Coordinator, BAS Software Development
Austin Community College

Job Title	Coordinator, BAS Software Development
Department	Information Technology
Institution	Austin Community College
	Austin, Texas
Date Posted	Jun. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/5323251
Apply By Email	
Job Description	

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Coordinator, BAS Software Development

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.

Coordinator, BAS Software Development
Austin Community College

Austin Community College is a public two-year institution that serves a multicultural 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:

- 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 populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Coordinator, BAS Software Development

Job Description Summary:
To coordinate the development, scheduling, implementation, delivery, and evaluation of a comprehensive and equitable recruitment and student support program to attract, advise, retain, and support student success in the Bachelor of Applied Science - Software Development program.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Provides program coordination for planning and delivery of recruitment and student support activities for the Bachelor of Applied Science (BAS) - Software Development program.
- Works with the Department Chair and Dean of Computer Science and Computer Information Technology division to establish recruitment program standards, goals, and strategies to meet

ACC's objectives for student recruitment.
- Works with Department Chair and Dean of Computer Science and Computer Information Technology and other ACC support services to create student support program standards, goals and strategies to support student success in the BAS degree program.
- Works with Department Chair and Dean of Computer Science and Computer Information Technology in admission requirements and intake process ensuring equity, diversity, and inclusion.
- Advises current and prospective students.
- Effectively gathers, compiles, and analyzes recruitment and student success data. Creates visual graphics of data and related statistics to demonstrate and evaluate degree program effectiveness.
- Assists with college-related community outreach, external networking, and recruiting of students for the BAS degree program.
- Coordinates planning and execution of student recruitment events.
- Assists in designing marketing materials.
- Manages the student life cycle from recruitment to graduation.
- Other duties as assigned.

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.

- Effective recruitment and retention methodologies.
- College admission, registration, and financial aid procedures.
- Higher education student support services.
- Community-based organizations, support agencies, services, and resources.
- Effective communication techniques.

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.

- Assessing and recommending changes to procedures, etc. to increase student success and enrollment.
- Excellent oral and written communication and presentation skills.

- Maintaining an established work schedule.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Effectively using interpersonal and communications skills, including tact and diplomacy. Time management, prioritizing, and multi-tasking.
- Working collaboratively.
- 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

- Three years related work experience.

Preferred Work Experience

- Experience and/or working knowledge in Computer Science and Information Technology.

Required Education

- Bachelor's degree.

Physical Requirements

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Salary Range

$50,681 - $63,351

Number of Openings:

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Job Posting Close Date:
June 25, 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

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/Highland-Campus/Coordinator--BAS-Software-Development_R-6192

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Direct Link: https://www.AcademicKeys.com/r?job=237452
Downloaded On: Jun. 21, 2024 8:55am
Posted Jun. 12, 2024, set to expire Nov. 29, 2024

Contact Information

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

Contact

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