



Job Announcement

Clerk, Student Services - Hourly

Job #1404034

Close Date: 05/06/2014
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Position Information

Location	Northridge
Hours	19 hours per week
Salary	\$10.75/hr, NO BENEFITS
FLSA Status	Non-Exempt
Other	Pre-Employment Criminal Background Checks are required for all Staff and Faculty positions.

Job Purpose

To provide clerical and student services assistance.

Education Qualifications

Required
High School diploma or equivalent.

Work Experience

Required
One year related work experience in an office, educational, or customer service environment.

Preferred

Work experience in a higher education office setting. General office experience including filing, alphabetization, customer service using telephones and email, and inventory processes. Experience with database management and maintenance, and with web-based software programs.

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 90 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.