

**Trainer, Career/Workforce Preparation - PT75**  
**Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=249322>

Downloaded On: Nov. 21, 2024 10:43pm

Posted Nov. 21, 2024, set to expire Nov. 29, 2024

<b>Job Title</b>	Trainer, Career/Workforce Preparation - PT75
<b>Department</b>	Workforce Preparation
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Nov. 21, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Student Affairs
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5816716">https://apptrkr.com/5816716</a>
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<b>Job Description</b>	

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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:**

Trainer, Career/Workforce Preparation - PT75

### **Job Description Summary:**

ACC career services programming encompasses a comprehensive employment preparation, job search, and digital literacy/fluency training approach. It is designed to afford ACC students a competitive edge in successfully navigating today's automated hiring processes while also proactively dismantling employment barriers often encountered by the individuals we serve. Services are offered online and face-to-face, through individual and group instruction, and supplemented with individualized career coaching. Priority populations who face employment barriers are served by trainers with an aim toward increasing equitable employment outcomes and improving career trajectories. The program operates within Career & Transfer Services under ACC's Student Affairs division. This position requires evening and weekend availability as needed to carry out the objectives.

### **Job Description:**

### **Dutescription of Duties and Tasks**

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- 1) Instruct and prepare students for transition into employment aligned with their individual credentials, skills, interests, and backgrounds. Particular emphasis is placed on students re-entering the workforce or re-careering, entering internships or apprenticeships, or undertaking other various forms of experiential learning.
- 2) Devise, plan, and implement coaching strategies to support individuals facing employment barriers (age, disability, re-entering workforce after extended absence, exiting criminal justice system, navigating socio-economic circumstances, limited digital literacy/fluency, or other obstacles).
- 3) Provide job search skills and techniques utilizing innovative teaching strategies to meet the learning needs of a diverse student population including, but not limited to, interactive video, online format, and through other uses of technology. Training may be delivered individually to students, in class settings, virtually, or in person.
- 4) Assess wants, needs, skills, and interests using various resources such as Focus-2, Career Coach, and other technologies.
- 5) Position students for optimal success by proactively addressing challenges, coordinating needed services, and making referrals as appropriate based on individual need.
- 6) Liaison and train internal stakeholders in order to integrate career readiness and job preparation throughout the ACC student experience.
- 7) Facilitate identification and monitoring of mentor, volunteer, internship, and employment opportunities that match students' needs.
- 8) Coordinate job clubs and job fairs. Represent ACC career services in the community to promote the program, increase awareness, identify potential community partners, and outreach to priority populations.
- 9) May serve as guest lecturer for faculty in support of integrating career-focused planning and preparation throughout the ACC student experience. Develop, implement, and evaluate career-related curriculum through research and remain abreast of leading-edge job search tools and strategies. Plan and organize lesson plans, research/reference materials, syllabi, and other learning aids.
- 10) Compile data for program evaluation.

### **Knowledge**

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- \* Subject matter of related and/or relevant topics and issues in the teaching discipline.
- \* Teaching best practices for adult learners.
- \* Understanding the mission and philosophy of a community college and lifelong education.
- \* Sensitivity of the needs of a diverse student body.
- \* Awareness of immediate and long-term assessment strategies, and understanding of growth-mindset philosophy of teaching.
- \* Principles and practices associated with Servant-Leadership.

### **Skills**

- \* Effective teaching techniques adaptable to a variety of learning styles.
- \* Experience with active learning methods and educational technology platforms.
- \* Outstanding time management, planning, communication, interpersonal, and organizational skills.
- \* Ability to achieve consensus among diverse groups of people and interact with students of diverse backgrounds.
- \* Punctuality.
- \* Maintaining an established work schedule.
- \* Effectively using interpersonal and communications skills.
- \* Maintaining confidentiality of work-related information and materials.
- \* Ability to communicate with students, colleagues, and others.

### **Technology Skills**

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\* Knowledge of the digital application process, as well as software and platforms including Indeed, GlassDoor, Jobscan, LinkedIn, Big Interview, HireVue, Soft Chalk, Blackboard Collaborate, Webex, Kahoot, Purple Briefcase/Career Link, and Handshake.

\* Demonstrated proficiency using computer applications, interactive video and online format technology, classroom, clinical, lab, or other current learning technologies for effective teaching at the community college and high school levels.

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

### **Required Work Experience**

\* One year paid experience serving adult learners, job seekers, and priority populations in one-on-one and/or group settings.

### **Preferred Work Experience**

\* Familiarity with local industry is preferred.

### **Required Education**

\* Bachelor's degree.

### **Physical Requirements**

\* Instruction takes place in classroom, lab or online.

### **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**

\$42,689 - \$53,361

### **Number of Openings:**

1

### **Job Posting Close Date:**



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### 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-Business-Center/Trainer--Career-Workforce-Preparation---PT75\\_R-6848](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Trainer--Career-Workforce-Preparation---PT75_R-6848)

### Contact Information

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

### Contact

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