



Job Announcement

Assistant III, Administrative

Job #1404032

Close Date: 05/09/2014
austincc.edu/jobs

Position Information

Location	Eastview Campus Travel and work at other campuses may occasionally be required.
Hours	Monday - Friday, 8:00 a.m. - 5:00 p.m.; occasional weekends and evenings may be required.
Salary	\$2,256-\$2,820/Monthly
FLSA Status	Non-Exempt
Other	Pre-Employment Criminal Background Checks are required for all Staff and Faculty positions. Internal - Open to current ACC Employees only

Job Purpose

To provide clerical and administrative support.

Education Qualifications

Required

High School diploma or educational equivalent.

Preferred

Associates degree.

Work Experience

Required

Two years clerical, office or related work 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.