

**Regional Coordinator, Student Life
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=255989>

Downloaded On: Apr. 22, 2025 1:17am

Posted Apr. 21, 2025, set to expire Nov. 29, 2025

Job Title Regional Coordinator, Student Life
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Apr. 21, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services

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Job Description

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Regional Coordinator, Student Life

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:

Regional Coordinator, Student Life

Job Description Summary:

Coordinate and implement Student Life programming within the assigned region designed to enhance students' abilities to thrive in college and beyond while developing and strengthening leadership, citizenship, and personal competencies.

Job Description:

Description of Duties and Tasks

- Coordinates activities within the assigned region and throughout the ACC District for Student Life. Researches, recommends, develops, and implements Student Life programming and activities. Integrates student learning outcomes and developmental theories within the creation of initiatives maintaining focus on enhancing the student experience and elevating the potential for student goal attainment.
- Serves as a mentor to students via individual and group sessions through leadership development and training.

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- Serve in an oversight capacity to student groups and organizations inclusive of student organizations, committees, student-related special events, programs, activities, and recognition and award programs. Support student organizations and groups in preparing event proposals and budget requests. Additional responsibilities may include program development, implementation, serving in an advisory capacity, mentoring, recruitment, interviewing, work allocation, scheduling, coaching, training, problem resolution, assessment, and pre- and post-performance evaluation.
- From a strengths-based perspective, supervise student workers such as those employed through the ACC GROW program or working as Student Life Riverbat Ambassadors.
- Ensure Student Life campus-based operations within the assigned region run smoothly and efficiently, are welcoming, and address the needs of the local student population.
- Works in collaboration with fellow staff members to manage the department's social media presence.
- Interpret and apply policies and procedures for Student Life programs, events, and activities. Comply with institution and federal reporting regulations, including but not limited to, Clery Act, Title IX, grant funded programs and student interaction regulations.
- Work collaboratively as needed to enhance the delivery and effectiveness of Student Life programming. Interface with internal colleagues and community partners to encourage participation in student life events, stimulate interest, and coordinate engagement strategies.
- Maintain records as needed for report preparation regarding Student Life events, programs, and accomplishments.
- Accountable for inventory and Student Life campus office property management.
- Under the supervision of the Regional Manager, serve as first level contract negotiator of vendor event contracts, vendor insurance conditions, and purchasing care requirements.
- Plan, organize, and oversee student travel programs. Chaperone off campus trips and events as needed.
- May be assigned to serve on internal college committees to represent Student Life, the assigned college region, or the Student Experience & Outcomes division of Student Affairs.
- Other duties as assigned.

Knowledge

- Communication methods used with students of diverse backgrounds and ages.
- Assessment programs to identify student needs.
- Procedures, guidelines, and compliance requirements for student activities and programs.
- Uses of emerging technologies and communication systems to promote programs, activities, and services.

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- Principles and practices pertaining to planning, developing, supervising, evaluating, and assessing Student Life-related programs, including student clubs, organizations, leadership, diversity, student life, communication, media, and special events.
- Student retention/attrition theories.
- Federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities.
- Office procedures and practices
- Knowledge and understanding of underserved groups

Skills

- Customer service techniques
- Effective customer orientation when working with a diverse population
- Effective mentoring skills
- Effective interpersonal and communications skills, including tact and diplomacy
- Effective organizational and planning skills with attention to detail and follow-through
- Overseeing workflow
- Working collaboratively and as part of a diverse team
- Establishing and maintaining effective working relationships
- Maintaining confidentiality of work-related information and materials
- Ability to prioritize multiple projects
- Ability to create, compose, and edit written materials
- Ability to effectively manage change
- Ability to develop, write, plan, and implement short and long-range goals
- Maintain an established work schedule, including some evenings and weekends
- Entering data, maintaining files, and performing other duties
- Basic data tracking & budgeting procedures

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software
- Social media, desktop publishing, and webpage software
- Demonstrated proficiency in using standard office software applications, virtual meeting, and presentation tools

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Preferred Skills

- Bilingual in English and languages common to the student population being served

Required Work Experience

- Two years related work experience

Required Education

- Bachelor's degree

Preferred Education

- Master's degree

Special Requirements

- Reliable transportation as needed for local campus/regional/district area travel
- Familiarity with serving diverse populations. Insight regarding challenges experienced by community college students and focus on enhancing equity and inclusion

Physical Requirements

- Work is performed in a standard office or similar environment. Outdoors duties associated with events is also required
- May be subject to standing, walking, sitting, bending, reaching, pushing, and pulling
- Occasional lifting of objects up to 30 pounds for event activities

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take

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reasonable and prudent actions to prevent others from engaging in unsafe practices

Salary Range

\$47,840 - \$59,000

Number of Openings:

1

Job Posting Close Date:

May 1, 2025

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.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Northridge-Campus/Regional-Coordinator--Student-Life_R-7581

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Contact Information

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

Contact

Staff
Austin Community College

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