

**Supervisor, Advising (Area Of Study)
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=229044>

Downloaded On: May. 9, 2024 4:09am

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

Job Title Supervisor, Advising (Area Of Study)
Department Advising
Institution Austin Community College
Austin, Texas

Date Posted Jan. 18, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Admissions/Student Records/Registrar
Counseling Services
Student Services

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Apply By Email

Job Description

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Supervisor, Advising (Area Of Study)

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.

Job Posting Title:

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Job Description Summary:

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To supervise the staff and operations of the advising office on a campus within Austin Community College (ACC) and to facilitate the guided pathways model.

Job Description:

Description of Duties and Tasks

- 1) Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
- 2) Coordinates and supervises the operations and staff of the advising office and related off-site advising activities including supervising office personnel and monitoring caseload interventions to ensure that employees are maintaining their work schedule, completing assignments and tasks, effectively advising students, and providing exemplary customer service.
- 3) Promotes and leads the development and implementation of advising policies and procedures for assigned staff and interprets application of those policies and procedures assuring consistency in implementation; develops, maintains, and disseminates advising materials and manuals.
- 4) Collaborates with faculty to focus on the development and enhancement of AOS information sessions and advising processes; collaborates with related faculty coordinators to prepare updates and reports on attendance/participation of students at pathway program events; and collaborates with regional retention and intervention managers to review success metrics and identify action items to improve successful implementation of strategies and objectives.
- 5) Serves as a liaison among advisors, counselors, faculty, and administrators to ensure ongoing implementation and assessment of guided pathways advising including but not limited to investigating common transfer paths, supporting internships and employment possibilities, interfacing with department chairs, kick-off events, engaging student life activities, career/transfer events, and the development/implementation/assessment of the student early alert system.
- 6) Provides training and updates to staff members regarding advising policies and procedures and professional development opportunities for guided pathways, cultural competencies, and other related areas; maintains ongoing contact with assigned advisors in each Area of Study (AOS) to ensure dissemination of current academic program maps and other related information is current.
- 7) Assures data integrity, analyzes data, and produces reports for related advising systems as needed.
- 8) Performs academic advising as needed.

Knowledge

* College admissions procedures, programs, and courses.

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- * Multicultural education programs and systems.
- * Student database systems.
- * Supervisory principles, practices, and methods.
- * Principles associated with student success for an institution of higher learning.

Skills

- * Effectively using interpersonal and communications skills including working with a diverse student body and local community.
- * Effectively using organizational and planning skills.
- * Effectively supervising, leading, and delegating tasks and authority.
- * Working collaboratively.
- * Maintaining confidentiality of work related information and materials.
- * Establishing and maintaining effective working relationships.
- * Maintaining an established work schedule but with the flexibility to work evenings and/or weekends.
- * Providing strong, demonstrated leadership and mentoring skills to promote quality customer service among employees supervised.

Technology Skills

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

Required Work Experience

- * Two years related work experience including one year supervisory experience.
- * Completion of the ACC Supervisor Certificate Series Program will satisfy the supervisory experience required for this position.

Preferred Work Experience

- * Experience advising adults in a higher educational setting.

Required Education

- * Bachelor's degree.

Preferred Education

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- * Master's degree in education or related field.

Other Preferred Education

- * Spanish-English bilingual skills.
- * Experience with student database systems such as CRM (Constituent Relationship Management) Recruit (a contact management system) or Colleague (Ellucian product/Datatel)

Physical Requirements

- * 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.

Safety

* Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.

Salary Range

\$55,665 - \$69,582

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 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

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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/South-Austin-Campus/Supervisor--Advising--Area-of-Study-_R-5557

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Contact Information

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

Contact

Advising
Austin Community College

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