



Texas Success Center

Administrative Assistant, Texas Success Center

The Organization

The [Texas Success Center](#) (TSC) embodies a pivotal initiative dedicated to fostering economic prosperity across Texas through career-focused postsecondary success. Established by the Texas Association of Community Colleges (TACC) through its 501(c)(3) non-profit affiliate, the Texas Community College Education Initiative (TCCEI), the Center's mission is to spearhead the statewide coordination of a comprehensive student success strategy, enhancing the linkage between community college practices, research, and policy.

With the invaluable support of the Center, colleges are empowered to build and expand their capabilities, implementing and scaling practices that enable a greater number of students to earn meaningful credentials, seamlessly transfer to universities without losing credit, and secure and progress in valuable careers within the labor market.

Over the past 11 years, the Texas Success Center has witnessed a remarkable growth trajectory, expanding the breadth and depth of services to all TACC member colleges, documenting the rapid statewide scaling of essential practices, and achieving significant enhancements in student outcomes. This growth is evidenced by more than a tripling of its annual budget and securing 59 grant awards from 30 philanthropic funding partners. As a distinguished member of the national Student Success Center Network, Texas is at a historic and pivotal moment, poised to significantly amplify the impact of its community colleges as a national exemplar of institutional reform, funding, and student success.

Position Summary

Through the Texas Success Center and collaborative initiatives, TACC drives innovation in higher education to ensure that all Texans have access to high-quality, affordable education. We are seeking a detail-oriented and mission-driven **Administrative Assistant** to support critical grant-funded programs that advance this work.

In this role, the successful candidate provides essential support to the organization's operations, ensuring the smooth execution of day-to-day activities. This position involves managing scheduling, note-taking, and general office functions while also handling basic financial reconciliations and accounts payable. Additionally, the Administrative Assistant supports contract management and assists with the coordination and execution of Center projects, meetings, and events. The ideal candidate is highly organized, detail-oriented, and able to manage multiple priorities effectively.

Reporting Relationship

- **Reports to:** Vice President, Texas Association of Community Colleges, and Executive Director, Texas Success Center.
- **Supervises:** None initially (subject to change based on organizational needs).

Key Responsibilities

1. Office Support and Administration:

- Manage scheduling for leadership and team members, including coordinating meetings and appointments.
- Prepare meeting agendas, take detailed notes during meetings, and distribute minutes with follow-up action items.
- Serve as the primary point of contact for office-related inquiries and ensure the smooth operation of day-to-day administrative tasks.
- Maintain an organized filing system for physical and digital records to ensure accessibility and compliance with organizational policies.

2. Financial Reconciliation and Accounts Payable:

- Perform general financial reconciliations, including the Center's financial statements, unrestricted cash accounts, and credit card transactions.
- Manage accounts payable by processing invoices, verifying payment requests, and ensuring timely submission of payments.
- Collaborate with the finance team to address discrepancies and ensure financial records are accurate and up-to-date.

3. Contracts Management:

- Assist with drafting, reviewing, and finalizing contracts in collaboration with team members and leadership.
- Facilitate the execution of contracts by coordinating signatures and maintaining accurate records of completed agreements.
- Ensure all contracts comply with organizational policies and funding requirements.

4. Event and Project Support:

- Support the planning and execution of Center projects, meetings, and institutes, including coordinating logistics, preparing materials, and managing schedules.
- Provide on-site and virtual support for events to ensure seamless delivery and participant satisfaction.
- Assist with tracking deadlines and deliverables for assigned projects and events.

5. Communication and Coordination:

- Act as a liaison between team members and external stakeholders, managing correspondence and ensuring timely communication.
- Coordinate the dissemination of important updates, materials, and deadlines across the team and with partners.
- Manage the Center's calendar, including tracking key deadlines, events, and staff schedules.

Core Competencies

- **Organizational Skills:** Strong ability to prioritize tasks, manage multiple responsibilities, and meet deadlines.
- **Attention to Detail:** High level of accuracy in preparing financial reconciliations, contracts, and meeting notes.
- **Financial Acumen:** Basic understanding of financial processes, including reconciliations and accounts payable.
- **Communication:** Excellent written and verbal communication skills for interacting with internal and external stakeholders.
- **Problem-Solving:** Proactive and resourceful in identifying and addressing challenges in day-to-day operations.
- **Collaboration:** Ability to work effectively across teams and contribute to a positive, efficient work environment.

Qualifications

- **Education:** Associate's degree in Business Administration, Accounting, or a related field; Bachelor's degree preferred.

- **Experience:** Minimum of 2-3 years of experience in an administrative role with exposure to financial processes.
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with financial management tools.
- **Organization and Time Management:** Strong organizational and time management skills, with the ability to work independently.
- **Contracts:** Experience in contract management and event coordination is a plus.

Work Environment & Location

- **Work Arrangement:** TACC employs a remote-friendly work model where employees work on-site three days per week and may work remotely for two days per week.
- **Location:** Based in Austin, Texas.

Why Work for TACC?

- **Mission-Driven:** Contribute to the success of Texas community college students and the communities they serve.
- **Professional Growth:** Opportunities to develop and refine grant accounting skills and grow within the organization.
- **Collaborative Culture:** Work alongside a dedicated team passionate about advancing higher education in Texas.

How To Apply

The application deadline for full consideration is **February 7, 2025**. The search will continue until an appointment is made. Salary is commensurate with experience.

Applicants are requested to submit a resume and cover letter in PDF format. Your cover letter should outline your relevant experience and your interest in supporting TACC's mission.

All questions regarding the application process and all application materials should be submitted to Dr. Kimberly M. Lowry, Vice President of TACC and Executive Director of the TSC, at klowry@tacc.org.

TACC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, disability, or any other legally protected status.