

Coordinator, Avance to College
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=248896>

Downloaded On: Nov. 16, 2024 4:13pm

Posted Nov. 15, 2024, set to expire Nov. 29, 2024

Job Title	Coordinator, Avance to College
Department	Avance to College
Institution	Austin Community College Austin, Texas
Date Posted	Nov. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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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, Avance to College

Job Description Summary:

Coordinates all stages of the Avance to College training program development, implementation and delivery, data management, documentation, and reporting of program deliverables, as well as serving as primary instructor for Avance to College training classes. Responsible for researching and writing grants to support grant-funded programs related to the Avance to College program facilitated by the department.

Job Description:

Disclaimer: This position is subject to annual review and re-evaluation based on the organization's fiscal year planning. Continued employment beyond each fiscal year is not guaranteed and will depend on factors such as business needs, budget allocations, and performance evaluations. The organization reserves the right to modify, extend, or discontinue the position at its discretion following each review or at any time prior.

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Job Description

Description of Duties and Tasks

- Provides guidance and support to students in the Avance to College Program. Creates and leads hands-on learning activities including sewing and craft projects to create child development toys that stimulate student involvement and encourage critical thinking.
- Oversees, coordinates, implements, and facilitates the Avance to College training project, 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; recruiting, hiring, and coordinating qualified instructors and staff; ordering supplies/books; arranging for classroom space and equipment; documenting class results and evaluations; approving hourly employee timesheets, and approving course payments for instructors.
- 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.
- Develops and writes monthly and final project reports, including grant-related reporting as necessary.
- Coordinates with the Community Education Manager for training project management activities.
- As necessary, assists the Austin Community College Grant Writing Department in developing, writing, revising, editing, and submitting grant proposals to funding agencies (with a 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 or partner agencies and stays informed of changing grant standards and guidelines.

Knowledge

- Training program, implementation, and delivery processes.

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- Data documentation, manipulation, and reporting processes.
- Program funds management and allocation.
- Standards and proposal guidelines for contract and grant writing and documentation.
- Contract and grant terminology.
- Federal, state, business, and other agency contract and grant processes.
- Accountable for inventory/property management.
- Effective teaching techniques adaptable to a variety of learning styles.
Understanding the comprehensive mission and philosophy of community colleges.
Subject matter and related and/or relevant topics and issues in the teaching discipline. This includes fundamental knowledge of child development best practices and parenting skills.
- Sensitive issues relating to a multicultural student body.
- Principles and practices associated with Servant-Leadership.

Skills

- Maintaining an established work schedule, which may include evenings and weekends and multiple campus locations that vary.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- 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, as needed.
- Establishing and maintaining effective working relationships.
- Researching grant and resource opportunities. Assists grant writing department with proposal development.
- Working and interacting with multicultural groups of people.
- Effectively handling details of multiple projects with varying timelines.
- Ability to work well in a team environment.
- Effectively assisting student learning.

Technology Skills

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

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- Demonstrated proficiency using classroom, or other current learning technologies for effective teaching at the community college level.

Required Work Experience

- Two years related work experience in child development related field.

Preferred Experience

- Experience working with language, socioeconomic, and multicultural Spanish speaking populations in Texas preferred.
- Experience coordinating programs in a public or higher education setting is preferred.

Required Education

- Bachelor's Degree in Child Development or a related field or five years of relevant experience.
- An Associate Degree in Child Development and four years of related work experience may substitute for this education requirement. Applicants who substitute work experience to meet the education requirement must use additional related work experience to meet the years of "Required Work Experience" for this position. Please note that the college reserves the right to amend these terms of substitution at any time.

Preferred Education

- Master's Degree in Child Development or a related field of study

Special Requirements

- Reliable transportation for teaching at multiple locations.

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- Bilingual - Spanish and English

Physical Requirements

- Work is performed in a classroom or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.
- Fine motor skills (sewing)
- Specific vision abilities may include close vision, distance vision, color vision, and the ability to focus.

Safety

- Supervise safe operation of the unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.

Salary Range

\$62,536 - \$78,170

Number of Openings:

1

Job Posting Close Date:

November 27, 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



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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/Northridge-Campus/Coordinator--Avance-to-College_R-6919

Contact Information

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

Contact

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