



Job Announcement

Assistant, CE Admissions

Job #1311012

Close Date: 06/13/2014
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Position Information

Location	Highland Business Center
Hours	Monday - Friday, 8:00 a.m. - 5:00 p.m.
Salary	\$2,256-\$2,820/Monthly
FLSA Status	Non-Exempt
Other	Pre-Employment Criminal Background Checks are required for all Staff and Faculty positions.

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.

Education Qualifications

Required
High School diploma or equivalent.

Work Experience

Required
Two years clerical, office or related work experience.

Preferred
Experience working with students, staff and faculty in a higher education setting. Previous customer service experience.

ACC Benefits Overview

Full-time Faculty and Staffing Table employees who work in full-time and/or part-time positions at the College are eligible for ACC medical benefits effective the first of the month after their first 60 days of employment. ACC benefits include medical, dental, life insurance, short and long term disability, retirement plans and AD&D.

This job announcement is a summary overview of the position. Obtain a complete description of this opportunity and other job announcements at www.austincc.edu/jobs.