Supervisor, Make It Center Programming
Austin Community College

Job Title	Supervisor, Make It Center Programming
Department	Make It Center
Institution	Austin Community College
	Austin, Texas
Date Posted	Aug. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5490098
Apply By Email	
Job Description	

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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.

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:
Supervisor, Make It Center Programming

Job Description Summary:
To work collaboratively with internal and external stakeholders to create, launch, and support programs and events in the Make It Center. The person in this position will provide leadership in the planning and implementation of Make It Center programs and events that deliver an engaging and immersive experience to all guests. Programs and events include but are not limited to K-12 field trips, community events, summer camps, business and industry related events, after school programs, and ACC department functions and events.

Job Description:

Description of Duties and Tasks

- Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resources policies and procedures as well as related employment laws. This includes supporting task management and workflow, assisting with training and

development, ensuring phenomenal customer service delivery, and recommending hire and termination personnel actions for positions supervised.

- Manages specialized programs and/or events within the Make It Center (MIC) and represents those programs and/or events to internal and external partners. Programs may include but are not limited to K-12 field trips, summer camps, community events, industry events, after school programs, and weekend programming.
- Plans and manages MIC events from conception through post-event review. This includes conducting pre-event consultations; providing information on program offerings and catering options; ensuring on-site preparations and set up; trouble-shooting any issues that arise on event days; and communicating with relevant stakeholders.
- Recruits, plans, and promotes appropriate events and programs to achieve MIC programming goals.
- Evaluates MIC program and event offerings and conducts continuous quality improvement and effectiveness reviews for ongoing strategic alignment with MIC goals, labor market needs, and community interests.
- Creates, manages and modifies the MIC programming and events schedule and works with appropriate partners for scheduling space, promoting programs, obtaining supplies needed, and assigning staff coverage.
- Compiles and shares data for reporting and planning purposes such as utilization reports, guest satisfaction, impact reports, and staffing coverage needs.
- Answers inquiries, provides information, and resolves problems or concerns related to programs and events, guest experience, services, and equipment within the MIC
- Contributes to researching and designing best-practice based service, event, and program delivery. This includes creating policies, processes, procedures, and manuals that guide the events and programs in the MIC.
- Interprets and applies college policies and procedures related to MIC programs, events, and service delivery
- Serves as an Ambassador of the MIC to promote the MIC to students, faculty, staff, and external community members
- Supports Manager in building and maintaining a comprehensive database of industry contacts, vendors, speakers, and resources that contribute to robust events and programs in the MIC.

Knowledge

- Supervisory and management principles, practices, and methods
- Demonstrated expertise in event/program planning, development, implementation, and evaluation

- Effective leadership and collaboration-building techniques, including Servant Leadership principles

Skills

- Excellent communication and presentation skills
- Strong interpersonal and communication skills, including the use of tact and diplomacy
- Strong organizational and planning skills with attention to detail and follow-through
- Ability to work collaboratively and serve diverse internal and external partners, students, faculty, staff, and community members
- Experience with building and maintaining positive business relationships
- Supervisory skills including the ability to coordinate workflow, manage performance, and develop team members
- Ability to handle pressure and make good decisions quickly

Required Technology Skills

- Use of a variety of spreadsheet, word processing, database, and presentation software
- Use of video conferencing

Preferred Technology Skills

- Experience with social media, desktop publishing, and project management software

Required Work Experience

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

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Preferred Work Experience

- Experience working in a dynamic organization involving diverse program offerings and events
- Experience with start-up projects or creating and launching new initiatives
- Experience in marketing and/or public relations
- Bilingual - Spanish speaking.

Required Education

- Bachelor's degree.

Preferred Education

- Master's degree.

Physical Requirements

- Work is performed in a standard office 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.

Additional Information About the Make It Center

Make It Center website (under development)

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https://sites.austincc.edu/make-it-center/

ACC is a proud partner of the Make It Movement

https://campaigns.austincc.edu/welcome-make-it-students-and-everyone/

Number of Openings:
1

Job Posting Close Date:
August 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 perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Supervisor--Make-It-Center-Programming_R-6361

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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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