

Manager, High School Programs Enrollment and
Partnerships
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=238514>

Downloaded On: Jul. 8, 2024 12:21pm

Posted Jul. 3, 2024, set to expire Nov. 29, 2024

Job Title	Manager, High School Programs Enrollment and Partnerships
Department	Dual Credit and Early College High School
Institution	Austin Community College Austin, Texas
Date Posted	Jul. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Manager, High School Programs Enrollment and Partnerships

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:

Manager, High School Programs Enrollment and Partnerships

Job Description Summary:

To manage the Dual Credit and Early College High School programs and support services to secondary, community, and college partners to increase academic dual credit opportunities for eligible high school students throughout the ACC service area in accordance with ACC policies and procedures. To supervise staff and daily operations of high school programs.

Job Description:

- Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
- Assists director with development of department goals and mission; analyzes recruitment strategies and initiatives.

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- Reviews need for staff training and provides ongoing professional development for coordinators.
- Reviews and assists coordinators with particularly challenging student cases, including managing communications with other CHSR staff, ACC and ISD personnel regarding incidents.
- Manages and monitors the daily operations of high school Dual Credit and Early College High School programs; develops and implements policies and procedures to increase student enrollments.
- Develops work plans, goals, and objectives that are focused on providing efficient service and problem resolution to middle and high school partners.
- Coordinates and leads meetings with representatives from middle and high school partners.
- Works with ACC department chairs and deans to appropriately schedule college course sections and coordinate high school facility logistics for dual credit sections.
- Assists with coordination of college faculty orientation, professional development and support for those teaching dual credit students.
- Manages data collection, preparation, and analysis related to high school enrollments and recruitment strategies; Compiles and analyzes data reports for assigned area and providing feedback to director, ISD personnel, and coordinators.
- Creates and implements recruitment and pre-enrollment services for Dual Credit and Early College High School programs.
- Conducts research and analysis of best practices in registration and recruitment, both locally and nationally, for implementation by assigned Coordinators, and presentation at regional/state conferences.
- Works closely with middle and high schools partner to expand opportunities for dual credit in workforce areas, based on local and national best practices in the field.
- Troubleshoots and Manages Dual Credit Application for prospective students
- Leads department/division-wide committees/initiatives, as assigned.

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.

- * Supervisory principles, practices, and methods.
- * Educational program planning, design, development, coordination, and implementation procedures.
- * Course selection and scheduling processes.
- * Multitasking and meeting varying deadlines and time lines.

Skills

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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 occasional evenings and weekends.
- * Effectively communicating through oral and written presentations.
- * Preparing and posting website information.
- * Analyzing complex information and implementing long-range and immediate plans.
- * Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- * Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- * Effectively supervising, leading, and delegating tasks and authority.
- * Effectively working with a diverse and multicultural student body.
- * Working collaboratively. Establishing and maintaining effective working relationships.
- * Participating in efforts to design, implement, measure, and refine programs and services.
- * Maintaining confidentiality of work-related information and materials.

Technology Skills

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

- * Use and creation of reports to assist in enrollment management.

Required Work Experience

- * Three years related work experience including one year supervisory experience. Completion of the ACC Supervisor Certificate Series Program will satisfy the supervisory experience required for this position.

Required Education

- * Bachelor's degree.

Preferred Work Experience

- * Experience in planning, coordinating, and implementing educational programs.

Preferred Education

- * Master's degree.

Preferred Education

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* Valid Texas Driver's License and reliable transportation for local Austin area travel.

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.
- * Travel to middle and high schools in the ACC service area.

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.

Salary Range:

\$64,116 - \$80,145

Number of Openings:

1

Job Posting Close Date:

July 16, 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



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perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/South-Austin-Campus/Manager--High-School-Programs-Enrollment-and-Partnerships_R-6257

Contact Information

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

Contact

Dual Credit and Early College High School
Austin Community College

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