Austin Community College Jobs — Workforce Training Program Assistant — Austin, TX, USA

Description

Researching Austin Community College Jobs for Austin, TX, USA is a good starting point for understanding the work of a Workforce Training Program Assistant in community college workforce development. This kind of role combines maintaining vocational course registration data with coordinating employer training enquiries and organizing training completion records. Useful strengths include workforce training, employer relations, and records, especially when accuracy and timely updates matter.

Responsibilities

- Maintaining vocational course registration data.
- Coordinating employer training enquiries.
- Organizing training completion records.

Qualifications

- Working familiarity with workforce training and employer relations.
- Comfortable with maintaining vocational course registration data and checking details before handover.
- Can collaborate with operations teams and keep reliable progress notes.

Experience

Experience organizing information connected to community college workforce development is particularly transferable.

Skills

workforce training, employer relations, records, Workforce Training Program Assistant

Career Information

Explore Austin Community College career and organization information to find current openings and application instructions.

Hiring organization
Austin Community College

Employment Type

Industry
Education & Student Services

Job Location
Austin, TX, United States

Date posted
November 18, 2026

Valid through
2026-11-25