maintaining an established work schedule.
- Effectively using organizational and planning skills.
- Operating and maintaining computer and peripheral equipment safely and competently.
- Using basic tools and procedures for maintaining computers and peripheral devices.
- Responding professionally, effectively, and efficiently to customer service requests.
- Prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Effectively using interpersonal and communications skills.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use network domain systems.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Depending on assignment, specific technical certifications may be required.

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

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.
Technician, Lab
(ID: 233500)

FLSA Status: Non-Exempt
Band: Technician
Level: 3

Reports To

Department Chair, Supervisor, or designee

Job Purpose

To maintain a clean, safe, and orderly lab and/or technical classroom environment and assist faculty and students.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Performs clerical duties including operating a computer, maintaining records and files, and compiling data and reports as required.
2. Maintains an inventory of supplies and materials.
3. Initiates purchase requisitions, and monitors expenditures; may prepare cost estimates for budget recommendation, and/or submit justifications and request for capital outlay items.
4. Operates, installs, and maintains equipment.
5. May set up, configure and/or calibrate new equipment; may perform routine maintenance and repair.
6. May assist students, or monitor and assist students, faculty, and staff in the use of equipment or facilities.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Office administration and bookkeeping principles and practices.
- Knowledge of specialized discipline depending on the area of assignment.
- Safety principles and practices as it applies to area of assignment.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Effectively using organizational and planning skills.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Understanding and following instructions precisely.
- Handling lab materials precisely and accurately.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use related laboratory software applications.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 1

Work Experience

Two years related work experience.

Education

Associate degree.

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.
Technician, Lead Computer Lab Support  
(ID: 18157)

**FLSA Status:** Non-Exempt  
**Band:** Technician  
**Level:** 5

**Reports To**

Director, Manager, or Supervisor

**Job Purpose**

To serve as liaison and coordinate implementation of campus-wide computer operations. To monitor, maintain, install, and support networked computer systems and peripheral equipment; provides professional-level network support functions.

**Description of Duties and Tasks**

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

1. Assists with managing the team. Team directly managed by Dean.
2. Does not evaluate team or performance. Provides Dean with input on performance.
3. Designs, develops, tests, maintains, and supports the Testing Support Services Faculty, Staff, and Student Online Data Systems using PHP5, SQL, HTML5, CSS3, jQuery and JavaScript. Maintains and develops other departmental websites, as needed.
4. Coordinates implementation of college-wide initiatives to ensure computer operations are uniform and consistent. Provides technical and non-technical support, training, and assistance to students, faculty, and staff in a computer lab environment; analyzes problems and implements solutions according to Department guidelines and procedures; performs network and server administrator duties, and assures system stability, accessibility, and proper configuration of assigned technical systems and components.
5. Serves as lead for computer trouble-shooting, network failures and connectivity issues; diagnoses system problems; analyzes hardware and software functionality; identifies, locates, resolves and repairs problems within scope of authority; documents call records and results.
6. Serves as the centralized contact coordinating with other college departments and community organizations that use the colleges computer facilities.
7. Monitors domain environment; resolves configuration and connectivity issues, and other traffic, security, and access problems; checks network for operating efficiency, makes corrective adjustments to data management settings, and assures system integrity; sets up and repairs network hardware.
8. May maintain departmental website; ensures uniformity of websites; develops and maintains custom web applications.

9. Maintains and updates workstations and servers, equipment, and peripherals; researches and tests new software; installs software upgrades and enhancements; uses imaging software to create and deploy desktop computers.

10. Assists students, faculty, and staff in tutorial applications and domain services as required; monitors utilization trends and backup procedures; manages user accounts, password files and access rights.

11. Responds to the needs and inquiries of students, faculty, and staff; explains IT issues, deploys solutions, and follows up with users to assure the stability and functionality of the users’ systems. Assigns Computer Lab Support Technicians to support issues.

12. Serves as team lead to triage computer issues and prioritize assignments for Computer Lab Support Technicians. Escalates issues to other college departments and tracks the issue until it is resolved, as needed.

13. Trains, guides and directs the support tasks for the Computer Lab Support Technicians.

14. Monitors physical security of assigned department assets; controls access to premises, observes user activities and facility utilization shifts, provides materials, training, and assistance as needed.

15. Reports technical problems which need to be addressed by improved policies or procedures.

16. Provides technical support to students and instructors to assist in the training of students, faculty, and staff on software applications usage. Facilitates one-on-one instruction and group workshops.

17. Collects, compiles, analyzes, and presents reports for technical and administrative information; may include facility usage and resource utilization.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Administration and maintenance principles of network servers, relational databases, and web- and windows-based software applications.
- The structure and operating capabilities of one or more network operating systems.
- Network hardware, software, and peripheral equipment troubleshooting techniques.
- Network topologies and protocols, and technical Internet knowledgebase services.
Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Prepare and/or process purchase orders.
- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division
- Maintaining an established work schedule.
- Effectively using interpersonal and communication skills.
- Effectively using organizational and planning skills.
- Operating and maintaining computer and peripheral equipment safely and competently.
- Solving technical problems involving integrated operating systems and hardware platforms.
- Responding professionally, effectively, and efficiently to customer service requests.
- Prioritizing multiple tasks, projects, and demands.
- Using Scripting language for computer and web administration.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use query and control languages, programming languages, and database systems plus computer skills related to video/computer game design and development.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.
Education

High School diploma or educational equivalent.

Special Requirements

Valid Texas Driver’s License and reliable transportation needed for local Austin area travel.

Knowledge of and experience with programming languages or knowledge of assistive hardware and software technologies preferred.

May work some nights, weekends, or times when the College is otherwise closed.

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.
Technician, Maintenance  
(ID: 16156)

| FLSA Status: Non-Exempt  
Band: Technician  
Level: 2 |

Reports To  
Supervisor, Buildings & Maintenance

Job Purpose  
To repair and maintain campus facilities including air conditioning, plumbing, and minor electrical systems. Performs general carpentry repairs.

Description of Duties and Tasks  

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

1. Performs general building maintenance including replacing floor tiles, light bulbs, ballasts, pencil sharpeners, ceiling tiles; performs thermostat repairs, door closure repairs, window pane replacement and installation of items as needed; repairs miscellaneous equipment.
2. Maintains HVAC systems including preventative maintenance, troubleshooting, repair, and ductwork installation and modification.
3. Performs general plumbing repairs such as unstopping clogged sinks, drains, waste lines; replaces operational parts; repairs water coolers, water heaters, and components.
4. Performs general electrical repair such as replacing receptacles, switches, and relays; resets breakers, replaces cord caps and light switches; uses schematics and drawings to locate electrical problems.
5. Performs preventative maintenance throughout the campus.
6. Complies with all applicable health and safety regulations, policies, and established work practices.

Knowledge  

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Building and equipment maintenance/repair techniques.
- Energy management and climate control programs.
- Hazardous chemicals and materials, first aid, and CPR.
Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accountable for inventory/property management.
- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using organizational and planning skills.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Applying building and equipment maintenance/repair technique.
- Estimating time and materials needed for assigned work projects.
- Understanding and following instructions precisely.
- Communicating in a concise and effective manner.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software including work order systems.

Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.
Special Requirements

EPA Clean Air Certification and/or High Pressure Boilers License.

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.
Technician, Multimedia Installations
(ID: 18159)

FLSA Status: Non-Exempt
Band: Technician
Level: 4

Reports To
Manager, Multimedia

Job Purpose
To provide multimedia equipment installation and maintenance for ACC classrooms and teaching spaces.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.
1. Installs, troubleshoots, and repairs multimedia equipment and data cabling including ceiling mounted video projectors, wall control switches, cable patch panels, speakers, powered screens, instructor consoles and other multimedia equipment.
2. Responds to Help Desk, Information Technology and/or supervisor requests; repairs or resolves multimedia equipment and use problems; services multimedia equipment both on and off campus.
3. Documents and maintains all multimedia installations including class rooms, multipurpose halls and computer classrooms.
4. Constructs or builds any racks, cable trays, or equipment as required.
5. Orders parts, controls inventory, and updates work order information.
6. Schedules regular maintenance of multimedia installations.
7. Installs equipment in consoles and podiums.
8. Works with other ACC departments on single unit installations.
9. Works with vendors to identify issues and determine proper resolution.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- System Fabrication, Integration and Installation.
- Basic carpentry skills.
- Installation and repair processes for multimedia equipment and cabling.
- Troubleshooting methods and testing devices.
- Use of power tools, soldering iron, cable crimping devices.
- Schematics and blueprints.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Maintaining an established work schedule and providing on-call assistance, including nights, weekends, and/or holidays.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Installing and maintaining multimedia equipment and cabling.
- Responding to requests and resolving multimedia problems.
- Reading floor plans, blueprints, schematics, and other technical drawings.
- Ordering parts and controlling inventory.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Used educational software, multimedia hardware, network systems including video and wireless, database management systems, and provide technical support for desktop system.

**Physical Requirements**

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

**Work Experience**

Two years related work experience.
Education

High School diploma or educational equivalent.

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.
Technician, Science Lab
(ID: 233000)

**FLSA Status:** Non-Exempt  
**Band:** Technician  
**Level:** 4

**Reports To**

Department Chair, Supervisor, or designee

**Job Purpose**

To provide complex lab and/or classroom support services related to science disciplines for faculty and students.

**Description of Duties and Tasks**

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

1. Maintains science lab and/or classroom environment by organizing, cleaning, and preparing materials and supplies.
2. Organizes, plans, and prioritizes laboratory activities for designated area.
3. May assist students in use of lab equipment and facilities.
4. Operates, installs, maintains, and trouble-shoots equipment; sets up, configures, and calibrates new equipment; writes instructions and standard operating procedures for equipment operation. Performs routine maintenance and repair.
5. Performs clerical duties including operating a computer, maintaining records and files, and compiling data and reports as required.
6. Maintains an inventory of supplies and materials.
7. Collects data, records, and other information and submits reports as required.
8. Coordinates, operates, and monitors lab facilities and activities. Directs and organizes preparation of lab materials, supplies, workstations, equipment, computers, and other media to ensure efficient lab operations.
9. Organizes, plans, and prioritizes the overall coordination of laboratory activities for designated area; adapts and applies laboratory methods, practices, and techniques common to designated area. Directs or performs the preparation of student experiments and demonstrations, performing routine and analytical work; pilots new labs to be considered. Implements new or modified laboratory policies and procedures.
10. Ensures safe laboratory conditions including safe and secure handling and storage of supplies and equipment, recommends, implements and maintains safety standards and departmental...
policies and procedures to comply with federal, state, and local hazardous materials, health and safety, hazardous waste regulations, and other applicable regulations.

11. Initiates purchase requisitions, controls expenditures, prepares cost estimates for budget recommendation, and submits justifications and requests for capital outlay items; prepares specifications and analyzes bids for purchases.

12. May be assigned special projects or assignments based on the unique needs of the assigned lab.

13. May schedule, train, and monitor the work of lab assistants and other staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Hazardous material/waste handling and disposal.
- Laboratory safety practices.
- Knowledge of specialized discipline such as Biology, Microbiology, Chemistry, Physics, or Environmental Science, depending on the area of assignment.
- Laboratory tests and experiments policies and procedures for science disciplines.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Handling lab materials precisely and accurately.
- Effectively working with a diverse and multicultural student body.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Understanding and following instructions precisely.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
- Use related laboratory software applications.
Physical Requirements

- Work is performed in a variety of settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

Bachelor's degree.

Special Requirements

Depending on area of assignment, may require Hazard Communications Training.

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.
Technician, Senior IT (Computer Lab Support)
(ID: 181507)

**FLSA Status:** Non-Exempt
**Band:** Technician
**Level:** 4

**Reports To**
Director, Manager, or Supervisor

**Job Purpose**
To monitor, maintain, install, and support networked servers, computer systems, and peripheral equipment; provides professional-level network support functions, and assists faculty, staff, and students in an academic lab environment.

**Description of Duties and Tasks**

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

1. Provides technical support, training, and assistance to students, faculty, and staff in a computer lab environment; analyzes problems and implements solutions according to Department guidelines and procedures; performs network and server administrator duties, and assures system stability, accessibility, and proper configuration of assigned technical systems and components; Assist with development of in-house testing support applications and web sites using industry standard languages (PHP, VB, SQL) and techniques while coordinating with other relevant Systems Administrators and software vendors on custom programming.

2. Performs computer trouble-shooting to diagnose system problems; analyzes hardware and software functionality; identifies, locates, resolves and repairs problems within scope of authority; documents call records and results.

3. Monitors domain environment; resolves configuration and connectivity issues, and other traffic, security, and access problems; checks network for operating efficiency, makes corrective adjustments to data management settings, and assures system integrity; sets up and repairs network hardware.

4. Maintains departmental website.

5. Maintains and updates workstations and servers, equipment, and peripherals; researches and tests new software; installs software upgrades and enhancements; uses imaging software to create and deploy desktop computers.
6. Enrolls students, faculty, and staff in tutorial applications and domain services as required; monitors utilization trends and backup procedures; manages user accounts, password files and access rights.

7. Responds to the needs and inquiries of students, faculty, and staff; explains IT issues, deploys solutions, and follows up with users to assure the stability and functionality of the users’ systems.

8. Monitors physical security of assigned department assets; controls access to premises, observes user activities and facility utilization shifts, provides materials, training, and assistance as needed.

9. Reports technical problems which need to be addressed by improved policies or procedures.

10. Provides technical support to students and instructors to assist in the training of students, faculty, and staff on software applications usage. Facilitates one-on-one instruction and group workshops.

11. Collects, compiles, analyzes, and presents reports for technical and administrative information; may include facility usage and resource utilization.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Administration and maintenance principles of network servers, relational databases, and web- and windows-based software applications.
- The structure and operating capabilities of one or more network operating systems.
- Network hardware, software, and peripheral equipment troubleshooting techniques.
- Network topologies and protocols, and technical Internet knowledgebase services.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Accountable for inventory/property management.
- Make recommendations that impact the budget.
- Responding professionally, effectively, and efficiently to customer service requests.
- Prioritizing multiple tasks, projects, and demands.
- Using Scripting language for computer and web administration.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Operating and maintaining computer and peripheral equipment safely and competently.
• Solving technical problems involving integrated operating systems and hardware platforms.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use network domains.

Physical Requirements

• Work is performed in a variety of settings.
• Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
• May need to lift heavy objects of up to 50 pounds.
• Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

Special Requirements

Knowledge of programming languages or knowledge of assistive hardware and software technologies preferred.

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.
Technician, Senior IT (Computer Support)
(ID: 192506)

**FLSA Status:** Non-Exempt  
**Band:** Technician  
**Level:** 5

**Reports To**

Director, Manager or Supervisor

**Job Purpose**

Maintains, installs, supports and manages ACC computer systems and peripheral equipment; provides professional level network support functions, and customer assistance services.

**Description of Duties and Tasks**

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

1. Provides technical support, training and assistance to faculty and staff in ACC departments; analyzes problems and implements solutions according to Department guidelines and procedures; may assist with performing network and server administrator duties, and assures system stability, accessibility and proper configuration of assigned technical systems and components.

2. Performs computer trouble-shooting to diagnose system problems; analyzes hardware and software functionality; identifies, locates, resolves and repairs problems within scope of authority; documents all records and results.

3. Monitors network environment; resolves configuration and connectivity issues, and other traffic, security and access problems; checks network for operating efficiency, makes corrective adjustments to data management settings, and assures system integrity; sets up and repairs network hardware.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Administration and maintenance principles of multiple network operating domains, and web- and windows-based software applications.
- The structure and operating capabilities of multiple network operating systems.
• Network hardware, software and peripheral equipment troubleshooting techniques.
• Network topologies and protocols, and Internet technical knowledgebase services.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills.
• Effectively using organizational and planning skills.
• Operating and maintaining computer and peripheral equipment safely and competently.
• Solving technical problems involving integrated operating systems and hardware platforms.
• Using procedural programming languages, and Structured Query Language (SQL).
• Responding professionally, effectively and efficiently to customer service requests.
• Prioritizing multiple tasks, projects and demands.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use network domains.

Physical Requirements

• Work is performed in a variety of settings.
• Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
• May need to lift heavy objects of up to 50 pounds.
• Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.
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.
Technician, Senior, Heating Ventilation & Air-Conditioning
(ID: 16252)

**FLSA Status**: Non-Exempt  
**Band**: Technician  
**Level**: 5

**Reports To**
Supervisor, Heating Ventilation

**Job Purpose**
To perform complex repairs and maintenance on heating, ventilation, and air conditioning (HVAC) equipment throughout the College.

**Description of Duties and Tasks**

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

1. Diagnoses, repairs, and maintains existing HVAC systems including chilling and heating systems and checks chemical treatments.
2. Installs and replaces all types of pumps or refrigeration equipment, pneumatic valves, electric valves, heat transfer equipment, ventilation, and air distribution equipment according to prints, specifications, diagrams, or other instructions.
3. Examines properties for load conditions and duct design.
4. Troubleshoots fire alarm systems; maintains and repairs computer automated controls systems.
5. Coordinates projects with outside contractors.
6. Orders and secures materials for jobs as needed.
7. Performs preventative maintenance checks on all major mechanical equipment; diagnoses equipment malfunctions and operating efficiency of mechanical equipment.
8. Complies with all applicable health and safety regulations, policies, and established work practices.

**Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- HVAC tools, materials, and safe work practices.
- HVAC repair, maintenance, and installation techniques.
- Diagnostic and troubleshooting techniques and procedures.
• Water source heat pumps, hydronic pumps, cooling towers, and low pressure boilers.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

• Accountable for inventory/property management.
• Maintaining an established work schedule.
• Effectively using interpersonal and communications skills.
• Reading and understanding schematics.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships
• Effectively using organizational and planning skills.
• Operating, installing, maintaining, and repairing HVAC equipment.

Technology Skills

• Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets plus work order systems.

Physical Requirements

• Work is performed in a variety of settings.
• Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
• May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
• May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
• Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.
Special Requirements

HVAC Certification.

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.
Technician, Telecommunications
(ID: 19303)

FLSA Status: Non-Exempt
Band: Technician
Level: 6

Reports To
Manager, Telecommunications

Job Purpose
To provide telecommunications equipment installation and maintenance for ACC.

Description of Duties and Tasks

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

1. Installs, troubleshoots, and repairs telecommunications equipment and data/voice cabling including computer and telephone lines, cabling for fiber optic and cable TV, Ethernet switches, and battery packs; installs, programs, and moves telephones.
2. Responds to Help Desk, Information Technology and/or supervisor requests; repairs or resolves telecommunications problems; services telecommunications equipment both on and off campus.
3. Documents and maintains all Telecom closets and equipment rooms including labeling telephone, computer or cabling equipment, and cleaning and securing all closets/rooms.
4. Constructs or builds any racks, cable trays, or equipment as required.
5. Orders parts, controls inventory, and updates work order information.
6. Schedules telephone and data repairs and orders.
7. Installs Voice over IP (VoIP) equipment.
8. Assigns work and oversees activities of other technicians or hourly telecommunications staff as required.
9. Works with vendors to identify issues and determine proper resolution.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Wiring, telephones, and data communications equipment.
- Knowledge of Northern Telecom Option 11C-81C PBX systems.
• Installation and repair processes for communications equipment and cabling.
• Troubleshooting methods and testing devices.
• Cable plant construction and cable splicing.
• Schematics and blueprints.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

• Accept, receive, and/or collect payments.
• Accountable for inventory/property management.
• Make recommendations that impact the budget.
• Maintaining an established work schedule and providing on-call assistance, including nights, weekends, and/or holidays.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills with attention to detail and follow through.
• Installing and maintaining telecommunications equipment and cabling.
• Responding to requests and resolving telecommunications problems.
• Maintaining telecom closets and equipment room.
• Reading floor plans, blueprints, schematics, and other technical drawings.
• Ordering parts and controlling inventory.
• Maintaining confidentiality of work related information and materials.
• Establishing and maintaining effective working relationships.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use educational software, telecommunications hardware, servers, network systems including video and wireless, database management systems, and provide technical support fo

Physical Requirements

• Work is performed in a variety of settings.
• Subject to standing, walking, sitting, bending, reaching, pushing, and pulling and at times subject to stooping, crawling, and climbing.
• May need to lift heavy objects of up to 50 pounds.
• May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
• Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.
Work Experience

Two years related work experience.

Education

High School diploma or educational equivalent.

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.
Vice President of Instruction
(ID: 221012)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Provost/Executive Vice President

Job Purpose
To provide for leadership and supervision of all credit and non-credit instructional deans, continuing education, adult education, and international programs. To ensure college compliance with SACS, THECB, and all other regulatory agencies. To participate in development of Master Plan initiatives and evaluation of programs and services. To provide leadership in responding to local workforce education needs and for developing and maintaining relationships with the business sectors of the College Service Area. To foster one-college and Servant-Leadership concepts and works in concert with the college administrators in college-wide master planning, coordination, and integration of curriculum.

Description of Duties and Tasks

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
2. Provides leadership and oversight of all college credit and non-credit courses and programs, supervising and providing leadership to the instructional deans.
3. Provides leadership and oversight of all continuing education/customized training courses and programs, supervising and providing leadership to the Executive Dean of Continuing Education.
4. Provides leadership and oversight of all adult education courses and programs, supervising and providing leadership to the Executive Director, Adult Education.
5. Provides leadership in curriculum planning, program development and implementation, and program review in all instructional areas.
6. Analyzes program data and makes recommendations regarding course and program additions/deletions and consolidation, in consultation with instructional deans.
7. Responsible for developing and maintaining positive relationships with external business and appropriate community organizations. Serves as institutional liaison to external business and appropriate community organizations.
8. Provides leadership in master planning, budget development, monitoring budgets and the creation and assessment of institutional effectiveness measures in all instructional program areas.
9. Provides leadership in developing, reviewing and maintaining transfer-articulation agreements, and serves as contact person with other colleges regarding transfer matters.
10. Reviews and proposes needed revisions to the college catalog, academic policies, administrative rules and other instructionally related materials.
11. Helps identify and secure appropriate institutional resources to support professional development of faculty and staff.
12. Provides leadership and oversight of staff, coaches, directors, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
13. Serves as the institution's liaison to the Texas Higher Education Coordinating Board on instructional programs.
14. Recommends staffing table faculty appointments to the President.
15. Ensures consistency in the delivery of programs and services in all assigned areas, across the district.
16. Implements college policies, administrative rules and procedures.
17. Serves on college shared governance structures and performs other related duties as assigned.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Demonstrated expertise in project planning, development and implementation.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Presenting information and summary reports internally and to the public.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Maintaining confidentiality of work related information and materials.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meetings deadlines.
- Planning and managing budgets and manpower needs.

**Technology Skills**

- Use a variety of spreadsheet, word-processing, database, and presentation software.

**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.

**Work Experience**

Five years related work experience including management in a higher education academic environment.

**Education**

Master's degree.

**Safety**

Provide resources for safe operation of units. Create and support workplace safety.
Vice President, Effectiveness and Accountability
(ID: 221017)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
President

Job Purpose
To provide leadership and oversight to the research, planning, assessment, and accreditation activities of the College. To direct a comprehensive college-wide institutional effectiveness program that includes strategic planning, institutional research, outcomes assessment, and compliance with state/federal/SACS requirements. To lead and manage the Office of Institutional Effectiveness Accountability, a strong team of professional and classified staff members with diverse expertise and job responsibilities.

Description of Duties and Tasks

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
2. Coordinates the development of the college-wide Master Plan.
3. Oversees the development and management of the data warehouse for college-wide reporting.
4. Serves as the SACS accreditation liaison and oversees compliance with SACS policies.
5. Provides leadership for all institutional research and benchmarking activities, including data management and analysis.
6. Designs, develops, and implements strategies to assess and improve the quality and effectiveness of all areas of the college.
7. Ensures that data and information are available to meet the decision-making needs of the College at all levels.
8. Oversees reporting to state, regional, and federal agencies.
9. Coordinates internal functions related to environmental scanning, instructional program review, research review, and unit-level assessment.
10. Directs the planning, budgeting, and administration of the Office of Institutional Effectiveness and Accountability.
11. Coordinates responses to ad hoc requests for information.
12. Serves on college-wide committees and councils.
13. Ensures appropriate safety training is completed, and compliance with all health and safety rules and processes.
14. Coordinates college-wide surveys including development, administration, analysis, and the dissemination of results.
15. Coordinates the assessment of administrative functions/units.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
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.

Work Experience

Five years related work experience including management in a higher education academic environment. Including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Vice President, External Affairs
(ID: 221065)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
President

Job Purpose
To serve as a senior advisor to the President/CEO and perform work of broad scope and complexity under the direction of the President/CEO. Works closely with the President/CEO in support of issues that require specific follow-up and handles special projects as assigned by the President/CEO. Provides leadership to further the strategic agenda of the President/CEO and Board of Trustees.

Description of Duties and Tasks

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
2. Serves as a member of the President/CEO’s executive staff, participating in discussions and decision-making.
3. Provides highly responsible organizational support to the President/CEO.
4. Represents or acts as spokesperson for the President/District with designated business/community leaders, elected/government officials, university/college leaders, general public, and/or media to advance assigned projects as directed by the President/CEO.
5. Facilitates, in concert with the President/CEO, communication with the Board.
6. Collaborates and communicates with vice presidents, as well as other individuals in system leadership positions to provide operational and consultative assistance to the President/CEO in a variety of system-wide initiatives.
7. Works with vice presidents and other college leadership to scan the environment for opportunities to strengthen the programs and services of the system.
8. Participates in community and organizational activities/events as an official representative of the President/CEO and District as assigned.
9. Maintains a visible presence as directed by the President/CEO at the local, state and/or national level.

Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Understanding of the community college philosophy/mission.
- Understanding of student success through completion and equity agenda.

Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Ability to meet deadlines and handle multiple projects.
- Maintaining confidentiality of work related information and materials.
- Demonstrated ability to plan, prioritize, and problem-solve.
- Effective and excellent communication, written and verbal, and interpersonal skills.
- Demonstrated ability to work effectively with a diverse and multi-cultural student body and staff.
- Demonstrated ability to collaborate effectively with diverse constituencies.
- Ability to provide leadership at all levels of the college.
- Effective presentation skills.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including managerial experience.
Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Vice President, Facilities and Construction  
(ID: 221064)

FLSA Status: Exempt  
Band: Ungraded  
Level: 999

Reports To  
EVP, Finance & Administration

Job Purpose  
To direct and administer campus planning and construction, including all acquisition and disposition of real estate, all new construction, remodeling, and furnishings, management of leased property, management of all efforts relating to sustainability, and management of utilities.

Description of Duties and Tasks  

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
2. Recommends priorities and general strategies for facilities planning and construction; provides planning for and oversight of capital improvement programs.
3. Guides planning and implementation of the District’s environmental stewardship efforts, including reduction in the use of energy and potable water, reduction in the production of waste and greenhouse gases, increases in recycling, the use of renewable energy and recycled products.
4. Promotes the integration of these efforts into the District’s operations.
5. Represents the District on Tax Increment Financing Districts and on external community planning advisory bodies.
6. Develops and maintains internal standards for facilities; oversees selection and provision of furnishings, fixtures, and equipment.
7. Administers operational budget in support of planning and construction activities.
8. Provides managerial direction and control of departmental activities; plans, directs, and reviews the activities and operations of the department; provides leadership and supervises directly and through subordinate supervisors all department staff.
9. Directly manages the planning of construction projects which include development of an appropriate scope of work, including direct management through design, construction or post-construction phases; collaborates with other departments ensuring that work planned by Facilities meets user needs.

10. Oversees long-range planning and development of new capital improvement programs; oversees development efforts for facility standards and project management standards.

11. Coordinates with regulatory authorities and city and state advisory committees regarding issues such as land use, building code/safety issues, accessibility issues, historic landmark requirements, and others.

12. Coordinates issues related to infrastructure capacity such as transportation and utilities, and future plans for such capacity.

13. Negotiates, renews, manages, and terminates leases. Evaluates properties for acquisition or disposition; manages the process of such transactions.

14. Coordinates contracts and other legal issues including development of standard contracts, negotiating and administering contracts for services; assesses legal implications relating to other work activities.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles of environmental stewardship, including energy use, water use, transportation, recycling, air quality, etc.
- Real estate acquisition, management and disposition.
- Handling the demands and requirements of senior-level management in higher education.
- Understanding of the community college philosophy and mission.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Technical aspects of facilities planning and construction.
- Planning and project management practices and techniques.
- Laws and ordinances regulating building construction and operation.
- Architecture, planning, project management and construction practices and techniques. Budget preparation, bid and purchasing procedures, and expense control.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Preparing budgets and monitoring the disbursement of funds.
• Effectively managing, leading, and delegating tasks and authority.
• Effectively using interpersonal and communications skills including tact and diplomacy.
• Effectively using organizational and planning skills.
• Analyzing highly conceptual issues and problems and providing creative solutions.
• Establishing and maintaining effective working relationships and working in a collaborative manner.
• Collaborating effectively with diverse constituencies.
• Meeting deadlines and handling multiple projects.
• Providing leadership to all levels of the College.
• Delivering effective presentations.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software including facility management software.

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.

Work Experience

Five years related work experience including managerial experience.

Education

Bachelor's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.

Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropria
Vice President, Finance & Budget
(ID: 221039)

FLSA Status: Exempt
Band: Ungraded
Level: 999

Reports To
Executive Vice President, Finance & Administration

Job Purpose
To direct and establish the budgeting, financing, and investing activities of the District.

Description of Duties and Tasks

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
2. Manages the financial operations of the District including the budget; debt; investments; general accounting; accounts payable; asset management; cash management; student accounts; and payroll.
3. Develops and recommends financial strategies, approves financial transactions, prepares and presents financial forecasts and reports; analyzes, improves and implements financial systems and processes.
4. Oversees the preparation of timely and accurate financial statements, management reports, and federal income tax reporting.
5. Provides oversight and management for bond issuance and compliance.
6. Provides oversight and management of all financial audits.
7. Serves as the District's investment officer.
8. Ensures that the District is in compliance with regulatory, legal, administrative, contractual, procedural and accounting standards applicable to the District's financial and business activities.
9. Advises the District in matters pertaining to long-range master planning, facilities planning, and capital asset acquisition.
10. Develops policies and procedures that relate to the areas of responsibility or general administration of the District.
11. Represents the institution in the community and before state and local government officials on matters related to administration and finance.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Current accounting processes, standards, and legal requirements.
- Automated financial systems.
- Budget preparation policies and procedures.
- Budgeting and reporting systems and budgeting software.
- Forecasting, problem identification, and corrective action procedures.
- Reporting and financial analysis processes for multiple locations and cost centers
- Supervisory principles, practices, and methods.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Generally Accepted Accounting Principles (GAAP).

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Handling multiple projects and meeting deadlines.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy to interact with individuals from multiple locations, including regular contact with Senior Administration.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Directing preparation of District budgets.
- Designing, developing, and implementing budget planning and control procedures.
- Coordinating activities in relation to monitoring budgets, controlling funds, and implementing financial objectives.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use automated financial systems.

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.

Work Experience

Five years related work experience including managerial experience.

Education

Master's degree.

Special Requirements

Senior-level management experience in higher education preferred.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Vice President, Human Resources  
(ID: 22147)

**FLSA Status:** Exempt  
**Band:** Ungraded  
**Level:** 999

**Reports To**  
EVP, Finance & Administration

**Job Purpose**

To be responsible for implementing and coordinating all Human Resources programs and services for the College including employment, employee relations, compensation, benefits, evaluation, and staff development, and HRIS/Records.

**Description of Duties and Tasks**

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
2. Formulates and oversees administrative policies and practices to provide effective Human Resources management throughout the College.
3. Serves as EEO/Affirmative Action officer for the College.
4. Provides overall leadership and management direction for the College's recruiting, selection and orientation activities.
5. Oversees and recommends the College's compensation philosophy.
6. Oversees and manages the College’s mediation, complaint, and grievance policies and procedures.
7. Provides overall leadership and management direction for employee human resources programs, including benefits, compensation, records, staffing and employee relations programs.
8. Serves as member of President's Leadership Team (PLT).
9. Ensures compliance with all human resources rules and processes, including compliance with federal and state laws and regulations.
10. Creates and designs new programs.
11. Creates pertinent manuals and handbooks for the college.
Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Demonstrated expertise in strategic planning, and program development and implementation.
- Relevant human resource laws and regulations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Facilitation and change management.
- Transition and change management.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multicultural staff and student body.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Technology Skills

- Use a variety of spreadsheet, word-processing, database, and presentation software.

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.
Work Experience

Five years related work experience including managerial experience.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.
Vice President, Information Technology  
(ID: 22104)

FLSA Status: Exempt  
Band: Ungraded  
Level: 999

Reports To

Executive Vice President, College Operations

Job Purpose

Responsible for leadership of college-wide administrative information technology support and network services. The department of Information Technology includes Applications Development (programming), ACCNET Services (voice, video, data transmission, network management and microcomputer support), Systems Services, Records Management, and Support Services (Help Desk and computer room operations).

Description of Duties and Tasks

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.

2. Meets with other departments and units of the college to ensure institutional goals are aligned with information technology plans.

3. Promotes innovative, efficient, effective and shared uses of information technology solutions across the college.

4. Provides leadership and vision for the use of information technology as a critical component for the future of the college.

5. Provides leadership to the College for information technology services in support of administrative, student support, and academic concerns.

6. Fosters a widespread awareness of good computer ethics and security within the campus community.

7. Assists in the development of the college-wide master, facilities and technology plans, with particular emphasis on ensuring the integrity and strategic development of the information/communications hardware infrastructure.
8. Directs the planning, budgeting, operations and appraisal processes of the Information Technology Department.
9. Directs a continuous improvement program for college system development processes.
10. Serves as a resource to college functions and departments regarding network and information technology.
11. Coordinates the development and extension of administrative information technology, records management and network services with user departments throughout the college.
12. Develops and establishes standards for information technology.
13. Develops strategic relationships with various constituencies across the state of Texas as well as in the higher education and corporate community.
14. Makes presentations to the Board as requested.
15. Ensures appropriate safety training is completed, and compliance with all health and safety rules and processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated expertise in IT project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Make recommendations that impact the budget.
- Manage the budget within assigned unit/division.
- Determine allocation of budget among departments.
- Determine allocation of budget among divisions.
- Manage the budget within assigned department.
- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
• Planning and managing budgets and manpower needs.

**Technology Skills**

• Use a variety of spreadsheet, word-processing, database, and presentation software.
• Use programming languages, web-based applications, database management techniques, and business software applications.

**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.

**Work Experience**

Five years related work experience including managerial experience.

**Education**

Master's degree.

**Safety**

Provide resources for safe operation of units. Create and support workplace safety.
Vice President, Student Services  
(ID: 221050)

FLSA Status: Exempt  
Band: Ungraded  
Level: 999

Reports To

Provost/Executive Vice President

Job Purpose

Responsible for leadership and supervision of all student services. Supervises the Associate Vice President of Student Success, Deans of Student Services, Executive Director of Admissions and Records, Executive Director of Financial Aid, Director of Special Populations, Director of Student Life and Manager of the Help Center. Responsible for the development of policies, procedures, programs, and services in accord with the latest research and in participation with relevant state and national initiatives/agencies (e.g., Achieving the Dream, Texas Completes, Community College Research Center, etc.) which will promote, encourage and support student success. Fosters one-college and servant-leadership concepts and collaborates and cooperates with other college administrators and departments in college-wide planning and coordination. Ensures college compliance with SACS, THECB, and all other regulatory agencies. Participates in development of academic master plan initiatives and evaluation of programs and services. Provides leadership in responding to local education needs and for developing and maintaining relationships with the independent school districts, businesses, community organizations, and universities in the college service area.

Description of Duties and Tasks

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

1. Provides leadership and oversight of staff, coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.

2. Leads, contributes to, and supports policies, initiatives, and strategies throughout the College that are demonstrated to enhance student access and success.

3. Works collaboratively with institutional research and instructional leaders to develop and apply appropriate data measures in decision making that track the recruitment, entry, academic progress/persistence, completion, and placement (transfer or job entry) of students.
4. Leads in designing and implementing a comprehensive advising and management system that ensures students a strong start and consistent feedback through each step of their college experience.
5. Leads in searching for and building effective and efficient technology solutions in student services (such as automatic graduation, e-advising, e-portfolios, etc.).
6. Ensures consistency and coordination of quality student services at all campuses, centers, and Highland Business Center.
7. Ensures effective student services for special populations, including students who have aged out of foster care.
8. Develops, manage, and monitors annual budgets in all assigned areas and seeks external funding.
9. Develops master planning and assessment priorities for assigned areas, in collaboration with faculty, staff, students, and departments.
10. Responsible for developing and maintaining positive relationships with local colleges and universities, independent school districts, community organizations, and businesses.
11. Leads and serves on college shared governance structures, and other work groups.
12. Leads in the planning of new campuses and other facilities.
13. Ensures appropriate safety training is completed, and in compliance with all health and safety rules and processes.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated expertise in project planning, development and implementation.
- Demonstrated knowledge of current research and policy recommendations as well as state and national initiatives designed to enhance student access and success.
- Demonstrated knowledge of student services programs and systems.
- Demonstrated knowledge of compliance with pertinent state and federal laws and regulations.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
• Working effectively with a diverse and multi-cultural student body and staff.
• Excellent communication, written and verbal, and interpersonal skills.
• Providing leadership at all levels of the College.
• Planning, prioritizing, and problem-solving.
• Handling multiple projects and meeting deadlines.
• Planning and managing budgets and manpower needs.

Technology Skills

• Use a variety of spreadsheet, word-processing, database, and presentation software.

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.

Work Experience

Five years related work experience including management in a higher education academic environment.

Education

Master's degree.

Safety

Provide resources for safe operation of units. Create and support workplace safety.