

Academic Coach (Part-Time)
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250197>

Downloaded On: Dec. 19, 2024 1:26am

Posted Dec. 10, 2024, set to expire Nov. 29, 2025

Job Title	Academic Coach (Part-Time)
Department	Academic Affairs
Institution	Austin Community College Austin, Texas
Date Posted	Dec. 10, 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/5857093
Apply By Email	
Job Description	

Image not found or type unknown



Academic Coach (Part-Time)

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.](#)

Academic Coach (Part-Time) Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250197>

Downloaded On: Dec. 19, 2024 1:26am

Posted Dec. 10, 2024, set to expire Nov. 29, 2025

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:

Academic Coach (Part-Time)

Job Description Summary:

To promote a positive and successful learning community District-wide by providing one-on-one academic support and student learning skills assistance to increase student retention, success, and completion.

Job Description:

Description of Duties and Tasks

1. Provides proactive outreach and academic coaching for students District-wide; assists with student support activities.
2. Provides information to students in one-on-one and group sessions both in-person and virtually on various aspects of college programs such as time management, goal setting, exam preparation, and overcoming academic anxiety.

Academic Coach (Part-Time) Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250197>

Downloaded On: Dec. 19, 2024 1:26am

Posted Dec. 10, 2024, set to expire Nov. 29, 2025

3. Refers students to appropriate resources (i.e., tutoring, advising, counseling, Student Life, Library Services, etc.). Assists with registration initiatives including Registration Station both virtually and in-person.
4. Facilitates student learning strategies in traditional and online courses. Provides first-hand support to faculty and students in select high stakes courses volunteered for the Embedded Learning Support Services initiative. Works to create a seamless learning environment in these courses.
5. Assists courses such as the Great Questions Seminar (HUMA 1301) and Ethics with required assignments for course credit completing.
6. Documents student interactions in appropriate college systems in an accurate and timely manner.
7. May provide reports and other analytics regarding student interactions including attendance, academic progress, interventions, etc.
8. May monitor student progress and assist in the development of ways to engage students more fully in the learning process.
9. Serves as a liaison with various academic departments, including but not limited to, counselors, advisors, tutors, professors and other ACC student services offices.
10. Creates, facilitates, and presents workshops (virtually and in person) to assist faculty and staff and engage students in the learning process. May also assist with the creation of learning communities.
11. Participates in other student success initiatives or projects as needed.
12. Position requires working at a campus-based location, and may include working remotely, in a virtual environment.

Knowledge

- * Coaching, instructional and mentoring techniques.
- * Processes and resources for organizing and leading group and collaborative activities.

Skills

- * Understanding the principles and practices associated with Servant-Leadership.

Academic Coach (Part-Time) Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250197>

Downloaded On: Dec. 19, 2024 1:26am

Posted Dec. 10, 2024, set to expire Nov. 29, 2025

- * Dealing with sensitive issues relating to a multicultural student body.
- * Effective planning, organization, communication, and interpersonal skills.
- * Effectively assisting and assessing student learning.
- * Interacting with students of multicultural backgrounds.
- * Maintaining an established schedule which may include evenings and weekends.
- * Maintaining confidentiality of student information.
- * Demonstrating proficiency using computer applications, social media platforms, or other current learning technologies for effectively engaging a multicultural student population.
- * Establishing and maintaining effective working relationships.

Technology Skills

- * Demonstrated proficiency using standard office software applications and student information and database systems

Required Work Experience

- * One year related work experience.

Preferred Work Experience

- * Higher Education student affairs-related experience

Required Education

- * Bachelor's degree. Experience cannot be substituted for education.

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



Academic Coach (Part-Time) Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250197>

Downloaded On: Dec. 19, 2024 1:26am

Posted Dec. 10, 2024, set to expire Nov. 29, 2025

The position reports to the Director of Academic Coaching.

Salary Range

\$25,911 - \$32,388.50

Number of Openings:

1

Job Posting Close Date:

December 23, 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/Academic-Coach--Part-Time-_R-7018-1

Contact Information

Please reference Academickeys in your cover letter when



Academic Coach (Part-Time) Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250197>

Downloaded On: Dec. 19, 2024 1:26am

Posted Dec. 10, 2024, set to expire Nov. 29, 2025

applying for or inquiring about this job announcement.

Contact

Academic Affairs

Austin Community College

,