

**Coordinator, Manufacturing BAT
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=238265>

Downloaded On: Jun. 30, 2024 10:18am

Posted Jun. 27, 2024, set to expire Nov. 29, 2024

Job Title	Coordinator, Manufacturing BAT
Department	Applied Technology
Institution	Austin Community College Austin, Texas
Date Posted	Jun. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor Professional Staff
Academic Field(s)	Vocational/Technical Administration - Other
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Job Description

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Coordinator, Manufacturing BAT

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, Manufacturing BAT

Job Description Summary:

To promote and support the ACC Manufacturing Bachelors of Applied Technology program, and advise current and prospective participants.

Job Description:

Description of Duties and Tasks

- 1) Facilitates marketing of the Bachelors of Applied Technology program by developing a regularly re-occurring schedule of Information Sessions for prospective students.
- 2) Organizes and conducts onsite information sessions for prospective students according to a pre-established schedule.
- 3) Develops an online information session for prospective students.
- 4) Advises students each semester, and prospective students as needed, regarding necessary

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prerequisite courses and how/when to access college resources such as financial aid, student services, library services, counseling, etc.

- 5) Create and maintain records for all enrolled Bachelor of Applied Technology students; ensures retention of those records in alignment with ACC Record Retention Policy.
- 6) Evaluates applicant transcripts using an established ranking system, and refine the ranking system as needed to ensure transparency in the admission selection process. Continuously monitors applicant selection process ensuring holistic review and admission diversity.
- 7) Monitors, on a continual basis, the progression of enrolled students to ensure on-time completion.
- 8) Plans, implements, and/or participates in recruiting events; develops events targeted to current ACC workforce program students.
- 9) Develops and maintains advising forms, tracking forms, or other forms as appropriate.
- 10) Serves as point of contact for the program, which includes assisting with submitting required documents and identifying any course pre-requisites needed.
- 11) Facilitates student retention by assisting students with challenges/issues regarding licensure encumbrances, tuition, childcare, distance learning, information technology/computer accounts, etc.
- 12) Maintains communication with faculty/staff in the identification of students who may need support so immediate resource identification can be implemented.
- 13) Works with the Department Chair and Dean to establish recruitment program standards, goals, and strategies to meet ACC's objectives for student recruitment.
- 14) Work with industry partners to assist students in gaining internship opportunities.

Additional Job Specific Duties

- * May teach credit course in advanced manufacturing aligned with Administrative rules.

Knowledge

- * Best practices for higher education recruitment and enrollment strategies.
- * ACC admissions/enrollment procedures and manufacturing program, careers, and courses.
- * Resources available to assist students with tuition, childcare, distance learning, information technology, internships, etc.
- * Advising and recruiting students in the Bachelors of Applied Technology program.

Skills

- * Maintaining an established work schedule, which may include evenings and weekends.
- * Effectively using interpersonal and communications skills, including the use of tact and diplomacy.

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- * Effectively using organizational and planning skills.
- * Maintaining confidentiality of work-related information and materials.
- * Able to present to large and small groups as well as one on one.
- * Able to collaborate with others in a team-focused environment.
- * Interacting with persons of diverse backgrounds.
- * Able to quickly establish rapport and engage prospective students.
- * Excellent writing, communication, and critical thinking skills.
- * Ability to organize, manage confidential information, and oversee special projects through to

Technology Skills

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

Required Work Experience

- * Two years related work experience.

Required Education

- * Bachelor's degree.

Preferred Education

- * Master'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.

Safety

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

Salary Range



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\$50,681 - \$63,351

Number of Openings:1

Job Posting Close Date:

July 10, 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.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Coordinator--Manufacturing-BAT_R-6247



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Contact Information

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

Contact

Applied Technology
Austin Community College

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