

**Coordinator, Campus
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=229365>

Downloaded On: May. 8, 2024 3:27am

Posted Jan. 23, 2024, set to expire Nov. 29, 2024

Job Title Coordinator, Campus
Department Human Resources
Institution Austin Community College
Austin, Texas

Date Posted Jan. 23, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coordinator
Professional Staff

Academic Field(s) Human Resources

Apply Online Here <https://apptrkr.com/4955290>

Apply By Email

Job Description

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Coordinator, Campus

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, Campus

Job Description Summary:

Works with the Regional Director, Campus Operations to supervise the functions and operations of an assigned campus. Currently hiring for Hays and South Austin Campuses.

Job Description:

Description of Duties and Tasks

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

- Supervises, trains, coaches, directs, coordinates, and disciplines assigned personnel while adhering to organizational human resource policies and procedures as well as related employment laws.
- Coordinates special campus projects, planning groups and assists with projects until completion,

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as needed.

- Regularly communicates with faculty, staff, students, and others regarding college policies, procedures, and processes. Refers complex campus-related concerns/complaints to the Regional Director, Campus Operations.
- Collaborates with Regional Director, Campus Operations to establish and maintain the ACC campus as an involved community partner with advisory groups, school districts, chambers of commerce, economic developers, and other community members.
- Coordinates campus wide room scheduling for assigned campus and community use. May distribute mail, key, supplies, class rosters and evaluation forms, parking and other permits, identification cards, class withdrawal forms, complaint forms, and schedules.
- Approves, processes, and coordinates requests for use of college facilities for campus events by internal and external groups within Ad Astra.
- Prepares in consultation with the Regional Director, Campus Operations annual budgets for the campus.
- Works closely with internal departments and external services to schedule and support on-campus maintenance services.
- Coordinates inspections and drills; organizes and assists in training of the campus emergency response team, including all support units; works closely with campus police regarding campus security as assigned.
- Serves as a liaison during campus emergencies.
- Ensures college standards and ethical expectations are communicated and upheld at all times.
- Partners with other departments as necessary to ensure student success.
- Conducts quality survey and inspections.
- Required travel to other campuses as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Principles, best practices, and trends in administrative and/or facilities management.
- Supervisory principles, practices, and methods.
- Services and functions of educational institutions.
- Knowledge of ACC Administrative Rules, Policies and Procedures, Board Policy and Procedure manual, scheduling development guidelines, Employee, Faculty and Student Handbook, master plan documents, and Ellucian Colleague reference guides.

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Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, including some evenings, weekends, and may be subject to being on-call as needed.
- Effectively using interpersonal and communications skills, including tact and diplomacy with diverse constituencies.
- Effectively using organizational, managerial and event planning skills with attention to detail and follow-through.
- Maintaining confidentiality of work-related information and materials.
- Resolving scheduling and/or resource deployment issues and conflicts.
- Detail-oriented with a focus on achieving optimum levels of service and maintaining high ethical standards and attention to compliance with college policies and regulations.
- Possessing the initiative and determination necessary to provide valuable and timely services.
- Exceptional phone, email, written and oral communication, customer service and organizational skills.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Possessing supervisory, coaching and interpersonal skills as well as the ability to think independently and proactively solve problems.

Technology Skills

- Intermediate/advanced proficiency using standard office software applications.
- Ad Astra scheduling software.

Required Work Experience

- Two years related work experience.

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Preferred Work Experience

- Three years or more of experience in business operations, facilities management or higher education, and three years supervisory experience.
- Experience planning and managing events.
- Experience working with community organizations.
- Experience in facilities management and/or supervising business operations.
- Completion of the ACC Supervisor Certificate Series Program.

Required Education

- Associate degree.

Preferred Education

- Bachelor's degree or higher in Business, Public Administration, Higher Education or related degree.

Special RequirementsLicenses/Certifications; Other

- Valid Texas Driver's License and reliable transportation for travel in the Austin area as required.
- May occasionally work assignment at another campus is required of this position to cover campus emergencies in the ACC District.

Other Preferred Qualifications

- Bilingual (Spanish) preferred.
- Strong understanding of campus or office management systems.

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Physical Requirements

- Work is usually performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.
- May occasional weekend and evening work may be required.
- May occasional "on call" assignment is required of this position to cover campus emergencies in the ACC District.

Salary Range

\$55,665 - \$69,582

Number of Openings:

1

Job Posting Close Date:

January 30, 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

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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/Hays-Campus/Coordinator--Campus_R-5261

Contact Information

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

Contact

Human Resources
Austin Community College

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