

Coordinator, ACC GROW
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251587>

Downloaded On: Jan. 15, 2025 6:18am

Posted Jan. 14, 2025, set to expire Nov. 29, 2025

Job Title	Coordinator, ACC GROW
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Jan. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description	

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Coordinator, ACC GROW

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, ACC GROW

Job Description Summary:

The ACC GROW Coordinator is responsible for helping close equity gaps by identifying and developing meaningful on-campus student employment possibilities, matching students with these opportunities, and facilitating students' successful program engagement. The ACC GROW Coordinator may also develop student employment with external employer partners that ideally can be engaged in on campus when feasible. In addition, the ACC GROW Coordinator provides specialized ongoing career development programming for student-employees and also provides training for ACC personnel supervising/employing ACC GROW students. The ACC GROW Coordinator must demonstrate competency in working with students of multicultural backgrounds, particularly socioeconomically disadvantaged and historically under-employed populations, and will actively foster a sense of purpose and belonging among program participants.

Job Description:

Description of Duties and Tasks

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Essential duties and responsibilities include the following. Other duties may be assigned.

- Develops and places student-workers in meaningful employment, ideally on-campus. Facilitates onboarding through successful navigation of the Workday employment system for incoming ACC GROW students. Partners with Human Resources personnel, Employer Relations, and Student Financial Aid Work Study to ensure proper oversight of necessary onboarding processes and ongoing student employment.
- Applies specialized career-related coaching strategies with program participants in support of employment preparation, goal achievement, graduation, and ultimately entry into the chosen workforce. Must possess specialized career coaching expertise to meet the varied and unique needs of our community college population which includes veterans, students with disabilities, individuals with background challenges (incarceration, felony, lengthy employment gaps, etc.), people with limited career-related awareness, and/or individuals re-careering for various other reasons. Services are delivered in-person and virtually to individuals or groups. Facilitates student acquisition of personal effectiveness competencies (soft skills) through individual coaching and workshops.
- Develops, implements, and operationalizes district ACC GROW employment-related guidelines, ensuring alignment with College HR policies and practices. Designs and provides ACC GROW employment training sessions or ACC GROW supervisors and student-employees.
- Supervises & coaches student-employees while adhering to ACC GROW principles and organizational Human Resource policies and procedures as well as related employment laws.
- Maintains and applies up-to-date knowledge of relevant employment legislation and professional best practices, inclusive of the National Association of Colleges and Employers (NACE) standards associated with student career readiness.
- Assists students directly, or through service coordination, with career exploration and planning, job search preparation, employment readiness, and enhanced acquisition of essential professional competencies. Facilitates placement of students in positions related to their academic major, monitor students' on-site assignments, and develop support documentation for student applied learning experiences, academic credit, and/or college recognition.
- Develops and maintains the ACC GROW Student Employment website and handbook. Ensures student employment-related information, correspondence, and publications remain current, consistent, and compliant with federal and institutional regulations.
- Engages in programmatic outreach activities including training of staff and supervisors, scheduling supportive interactions with internal and external stakeholders, and organizing attendance at events supporting career readiness initiatives that focus on increasing employment outcomes and closing equity gaps. Promotes the accessibility of employment postings as well as job-search strategies. Conducts outreach to current/prospective students and family members to promote benefits of experiential learning.

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- Creates, coordinates, and delivers workshops and presentations aimed at supporting students' career pathway exploration and attainment. Collaborates with college personnel including offices of multicultural academic support, student life, academic departments, and alumni association to design and deliver career-related opportunities, projects, and events.
- Oversees the maintenance of accurate records. Maintain up-to-date written guidelines outlining procedures to be used, application and qualification process, program and work schedules, date/calendar/deadlines, standard forms (job descriptions and liability agreements), outline expectations/requirements for stakeholders (students, employers, advisers, and administrators), circulate program descriptions through publications and electronic media.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of the importance of cultural competence in promoting student success.
- Supervisory principles, practices, and methods with an emphasis on strengths-based approaches.
- Proven ability to foster relationships with all students that add to a sense of purpose and belonging.
- National Association of Colleges and Employers (NACE) standards.
- Current best practices in college career services, advising, and coaching strategies.
- Principles and practices associated with Servant-Leadership.
- Understanding of and commitment to the principles and practices associated with student success.
- Awareness of Global Career Development Facilitator (GCDF) practices, theories, ethics, and research.
- Awareness of National Career Development Association (NCDA) Career Services Provider standards.

Skills

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Must possess required skills and be able to explain and demonstrate, with or without

reasonable accommodations, that the essential functions of the job can be performed.

- Effective application of labor market information to academic programs for career development purposes.
 - Excellent communication and presentation skills.
 - Effective organizational and program development skills.
 - Ability to effectively communicate with a wide range of individuals and constituencies in diverse contexts.
 - Ability to gather, interpret and communicate the results of quantitative and qualitative statistical data.
 - Ability to utilize required technology programs used by career services.
 - Strong leadership skills promoting excellent customer service in the handling of student career services.
 - Ability to build a supportive culture of collaboration, connection, and care in a manner that improves communication and transparency for the operations of student access and success.
 - Ability to disseminate complex information effectively to a variety of audiences.
 - Establish and maintain effective working relationships.
 - Ability to work with a diverse student population.
 - Exhibit cultural competence when working with all students and other members of the community.
 - Ability to deliver services in a professional and ethical manner.
 - Effective interpersonal skills.
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- Ability to maintain an established work schedule, including evenings, and weekends when needed.
 - Maintaining confidentiality of work-related information and materials.
 - Providing quality customer service.

Technology Skills

- Knowledge of the digital employment application process, as well as software and platforms used by the College and career services such as Handshake, Lightcast, Career Coach, Jobscan, LinkedIn, Big Interview, HireVue, YouScience, FOCUS-2, Indeed, Workday, etc.
- Demonstrated proficiency using computer applications, presentation technologies, social media, interactive video and meeting technology, design platforms, webpage programs, and other

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contemporary learning technologies in use at the community college level.

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

Required Work Experience

- Two years related work experience.

Required Education

- Bachelor's degree.

Special Requirements

Licenses/Certifications; Other

- Reliable transportation needed for local district travel between campuses.

Physical Requirements

- Work is performed in a standard office or similar environment and online.
- 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.



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Salary Range

\$51,822 - \$64,777

Number of Openings:

1

Job Posting Close Date:

January 24, 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.

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/Round-Rock-Campus/Coordinator--ACC-GROW_R-7148

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

Staff

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