

**Coordinator, International Programs
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=245948>

Downloaded On: Sep. 27, 2024 3:22pm

Posted Sep. 27, 2024, set to expire Nov. 29, 2024

Job Title	Coordinator, International Programs
Department	International Programs
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services Student Services
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Job Description	

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Coordinator, International Programs

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, International Programs

Job Description Summary:

To organize, coordinate, and advise students, staff, and faculty on international education opportunities, including study abroad, and provide support for special projects and international partnership development.

Job Description:

Description of Duties and Tasks

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

1. Develops, implements, and supports ACC faculty-led study abroad programs.
2. Coordinates with faculty leaders on program design, development, and implementation.

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3. Coordinates and implements multi-media marketing and student outreach activities for ACC faculty-led study abroad programs, including travel to ACC campuses.
4. Develop and manage faculty-led study abroad program budgets and other budgets as needed.
5. Coordinates, organizes, and supports international delegation and program visits.
6. Conduct student study abroad advising sessions and manage the study abroad application process.

Knowledge

- * Planning and organizing principles, practices, and methods.
- * Use of program management models and tools.
- * Basic accounting and resource management principles.
- * Marketing and multi-media design principles and use of design software.
- * Student and faculty outreach and engagement.
- * International work or study experience.
- * Multi-Cultural competency.

Skills

- * Manage and make recommendations that impact ACC-sponsored study abroad programs and budgets.
- * Maintaining an established work schedule, including some evenings and/or weekends.
- * Developing promotional materials to include posters, fliers, brochures, and social media for ACC-sponsored study abroad programs.
- * Effectively using interpersonal and communications skills, including tact and diplomacy.
- * Effectively using organizational and planning skills with attention to detail and follow-through.
- * Program coordination skills including those associated with ACC-sponsored study abroad program budgets and resource management.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.
- * Working with individuals from different cultures and abilities.
- * Organizing events for students, faculty, staff, and community that promote ACC-sponsored study abroad programs.

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 Requirements

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

Other Preferred Qualifications

* Proficiency in one or more foreign languages.

Physical Requirements

* Work is performed in a standard office or similar environment.

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

Safety

* Occasional lifting of objects up to 10 pounds.

Salary Range

\$47,840 - \$59,000

Number of Openings:

1

Job Posting Close Date:

October 9, 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



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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-Business-Center/Coordinator--International-Programs_R-6712

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Contact Information

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

Contact

International Programs
Austin Community College

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