

**Coordinator, CE Workforce Institute  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=229041>

Downloaded On: May. 8, 2024 11:43pm

Posted Jan. 18, 2024, set to expire Nov. 29, 2024

**Job Title** Coordinator, CE Workforce Institute  
**Department** Administrative  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Jan. 18, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Coordinator

**Academic Field(s)** Educational Services

**Apply Online Here** <https://apptrkr.com/4943212>

**Apply By Email**

**Job Description**

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**Coordinator, CE Workforce Institute**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a diverse population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Reflects the diversity of our community
- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for under-represented populations
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Commitment to Equity and Inclusion**

ACC is committed to the ongoing systemic changes needed to ensure the increased recruitment, inclusion, retention, and completion of historically underserved and underrepresented populations. Through continual strategic community engagement and professional development of administrators, faculty, staff, and students, the college demonstrates its dedication to fostering a culture and climate for equitable outcomes.

ACC is proud to serve a diverse student body as an open-access and low-cost institution. Dedicated faculty members are excellent professors who help students achieve their educational goals and are sensitive to our students' diverse cultures and socio-economic backgrounds. In 2017 our faculty adopted a Statement of ACC Faculty Values. This Statement affirms that ACC's faculty members value collaboration, service, agency, scholarship, inclusion, and teaching, all of which attest to our commitment to equity, diversity, and inclusion at the heart of our mission.

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### **Job Description Summary:**

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To coordinate development and implementation of Continuing Education (CE) Workforce Health Institute education courses, programs, and activities.

**Job Description:**

**Description of Duties and Tasks**

- 1) Coordinates assigned area Workforce Institute education courses, programs, and activities including developing course schedules and organizing practicum/internship sites at businesses. Updates current courses and programs based on industry need.
- 2) Monitors the progress of programs and courses. Evaluates the effectiveness of programs and performance of CE instructors to ensure customer satisfaction, program quality, and regulatory compliance. Establishes and sustains customer service and relationships.
- 3) Advises CE students or prospective CE students regarding CE workforce programs; provides information regarding education and training required in CE programs; provides information and resources on career opportunities. Addresses CE student issues, complaints, and suggestions for improvements.
- 4) De-escalates student conduct issues, classroom safety issues, and seeks resolution. Oversees pre- and post-care of student and instructor injuries, exposures and /or unstable mental status. Assists with occupational exposure protocol. Completes, verifies, and submits exposure form and student health insurance form.
- 5) Develops, tracks, and analyzes and implements community needs assessments for new courses and programs. Monitors changing laws and requirements. Confirms all new course work with relevant state agencies, credentialing, and accreditation organizations for certifications and approval, and required professional continuing education units (CEU) for license/certification and renewal.
- 6) Promotes and provides information on courses and programs. Assists with creating and maintaining forms, web resources, and marketing materials; maintains listservs. Promotes programs through numerous network channels; interfaces with community organizations and internally within Austin Community College (ACC) to represent the assigned workforce area and programs.
- 7) Serves as communication liaison with area employers, industry specific professional organizations and advisory boards, potential students, and other groups to support communication flow and promotional efforts.
- 8) Reviews and approves students' drops, adds, transfers, and grade changes.
- 9) Conducts administrative tasks in relation to class implementation including ordering books, duplication, payroll, billing, collections, and maintaining inventories. Coordinates logistics, facilities, equipment, and resources for professional delivery and completion of courses and programs. Ensures equipment and labs are up-to-date, working properly, and adequately meets the industry requirements

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for training. Researches and acquires new practicum and internship sites.

10) Recruits, interviews, hires, assigns, oversees, mentors, and terminates CE instructors. Negotiates CE instructor agreements and evaluates hourly CE instructors in the development and delivery of training programs. Ensures that all CE instructors have required skills and certifications/licenses. Manages instructor payroll.

11) Oversees workflow and work priorities of administrative support staff who assist with coordination in assigned program area.

12) Improves efficiencies and reduces costs for the enhancement of CE student services. Maintains fiscal accountability and documentation for the budget management of equipment, resources, course pricing, and instructors' payroll.

13) Coordinates with agencies to provide workforce training for their clients and assists with contract negotiations. Serves on business and community advisory boards and ACC committees; attends professional conferences, state and local agency meetings, and professional organizations.

14) Collaborates with ACC academic departments to ensure delivery of integrated courses, when appropriate, and opportunities for internships, clinicals, jobs, and stackable credentials. Collaborates with other departments within CE and ACC to support CE and ACC efforts.

15) Assists with providing expertise for grant applications and other special projects.

16) Teach continuing education course work, as assigned.

### **Knowledge**

- \* Workforce education programs.
- \* Professions, practices, programs, courses, and curriculum related to area of assignment.
- \* Promotional techniques, materials, and resources.
- \* Program quality and regulatory standards.

### **Skills**

- \* Maintaining an established work schedule, including some evenings and weekends.
- \* Coordinating all aspects of workforce education courses and programs.
- \* Advising students regarding workforce training, education, enrollment, and potential related career opportunities.
- \* Developing and/or revising educational programs, courses, and curriculum.
- \* Assigning, overseeing, and advising hourly instructors.
- \* Evaluating instructor performance and program quality.
- \* Effectively using interpersonal and communications skills, including using tact and diplomacy.
- \* Effectively using organizational and planning skills, with attention to detail and follow-through.

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- \* Maintaining confidentiality of work-related information and materials.
- \* Establishing and maintaining effective working relationships.

**Technology Skills**

- \* Use a variety of spreadsheet, word processing, database, and presentation software.

**Required Work Experience**

- \* Two years related work experience.

**Required Education**

- \* Bachelor's degree.

FOR MASSAGE THERAPY ONLY - Ten years of related work experience may be substituted for the Bachelor's degree.

**Special Requirements**

- \* Valid Texas Driver's License and reliable transportation needed for local Austin area travel.
- \* Work is performed in a standard office or similar environment.
- \* Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- \* Occasional lifting of objects up to 10 pounds.

**Salary Range**

\$50,681 - \$63,351

**Number of Openings:**

1

**Job Posting Close Date:**

January 31, 2024

**Clery Act**

As required by the US Department of Education, employees are required to report violations under

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Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/As-Assigned/Coordinator--CE-Workforce-Institute\\_R-5500](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/As-Assigned/Coordinator--CE-Workforce-Institute_R-5500)

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Administrative

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