

Academic Coach  
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163783>

Downloaded On: Oct. 17, 2021 8:59am

Posted Jul. 26, 2021, set to expire Nov. 22, 2021

**Job Title** Academic Coach

**Department**

**Institution** Austin Community College District  
Austin, Texas

**Date Posted** Jul. 26, 2021

**Application Deadline** Open until filled

**Position**

Available immediately

**Start Date**

**Job Categories** Classified Staff

**Academic Field(s)** Educational Services  
Counseling Services

**Apply Online Here** [https://eapps.austincc.edu/ehire/posting/online\\_version.php?job\\_num=2103032](https://eapps.austincc.edu/ehire/posting/online_version.php?job_num=2103032)

**Apply By Email**

**Job Description**

Job Number 2103032



Academic Coach  
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163783>

Downloaded On: Oct. 17, 2021 8:59am

Posted Jul. 26, 2021, set to expire Nov. 22, 2021

Academic Coach

Closing Date: 08/01/2021

Take me to ACC's online application.

Position Information

Location

Highland CampusNote: Note: Current remote work (subject to change due to COVID-19 circumstances)

Hours

Monday - Friday, 9 AM - 6 PM

Salary

Specialist 6/118 (\$33,316.00 - \$47,593.00)

FLSA Status

Exempt

Reports To

## Academic Coach Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163783>

Downloaded On: Oct. 17, 2021 8:59am

Posted Jul. 26, 2021, set to expire Nov. 22, 2021

Supervisor, Academic Coaching Services

### Criminal Background Check

Pre-employment criminal background checks are required for all Staff and Faculty positions. Pre-employment urinalyses drug screens are also required for all top candidates considered for positions in ACC's College Police department.

### College Profile

Austin Community College (ACC) 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 appropriately 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 mission to promote equitable access to educational opportunities.

Cares about student success and collaborates on strategies to facilitate success for underrepresented populations.

Welcomes difference and models respectful interaction with others.

Engages with the community both within and outside of ACC.

### Our Mission

## Academic Coach Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163783>

Downloaded On: Oct. 17, 2021 8:59am

Posted Jul. 26, 2021, set to expire Nov. 22, 2021

The Austin Community College District promotes student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training in its service area.

For more information, see <http://www.austincc.edu/about-acc/mission-statement>.

### 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.

As an open-access and low-cost institution, ACC is proud to serve a diverse student body. Dedicated faculty members are excellent professors who help students achieve their educational goals and are sensitive to the diverse cultures and socio-economic backgrounds of our students. The College values and is committed to equity, diversity, and inclusion throughout the College community.

### General Statement of Job

To promote a positive and successful learning community District-wide by providing one-on-one support and student skills assistance in an effort to increase student retention, success and completion. Work may be performed in-person, or virtually.

Description of Duties and Tasks Essential duties and responsibilities include the following. Other duties may be assigned.

Provides proactive outreach and academic coaching for students District-wide; assists with student support activities.

Provides information to students in one-on-one and group sessions both in-person and virtually on various aspects of college programs such as time management, goal setting, exam preparation, and

Academic Coach  
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163783>

Downloaded On: Oct. 17, 2021 8:59am

Posted Jul. 26, 2021, set to expire Nov. 22, 2021

overcoming academic anxiety.

Refers students to appropriate resources (i.e., tutoring, advising, counseling, Student Life, Library Services, etc.). Assists with registration initiatives including Registration Station both virtually and in-person.

Facilitates student learning strategies in traditional and online courses. Provides first-hand support to faculty and students in select high stakes courses volunteered for the Embedded Learning Support Services initiative. Works to create a seamless learning environment in these courses.

Assists courses such as the Great Questions Seminar (HUMA 1301) and Ethics with required assignments for course credit completing.

Documents student interactions in appropriate college systems in an accurate and timely manner.

May provide reports and other analytics regarding student interactions including attendance, academic progress, interventions, etc.

May monitor student progress and assist in the development of ways to engage students more fully in the learning process.

Serves as a liaison with various academic departments, including but not limited to, counselors, advisors, tutors, professors and other ACC student services offices.

Creates, facilitates, and presents workshops (virtually and in person) to assist faculty and staff and engage students in the learning process. May also assist with the creation of learning communities.

Participates in other student success initiatives or projects as needed.

Position may require working remotely, in a virtual environment, or/at a campus-based location.

KnowledgeMust possess required knowledge and be able to explain and demonstrate, with or without

Academic Coach  
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163783>

Downloaded On: Oct. 17, 2021 8:59am

Posted Jul. 26, 2021, set to expire Nov. 22, 2021

reasonable accommodations, that the essential functions of the job can be performed.

Coaching, instructional and mentoring techniques.

Processes and resources for organizing and leading group and collaborative activities.

Skills Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Understanding the principles and practices associated with Servant-Leadership.

Dealing with sensitive issues relating to a diverse student body.

Effective planning, organization, communication, and interpersonal skills.

Effectively assisting and assessing student learning.

Interacting with students of diverse backgrounds.

Maintaining an established schedule which may include evenings and weekends.

Maintaining confidentiality of student information.

Demonstrating proficiency using computer applications, social media platforms, or other current learning technologies for effectively engaging a diverse student population.

Establishing and maintaining effective working relationships.

Academic Coach  
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163783>

Downloaded On: Oct. 17, 2021 8:59am

Posted Jul. 26, 2021, set to expire Nov. 22, 2021

### Technology Skills

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

### Required Work Experience

One year related work experience.

### Preferred Work Experience

Experience working in a higher education setting (preferable community college).

### Required Education

Bachelor's degree. Experience cannot be substituted for education.

### Preferred Education

Academic Coach  
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163783>

Downloaded On: Oct. 17, 2021 8:59am

Posted Jul. 26, 2021, set to expire Nov. 22, 2021

Master's degree in related field.

### 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

Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

HR Use Only

FLSA - T

ACC Benefits Overview





## Academic Coach Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163783>

Downloaded On: Oct. 17, 2021 8:59am

Posted Jul. 26, 2021, set to expire Nov. 22, 2021

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 60 days of employment. Benefits include medical, dental, life insurance, short and long term disability, retirement plans and AD&D.

ACC does not participate in Social Security. ACC participates in the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP-Faculty Only). Part-time and Hourly employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by Federal law.

### 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 intended to be 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 as its discretion to enable individuals with disabilities to perform the essential functions.

Austin Community College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

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

### Contact Information

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

### Contact



Academic Coach  
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163783>

Downloaded On: Oct. 17, 2021 8:59am

Posted Jul. 26, 2021, set to expire Nov. 22, 2021

,