

**Program Coordinator, Intersectionality Center
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=269368>

Downloaded On: Dec. 13, 2025 4:19pm

Posted Dec. 12, 2025, set to expire Nov. 29, 2026

Job Title Program Coordinator, Intersectionality Center
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Dec. 12, 2025

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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Program Coordinator, Intersectionality Center

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.

Austin Community College employees are required to maintain a domicile in the State of Texas while

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working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[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:

Program Coordinator, Intersectionality Center

Job Description Summary:

The program coordinator for the Intersectionality Center (IC) will oversee the day-to-day operations of the Intersectionality Center and support all Center programming and activities. This position is responsible for supporting the development and implementation of programming concerning intersectionality and supporting student academic and post-graduate success, particularly among student demographics to persist while at ACC. The coordinator also serves as a visible resource for the college community by supporting and affirming all visitors, students, staff, and faculty. The coordinator will work closely with the Center's director and provide ongoing recommendations and improvements to current practices and procedures.

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Job Description:

Supervision Received and Exercised

Operates under the direct supervision of the department manager or designated supervisor. While the role does not typically include formal supervisory responsibilities, the Coordinator may oversee limited hourly staff, including interns and temporary employees, and coordinate schedules. They may provide guidance to junior staff or new hires as part of onboarding and training processes. The position is expected to work independently on routine tasks while seeking direction for more complex assignments.

Competency Expectations

- Coordinate activities within programmatic area and/or department.
- Create, maintain, and execute detailed plans for small to medium sized activities, initiatives, and/or projects.
- Coordinate college personnel (possibly including outside personnel or industry partners) to support the planning, delivery, and execution of programs; coordinates schedules, hourly staff, materials, and participant documentation to ensure smooth operations and successful outcomes.
- Supports essential operational coordination for department.
- May be expected to train, coach, direct, and coordinate assigned personnel while adhering to organizational human resource policies and procedures as well as related employment laws.

Description of Duties and Tasks

- Assists students, staff, and faculty as well as external visitors from the community with information and history to increase knowledge and awareness of intersectional analysis and current Center programming.
- Performs administrative functions in support of the IC, including examining and responding to correspondence, processing, and prioritizing office communications, processing mail, answering the telephone and email, arranging conference calls, and maintaining and coordinating the Center's schedule.
- Designs and produces handouts, fliers, newsletters, brochures, manuals, or other documents for the Center. Maintains and updates webpages and uses social media to increase the IC's presence.
- Partners closely with relevant internal ACC committees and community partners to support important initiatives such as district-wide experiences and events and supports the operational or

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logistical elements of events and/or community engagements.

- Identify opportunities for critical thinking development, campus awareness and learning about issues concerning student demographics.
- Manages program budget and supports the processing of financial transactions, as appropriate.
- Administers approved evaluation instruments and student surveys in collaboration with the Office of Institutional Research and Analytics to identify student population percentages and their needs for the college and, under the guidance of the IC Director, provides summarized interpretation of data to create a more consistently welcoming and campus climate.
- Maintains databases, and supports all Center reporting.
- Collaborate with Alumni Services to engage students through graduation/transfer from ACC.
- May be assigned responsibility for special projects.

Job Requirements

Knowledge

- Strong knowledge about intersectional analysis and examination.
- Knowledge and understanding of the concerns and issues facing the LGBTQIA+, among all races, classes, genders, identities.
- Knowledge and understanding of the concerns and issues facing historically students, including those who have disabilities, or undocumented, neurodivergent, indigenous, and low-income.
- Deep understanding and implementation of socio-emotional learning.
- Excellent administrative and organizational skills including supervision of student interns as applicable, budget management, student advising, and program development.
- Management practices and principles.
- Data collection, collation, and presentation for analysis.

Skills

- Excellent administrative and organizational skills, including supervision, budget management, student advising, student learning, and program development.
- Supervisory practices and principles.
- Interpretation and analysis of instrument data results.
- Working knowledge of current law and policy changes that impact student success and instruction.
- Proven success in program development that addresses all identities and student persistence.

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- Demonstrated cultural competence and keen understanding of the intersectionality of identities.
- Strong prioritization, analytical, and organizational skills.
- Able to read, write, and comprehend English; able to follow verbal instructions.
- Experience with Google Workspace tools, including (Docs, Sheets, Slides, Meet).
- High emotional intelligence and strong coping mechanisms to prevent burnout and maintain well-being among IC staff, campus community, and visitors.
- Strong interpersonal skills, political savvy, and sensitivity to engage effectively with a broad range of stakeholders and build consensus.
- Maintaining an established work schedule, including some evenings and weekends.
- Proven experience in supervision and leading people and teams with various identities and backgrounds.
- Track record of advancing social justice education, relationship building, student success, and initiatives individually and collaboratively.
- Maintain confidentiality of work-related information and materials, including information from student records.

Minimum Qualifications

Education:

- Bachelor' degree in Education, Higher Education Administration, Student Affairs, Women and Gender Studies, Social Work, Ethnic Studies, Sociology, Anthropology or another related field.
- Four (4) years of related work experience OR Associate's Degree plus two(2) years of related work experience can be substituted for the required education (plus the required experience noted below).

Experience:

- One (1) year related work experience.
- Professional experience working in multiple intersectional and population organizations, and/or in a higher education setting.

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Preferred Qualifications

Experience:

- Supervisory and mentorship experience.
- Excellent advocacy skills.
- Experience facilitating meetings and group activities.
- Experience with appealing or advocating for funding/donations.
- Experience with grant writing.

Knowledge/ Skills:

- Bilingual Spanish and/or American Sign Language fluency.
- Social media management and web content design, editing and maintenance; experience in leading social media communications for an organization or program.
- Familiarity with supporting student academic and post-graduate success among multicultural college student populations.
- Familiarity with issues related to purpose.
- Familiarity with ACC's culture and institutional policies.
- Established collaborative management style.

Physical Demands and Work Environment

Physical Demands:

- Standard office environment.

Salary Range

\$52,600 - \$65,749

Number of Openings:

1

Job Posting Close Date:

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December 27, 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.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Program-Coordinator--Intersectionality-Center_R-8729

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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

Staff

Austin Community College

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