

Coordinator I, Faculty Center for Learning Innovation
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=242337>

Downloaded On: Aug. 10, 2024 11:22am

Posted Jul. 30, 2024, set to expire Nov. 29, 2024

Job Title	Coordinator I, Faculty Center for Learning Innovation
Department	Faculty Center for Learning Innovation
Institution	Austin Community College Austin, Texas
Date Posted	Jul. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services Administrative Support/Services
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Job Description	

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Coordinator I, Faculty Center for Learning Innovation

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 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 I, Faculty Center for Learning Innovation

Job Description Summary:

The Faculty Center for Learning Innovation (FCLI) is dedicated to empowering faculty to achieve innovation in teaching and learning. We provide a robust and dynamic environment for faculty development, fostering innovative teaching practices and supporting faculty in their pursuit of continuous learning.

This role supports initiatives within the Faculty Center for Learning Innovation. You'll coordinate workshops, manage resources, and assist with research to empower faculty and enhance teaching innovation. We seek a passionate and organized individual with experience in a higher education setting or relevant experience in program coordination.

This full-time position is a hybrid opportunity at the ACC Highland Campus and a remote home office. Applicants must be willing to travel within the local Austin area to all ACC Campus locations as needed, with advance notice.

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Job Description:

Description of Duties and Tasks

In collaboration with the Director of the FCLI:

Planning and Execution of Faculty Development Programs:

- Partners with internal stakeholders to identify faculty development needs.
- Plan workshops/seminars (e.g., surveys, data analysis)
- Manage logistics (scheduling speakers, catering) and participant registration
- Develop program materials (agendas, handouts, online resources)

Administrative and Website Management:

- Provide administrative support to the FCLI Director (scheduling meetings, contributing to reports, assisting with travel arrangements, accounting for project expenditures).
- Manage and update the FCLI website and shared calendars with accurate and up-to-date information.

Research and Program Improvement:

- Research best practices in faculty development and current trends in higher education innovation.
- Assist with evaluating programs to measure effectiveness and impact on the faculty and student experience.
- Enter workshop attendance and evaluation ratings, and communicate workshop feedback.
- Communicate project timelines, benchmarks, and resources to project stakeholders.
- Coordinate one-on-one consultations between faculty and the proper support systems when they have specific questions or require tailored development plans. Actively seeking feedback on how the FCLI can better serve faculty development needs.

Knowledge

- Higher Education Landscape: A general understanding of the higher education environment, including current challenges and trends in teaching and learning.
- Faculty Development Principles: Familiarity with best practices in faculty development, including effective teaching strategies, instructional design, and adult learning principles.

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- Program Coordination: Knowledge of program planning, logistics management, and the ability to track and measure program effectiveness.
- Technology Know-How: Proficiency in Google Suite and comfort with learning management systems. Experience with promoting events and initiatives using technology is a plus.

Skills

- Excellent communication and interpersonal skills:
- Effectively using interpersonal and written communication skills, including the use of tact, diplomacy, understanding, and valuing all contributions.
- Working in a collaborative manner with diverse constituencies.
- Establishing and maintaining effective working relationships. Maintaining confidentiality of work-related information and materials.
- Maintaining an established hybrid work schedule.
- Attention to detail and ability to multi-task:
- Assessing and prioritizing multiple tasks, projects, and demands.
- Effectively using organizational and planning skills with attention to detail and follow-through.

Technology Skills

- Experience with, Knowledge of, or Ability to Quickly Learn:
- The Google Suite (Calendar, Sites, Forms, Slides, Docs, Drive, Sheets, etc.).
- Zoom web conferencing platform, including the integrated tools.
- Managing content in the learning management system, Blackboard Ultra.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Minimum 2 years of experience in a higher education setting or relevant experience in program coordination.

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Required Education

- Bachelor's degree.

Special Requirements

Licenses/Certifications; Other

- Valid Texas Driver's License and reliable transportation for local Austin area travel.

Physical Requirements

- Work is performed in a variety of places including on location scouting, in studio, and office settings.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling, and at times subject to stooping, crawling, and climbing.
- Regular lifting of objects up to 20 pounds. Occasional lifting of objects up to 50 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.

Salary Range

\$46,162 - \$57,702

Reports to Associate Dean, Faculty Center for Learning Innovation

Number of Openings:

1

Job Posting Close Date:

August 12, 2024



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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-I--Faculty-Center-for-Learning-Innovation_R-6214

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Contact Information



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

Contact

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