

Coordinator, High School Programs Enrollment &  
Partnerships-3  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251590>

Downloaded On: Jan. 15, 2025 7:47am

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

<b>Job Title</b>	Coordinator, High School Programs Enrollment & Partnerships-3
<b>Department</b>	Staff
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Jan. 14, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5923601">https://apptrkr.com/5923601</a>
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<b>Job Description</b>	

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**Coordinator, High School Programs Enrollment & Partnerships-3**

**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, High School Programs Enrollment & Partnerships-3

**Job Description Summary:**

To serve as the primary contact for enrollment, registration support, and partnerships for the College and High School Relations (CHSR) Division programs. Serves as liaison for assigned schools and independent school districts and works closely with independent school district (ISD) partners to develop, maintain, and grow campus high school programs participation.

**Job Description:**

**Description of Duties and Tasks**

**Essential duties and responsibilities include the following. Other duties may be assigned. Serves as primary High School Programs resource for assigned schools. Builds and fosters a positive working relationship between partnering ISDs and Austin Community College (ACC).**

- Develops, coordinates, and evaluates the ACC enrollment and partnerships on a high school campus.

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- Coordinates and plans with partner ISDs to host ACC class sections. Organizes and leads meetings with representatives from partner school districts.
- Develops the semester and annual course scheduling for individual high school locations to include: adding, canceling, and editing courses and course information as listed on online course schedule; adding, deleting, and editing course note restrictions to online course schedule; and ensuring that required instructional meeting minutes are met for all courses.
- Coordinates and negotiates with ACC academic department chairs for course request approvals, cancellations, and adjustments for CHSR sections at high school and ACC campuses.
- Coordinates and facilitates new student orientation sessions.
- Oversees and facilitates the resolution of concerns for program participants, faculty, ACC departments, and partnering ISD; responds to emails, phone calls, and visitors, to meet programmatic needs, as needed.
- Monitors Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) substantive change compliance for assigned schools.
- Oversees the accuracy of the ACC online schedule by working with the Supervisor of Instructional Support Services and partner ISDs.
- Monitors and oversees student registration and enrollments for assigned high schools.
- Coordinates, creates, organizes, and delivers recruitment and partnership events, program information sessions for assigned schools.
- Provides ACC faculty support for facility needs and student registration support.
- Creates and maintains an active role on the high school campus in order to actively recruit students from targeted underserved populations.
- Monitors semester registration of restricted classes and verifies semester class rosters for restricted high school sections to include: assisting with late-adding/reinstating/dropping students as needed in conjunction with ACC faculty and department chairs, troubleshooting issues, holds, and errors with individual student records.
- Communicates high school programs information, changes, etc. to ISD high school partners.
- Serves on high school, community, and collegewide committees as assigned.

### **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.**

- Student support services.
- Educational institutions' programs and functions.

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### **Skills**

**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.**

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Coordinating administrative support services.
- Making individual and group presentations.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.

### **Technology Skills**

- 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**

- Reliable transportation needed for local Austin area travel.



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**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.

**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



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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/South-Austin-Campus/Coordinator--High-School-Programs-Enrollment---Partnerships-3\\_R-7094](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/South-Austin-Campus/Coordinator--High-School-Programs-Enrollment---Partnerships-3_R-7094)

### 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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