

Coordinator, Workforce Projects  
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163462>

Downloaded On: Sep. 16, 2021 9:16pm

Posted Jul. 20, 2021, set to expire Nov. 16, 2021

**Job Title** Coordinator, Workforce Projects

**Department**

**Institution** Austin Community College District  
Austin, Texas

**Date Posted** Jul. 20, 2021

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** [https://eapps.austincc.edu/ehire/posting/online\\_version.php?job\\_num=2107026](https://eapps.austincc.edu/ehire/posting/online_version.php?job_num=2107026)

**Apply By Email**

**Job Description**

Position Information

Location Round Rock Campus

Hours Monday - Friday 8 am to 5 pm, with some evenings and weekends as needed.

Salary Coordinator 3/120 (\$40,494.00 - \$57,849.00)

FLSA Status Exempt

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Reports To Department Chair Of Manufacturing Technology

Criminal Background Check Pre-employment criminal background checks are required for all Staff and Faculty positions. Pre-employment urinalyses drug screens are also required for all top candidates considered for positions in ACC's College Police department.

General Statement of Job

Manages all stages of workforce training program development, implementation and delivery, data management, documentation, and reporting of program deliverables, as well as researching and writing grants to support grant-funded programs facilitated by the department.

Description of Duties and Tasks

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

Oversees, coordinates, implements, and facilitates various workforce training projects, including activities around curriculum development; instructional staff, calendars, and timelines; plans and implements all project activities; schedules stakeholder meetings; develops agendas; gathers and maintains the integrity of data; and writes monthly progress and closeout reports as necessary.

Organizes and facilitates all aspects of instructional development including generating a curriculum plan based on the unique needs of industry partners; researching and securing curriculum solutions; hiring and coordinating qualified instructional staff; ordering supplies/books; arranging for classroom space and equipment; documenting class results and evaluations; and managing instructional payroll.

Coordinates college and outside personnel (including industry partners) involved in training project development and implementation projects; coordinates schedules, instructors, materials, participant documentation, and other project-related requirements.

Performs technical, analytical, and related tasks for the collection, interpretation, aggregation, and evaluation of data; incorporates data for training project reporting and management purposes.

Leads in the development and writing of monthly and final project reports, including grant-related reporting as necessary.

Coordinates with the director for all training project management activities.

As necessary, assists Austin Community College Grant Writing Department to develop, write, revise, edit, and submit grant proposals to funding agencies (with focus on Texas Workforce Commission grants) at a quality level that supports the likelihood of award; ensures grant submission criteria are met in grant proposals.

As necessary, participates in technical training provided by funding agencies and stays informed of changing grant standards and guidelines.

Recruits, hires, and manages instructors and staff for all contract and grant-funded training programs.

Additional Job Specific Duties

Coordinates development and implementation of all advanced manufacturing non-credit education.

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.

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Workforce education programs with emphasis on manufacturing education

Training program, implementation and delivery processes.

Data documentation, manipulation, and reporting processes.

Program funds management and allocation.

Contract and grant terminology.

Federal, state, business, and other agency contract and grant processes.

#### 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.

Accountable for inventory/property management.

Maintaining an established work schedule.

Effectively using interpersonal and communications skills, including tact and diplomacy.

Advise students on workforce education, enrollment process and career opportunities.

Data collection, analysis, and report writing.

Maintaining confidentiality of work-related information and materials.

Coordinating all phases of contract and grant management processes including budgets.

Establishing and maintaining effective working relationships.

Researching grant and resource opportunities. Assists grant writing department with proposal development.

Working and interacting with diverse groups of people.

Effectively handling details of multiple projects with varying timelines.

Ability to work well in a team environment.

#### Technology Skills

Use a variety of spreadsheet, word processing, database, and presentation software.

#### Required Work Experience

Two years related work experience.

#### Preferred Work Experience

Experience with workforce education in manufacturing

#### Required Education

Bachelor's degree.

#### Preferred Education

Master's degree.

#### Other Preferred Qualifications

Experience working with under served populations preferred.

Experience coordinating manufacturing education programs in a public or higher education setting preferred.

Bilingual Spanish/English preferred.



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### 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.

### Safety

Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

### ACC Benefits Overview

Full-time Faculty and Staffing Table employees who work in full-time and/or part-time positions at the College are eligible for ACC medical benefits effective the first of the month after their first 60 days of employment. Benefits include medical, dental, life insurance, short and long term disability, retirement plans and AD&D.

ACC does not participate in Social Security. ACC participates in the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP-Faculty Only). Part-time and Hourly employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by Federal law.

### 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 intended to be 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 as its discretion to enable individuals with disabilities to perform the essential functions.

Austin Community College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

As required by the US Department of Education, employees are required to report violations under the 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.



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**Contact Information**

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

**Contact**

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