

Coordinator, ACCelerator Assistance
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=167556>

Downloaded On: Dec. 6, 2021 10:02pm

Posted Sep. 20, 2021, set to expire Jan. 18, 2022

Job Title Coordinator, ACCelerator Assistance

Department

Institution Austin Community College District
Austin, Texas

Date Posted Sep. 20, 2021

Application Deadline Open until filled

Position

Available immediately

Start Date

Job Categories Coordinator

Academic Field(s) Student Services

Job Website https://eapps.austincc.edu/ehire/posting/online_version.php?job_num=2109051

Apply By Email

Job Description

Job Number 2109051

Coordinator, ACCelerator Assistance



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Closing Date: 09/30/2021

Take me to ACC's online application.

Position Information

Location

Round Rock CampusNote: Various Locations i.e. San Gabriel

Hours

40 hours a week as assigned with some evenings.

Salary

Coordinator 1/118 (\$33,982.00 - \$48,545.00)

FLSA Status

Non-Exempt

Reports To

Regional Director, ACCelerators



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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

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.

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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 lead front-line customer service assistance to ACCelerator students and prospective students, faculty, and staff.

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

Exemplifies exemplary customer service to all ACCelerator users.

Assists current and prospective students by providing collegewide information and providing referrals as required to other areas.

Responds to questions and inquiries in person, by telephone, or via email.

Assists in scheduling of ACCelerator spaces and services.

Helps students in the setting up of eids, passwords, student email, LMS access.

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Enters and maintains data in ACCelerator systems.

Liaises with other ACCelerator team members in the delivery of ACCelerator events and programs.

Maintains information and supply areas.

Provides clerical support for ACCelerator programs and functions.

Acts as ACCelerator Manager on Duty in the absence of ACCelerator Operations Supervisor and the ACCelerator Manager.

May oversee work of hourly employees.

Knowledge Must 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.

Customer service techniques and practices.

Knowledge of ACCelerator mission, programs, and operational procedures.

General information on collegewide programs and software.

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.

Maintaining an established work schedule.

Effectively using interpersonal and communications skills, including the use of tact and diplomacy.



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Effectively using organizational and planning skills.

Effectively supervising, leading, and delegating tasks and authority.

Working collaboratively.

Technology Skills

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

Required Work Experience

One year related work experience.

Preferred Work Experience

Two years work experience in student services and/or administrative support services.

Required Education



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Bachelor's degree.

Preferred Education

Master's degree.

Other Preferred Qualifications

Experience working with google applications and college Learning Management Systems.

Physical Requirements

Work is routinely performed in office environments and educational facilities.

Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.

Occasional lifting of objects up to 10 pounds.

Safety



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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 11-22-2019

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 perform the essential functions.



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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