

Specialist, Program
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163917>

Downloaded On: Oct. 20, 2021 6:54pm

Posted Jul. 26, 2021, set to expire Nov. 23, 2021

Job Title Specialist, Program

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) Student Services

Administrative Support/Services

Apply Online Here https://eapps.austincc.edu/ehire/posting/online_version.php?job_num=2107037

Apply By Email

Job Description

Job Number 2107037



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Closing Date: 08/06/2021

Take me to ACC's online application.

Position Information

Location

Round Rock CampusNote: Position may support other ACCelerator locations

Hours

40 hours per week Monday - Friday as assigned. Some evenings and weekends required.

Salary

Specialist 6.5/119 (\$36,730.00 - \$52,472.00)

FLSA Status

Exempt

Reports To

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Manager, Strategic Programs

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.

General Statement of Job

To support the assigned department and work directly with the department head on coordination of department program activities.

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

Arranges and coordinates assigned activities, as needed.

Advises students on various aspects of the program such as majors, course selection, transferability, and prerequisite for degree plans.

Distributes and tracks student paperwork, as required.

Maintains communications with department chair and faculty in the department.

May assist with creation and maintenance of departmental and/or instructional websites.

Depending on department, may address student issues arising from field observation requirement. Forwards such issues to Department Chair as needed. Meets with students on a one-to-one basis when necessary, to resolve problems with field observations.

Depending on department, may coordinate placement and scheduling of Austin Community College

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(ACC) students in public schools for required observations. Maintains telephone and email correspondences with ISD partners, ACC faculty, and students. Prepares and forwards all necessary documentation and background check information to participating school districts for placement.

Depending on department, may serve as a liaison between ACC and independent school district personnel. Establishes and maintains new partnerships for field observation placements. Assists with college and department related outreach and networking.

Depending on department, may initiate, assist, and maintain communication with public school officials and administrative staff regarding school visitation portion of Coordinating Board requirements for ACC education courses.

May oversee work of hourly employees.

Additional Job Specific Duties

This positions will be responsible for some specific programming but not limited to ACCelerator student outreach, Call-A-Thons, Registration Station & Assistance, Scholarship student outreach & assistance, ACCelerator persistence and retention programs and others.

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

Depending on department, knowledge of public school administration may be required.

Program training goals and implementation.

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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.

Working collaboratively, as well as independently.

Maintaining an established work schedule.

Effectively using interpersonal and communication skills, including tact and diplomacy.

Effectively using organizational and planning skills with attention to detail and follow-through.

Establishing and maintaining effective working relationships.

Maintaining confidentiality of work-related information and materials.

Effectively working with a diverse and multicultural student body.

Writing professional level correspondence.

Technology Skills

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

Required Work Experience

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Two years related work experience.

Required Education

Bachelor's degree.

Special RequirementsLicenses/Certifications; Other

A criminal background check may be conducted if this position requires public school visitations.

Valid Texas Driver's License and reliable transportation may be required if position will involve travel between ACC campuses and local public school districts.

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.



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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

Updated 04-08-2020

ACC Benefits Overview

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



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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