

Director, GURC Midwest Region
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=252699>

Downloaded On: Feb. 5, 2025 5:50pm

Posted Feb. 5, 2025, set to expire Nov. 29, 2025

Job Title	Director, GURC Midwest Region
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Feb. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
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Job Description	

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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:

Director, GURC Midwest Region

Job Description Summary:

This role is pivotal in connecting with deaf students, educators, and communities across the country. The Director will be the face of GURC, fostering relationships, organizing events, and promoting programs and initiatives.

To provide leadership, project management, strategic planning and implementation of outreach efforts for the Gallaudet University Regional Center (GURC) for the Midwest region; to work closely with other regional GURC directors to ensure a unified approach to planning and programming; implement the Annual Goals provided by Gallaudet University through specified scopes of work; and partner with Austin Community College (ACC) on issues related to deaf education and interpreter education.

Job Description:

Description of Duties and Tasks

- Leads the Gallaudet University Regional Center for the Midwest Region, actively serving as a

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representative of Gallaudet University, Clerc Center, and Austin Community College (ACC) to Deaf and hard of hearing students from infant programs through college graduation, their families, communities, stakeholders, and the educators and other professionals who work with them.

- Develops and leads a portfolio of projects within the region designed to meet the goals of the Gallaudet and Clerc Center Strategic Plans, and the mission of ACC. Designs programs (e.g., training, workshops, early intervention events, regional and national conferences, and special events) to raise awareness of the programs and offerings of Gallaudet, the Clerc Center, and ACC for deaf and hard of hearing youth, their families, as well as teachers and professionals working with deaf children.
- Develops and maintains a robust network of contacts, resources, organizations and programs in the Midwest region. Networks with these contacts to build strong relationships and a regional resource repository, in collaboration with the Clerc Center. Seeks and facilitates opportunities for networking between schools, programs, organizations, and families while actively pursuing collaborative opportunities, and works closely with other GURC directors around the country to ensure a unified approach to planning and programming.
- Develops and implements a comprehensive outreach plan, including site visits to regional programs, conference presentations, regional workshops, and information dissemination. Creates and implements mechanisms to share resources and opportunities across the region, both broadly and to targeted audiences (e.g., family events, transition learning opportunities, etc). Documents all contacts through established customer management systems.
- Creates a comprehensive internal and external communication plan, designed to raise visibility and awareness of GURC, ACC, Clerc Center, and Gallaudet programs and offerings, as well as regional opportunities and services. Utilizes technology to maintain networking, marketing and public relations efforts, and enhance communication (e.g., websites, online communications, social media, video conferencing, video blogging, marketing materials created by filming, editing, and subtitling, creating flyers or promotional materials and e-newsletters).
- Serves as a resource and support to prospective deaf or hard of hearing students or interpreter training program students interested in applying to Austin Community College or Gallaudet University, and once accepted, assists in enrollment process when appropriate (e.g., the 2+2 Transfer Program).
- Serves as a regional expert on academic, continuing education, and youth programs offered through Gallaudet and ACC for deaf/hard of hearing students. Disseminates information regarding these programs throughout exhibits, conferences, workshops, and during professional presentations.
- Supports the Clerc Center's state and school partnership initiative by building relationships for referrals, conducting site visits as assigned, developing resources to support school action plans,

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and serving as a resource for partner schools.

- Collaborates with Vocational Rehabilitation offices throughout the region and identifies opportunities for Gallaudet University presentations, meetings, and/or collaborative projects.
- Promotes student success in the 11 state midwest service area by providing access to higher education and workforce education. This includes inviting ACC representatives to attend transition and college fairs with GURC-Midwest to market the programs offered for deaf and hard of hearing students, along with the Interpreter Training program.
- Tracks and analyzes outreach activities, maintaining accurate records and reporting on engagement metrics.
- Demonstrates exceptional customer service, both to the national constituency and to teachers, staff, families, and alumni of Gallaudet University; responds promptly to inquiries and requests for marketing/public relations, sponsorships, workshops, training, and technical assistance, or other services.
- Works cohesively as a positive, contributing member of a team; contributes actively to achieve the goal of the unit.
- Serves as the administrator for the GURC by supervising personnel as identified (e.g., staff, student assistants, volunteers), developing and monitoring the budget for GURC Midwest; managing financial paperwork properly; and providing budget information and reports according to established timelines.
- Creates and submits annual plans, quarterly activity reports, and quarterly financial reports to Gallaudet University.
- Serves as an active, contributing member of Austin Community College, Gallaudet University, and the Laurent Clerc National Deaf Education Center.
- Leads efforts to seek additional funding, identify and develop grant proposals, and implements activities that will generate additional revenue for the Center.

Knowledge

- Understanding of the community college philosophy and mission.
- Customer service techniques and practices.
- Educational institutions' programs and functions.
- Supervisory principles, practices, and methods.
- Thorough understanding of Gallaudet University and Clerc Center programs and services.

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Skills

- Proficient in American Sign Language (ASL) and excellent written communication skills. Ability to create and share information in a way that is accessible to a variety of audiences in both languages.
- Maintaining an established work schedule, which may include evenings or weekends.
- Strong organizational skills; able to maintain appropriate records, budgets, meet established timelines.
- Working collaboratively as an active, contributing member of a team, and works effectively with a multicultural student body & staff.
- Planning and managing budgets and manpower needs.
- Leading projects, communicating effectively with the public, and providing outstanding customer service.
- Establishing and maintaining effective working relationships.
- Maintaining confidentiality of work-related information and materials.

Technology Skills

- Demonstrated proficiency using standard office software applications and prospect tracking and database systems.
- Familiarity with social media platforms, digital marketing, and virtual event tools.

Required Work Experience

- Three years related work experience in coordination of professional programs and services in serving Deaf and hard of hearing students, families, professionals, alumni, and the schools/agencies involved.

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Education cannot be substituted for supervisory experience.

Preferred Work Experience

- More than three years work experience in coordination of professional programs and services in serving deaf and hard of hearing students, families, professionals, alumni, and the schools/agencies involved in progressively responsible leadership roles
- More than five years of work experience as a teacher and/or administrator in a PK-12 setting.

Required Education

- Master's degree in education, counseling, administration, or Deaf or hard of hearing-related field.

Special Requirements

- Reliable transportation needed for local Austin area travel.
- Willingness to travel nationally and work flexible hours, including evenings and weekends.
- A deep commitment to the deaf community and advocacy for equal opportunities.

Physical Requirements

- Work is routinely performed in office environments.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Manual dexterity to use sign language.
- Occasional lifting of objects up to 10 pounds.

Safety



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- Supervise safe operation of the 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.



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Salary Range

\$97,689 - \$122,111

Number of Openings:

1

Job Posting Close Date:

February 17, 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/Rio-Grande-Campus/Director--GURC-Midwest-Region_R-7267



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Contact Information

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

Contact

Staff

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