

**Manager, Chartered Student Groups and Civics Lab  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=250580>

Downloaded On: Dec. 19, 2024 6:40am

Posted Dec. 18, 2024, set to expire Nov. 29, 2025

<b>Job Title</b>	Manager, Chartered Student Groups and Civics Lab
<b>Department</b>	Staff
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Dec. 18, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5876360">https://apptrkr.com/5876360</a>
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<b>Job Description</b>	

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**Manager, Chartered Student Groups and Civics Lab**

**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, Chartered Student Groups and Civics Lab

### **Job Description Summary:**

To sponsor, lead, support, and mentor students serving in leadership capacities within and external to Austin Community College, inclusive of but not limited to, the Student Government Association (SGA), Phi Theta Kappa (PTK), and the National Society of Leadership and Success (NSLS). Additionally, this position is responsible for the Students' Civics Lab which requires planning, developing, and managing activities to ensure a robust repertoire of civic engagement and career-enhancing opportunities for students.

### **Job Description:**

#### **Description of Duties and Tasks**

- Ensures students in assigned programming areas are equipped with a working knowledge of college processes and relevant national, state, and local organization guidelines and practices as needed to properly engage in, and execute, their organizational and leadership duties. Ensures

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the SGA constitution and General Assembly are adhered to and provides similar guidance as needed for all assigned areas of responsibility.

- Provides leadership training, professional development, and support for incoming inductees, officers, senators, and student members each semester, or as needed, to facilitate the effective and smooth operation of each organization and to ensure students are properly positioned to benefit from their experience and service within these areas.
- Serves as a professional mentor, coach, and advisor for assigned student programming areas. Applies a strengths-based paradigm to coaching and strengthening students' competencies associated with leadership, civic engagement, and service. Facilitates conflict management. Supports students with clarification, articulation, and execution of their organizational and personal objectives.
- Serves as cost center budget authority for budgets associated with programming areas and supports student leaders in managing designated funds. Trains student leaders in technology to develop and submit event proposals for funding requests, etc.
- Provides guidance and support for students in regard to all official communications, inclusive of speeches, correspondence, and presentations. Reviews and provides feedback on all constituency organizations and SGA members' speeches and official correspondence to ACC administrators and Board of Trustees.
- Validates student eligibility (or continued eligibility) each semester for assigned programs in which GPA or other criteria are required.
- Promotes district-wide student representation on all campuses by proactively identifying campuses lacking representation and implementing strategies to improve student engagement.
- Collaborates with Career Services, the Center for Government and Civic Service, the Office of Experiential Learning, Public Affairs, faculty, and student organizations on developing leadership training, professional development, mentorship, civics lab projects, employment experiences, and other learning opportunities for ACC students. Integrates community stakeholders, faculty, and students from as many disciplines as possible. Supports colleagues serving in formal organization-related advising capacities for the assigned programming areas (e.g. faculty PTK Advisors).
- Ensures SGA and PTK are included in appropriate college functions. Solicits student representation for shared governance and other activities as needed. Attends conferences with students, all SGA and PTK meetings, all regular Board of Trustee meetings, and other events as appropriate.
- Coordinates and oversees the SGA Election Commission in partnership with the SGA Executive Board. Updates the Election Packet and files reports as appropriate regarding any campaign violations or concerns by candidates.
- Coordinates and oversees web pages and social media for assigned areas. Serves as the

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college contact and resource for SGA, PTK, and NSLS professional memberships.

### Knowledge

- Program administration and project management.
- Principles and practices pertaining to planning, developing, and overseeing student-related leadership and student government programs.
- Procedures, guidelines, and compliance requirements for assigned program areas.
- Uses of emerging technologies and communication systems to promote programs, activities, and services.
- Student retention/attrition theories.
- Federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities.
- Communication methods used with students of diverse backgrounds and ages.
- Assessment programs to identify student needs.
- Supervisory principles, practices, and methods.
- Public affairs locally, statewide, and nationally.
- Research methods and standards.

### Skills

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Conflict resolution or mediation.
- Effectively using strategy, design, and strategic planning skills.
- Demonstrated ability to nurture human potential and support student goal attainment by applying coaching skills.
- Developing and writing for online and print newsletters and articles.
- Effectively leading and delegating tasks and authority.
- Coordinating and overseeing workflow.
- Working collaboratively and as part of a diverse team.
- Establishing and maintaining effective working relationships.
- Maintaining confidentiality of work-related information and materials.
- Ability to prioritize multiple projects.

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- Ability to create, compose, and edit written materials.
- Ability to effectively manage change.
- Ability to develop, write, plan, and implement short and long-range goals.

### **Technology Skills**

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

### **Required Work Experience**

- Two years related work experience.

### **Preferred Work Experience**

- Experience as a professional mentor or advisor to Student Government, Honors Societies (International, National, or State), or similar constituency organizations.

### **Required Education**

- Bachelor's degree.

### **Preferred Education**

- Master's degree.

### **Special Requirements**

- Reliable means of transportation needed for local Austin area travel to various campuses &

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locations.

- Standard forty hour work week Monday - Friday 8am - 5pm, some evenings and weekends are required due to events, organization meeting schedules, and student travel obligations.

### **Physical Requirements**

- Work is routinely performed in a standard office environment with occasional events outdoors.
- Occasional lifting of objects up to 25 pounds.

### **Safety**

- Supervise safe operation of 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**

\$56,919 - \$71,148

### **Number of Openings:**

1

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

January 6, 2025

### **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.

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### **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/Manager--Chartered-Student-Groups-and-Civics-Lab\\_R-7092](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Manager--Chartered-Student-Groups-and-Civics-Lab_R-7092)

### **Contact Information**

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

#### **Contact**

Staff

Austin Community College

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