Transfer Resources Coordinator
Austin Community College

Job Title	Transfer Resources Coordinator
Department	Student Affairs
Institution	Austin Community College
	Austin, Texas
Date Posted	Oct. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
	Coordinator
Academic Field(s)	Admissions/Student Records/Registrar
	Student Services
Apply Online Here	https://apptrkr.com/5707901
Apply By Email	
Job Description	

Image not found or type unknown

Transfer Resources Coordinator

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

.

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:
Transfer Resources Coordinator

Job Description Summary:
To assist with special project and transfer initiatives at the college; coordinate, plan and implement transfer services activities college-wide.

Job Description:

Description of Duties and Tasks

1) Coordinates transfer events and activities, and handles arrangements related to facility use, security, logistics, special equipment, technical requirements, parking, requisitions, and presenters/participant confirmation. Attend transfer events.
2) Promotes student involvement in transfer initiatives which may include classroom visits and tabling on campus.
3) Ensures consistency of transfer activities college-wide.

4) Provides training, support and assistance to campus transfer liaisons including communicating student enrollment for campus-based transfer events and activities.

5) Works with student services personnel and others to develop and maintain the college-wide transfer program calendar of events.

6) Maintains the transfer services website and online registration for transfer events and activities.

7) Track, collect and analyze and produce reports on campus transfer event participation, program efficacy, and success of initiatives.

8) Serves as a point of contact for university advisors and recruiters including attending meetings with university partners and assisting with transfer tours.

9) Serves as an active member of the college-wide Transfer Service Committee.

10) Develops and maintains collaborative relationships with Austin Community College departments, programs, faculty, staff, students, visitors, college and university representatives and campus groups.

11) Coordinates with other college departments and programs to provide additional workshops, presentations, and resources for students.

Knowledge

* Multicultural education programs and systems.
* Student database systems.
* Admissions procedures for two-year and four-year higher education programs and related course requirements.

* Academic advising.

Skills

* Maintaining an established work schedule.
* Effectively using interpersonal and communications skills.
* Effectively using organizational and planning skills with attention to detail and follow-through.
* Disseminating complex information.
* 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

Transfer Resources Coordinator
Austin Community College

* Two years related work experience.

Required Education

* Bachelor's degree.

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.

Salary Range

$51,822 - $64,777

Number of Openings:
1

Job Posting Close Date:
October 22, 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.

Transfer Resources Coordinator
Austin Community College

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Transfer-Resources-Coordinator_R-6749

jeid-7f2b9978aad41f4d872083cb765bf95e

Contact Information

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

Contact

Student Affairs

Austin Community College

,