

**Coordinator, Career Resources
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=253079>

Downloaded On: Feb. 22, 2025 8:49am

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

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

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

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Job Posting Title:

Coordinator, Career Resources

Job Description Summary:

The Career Services Coordinator supports the Career Services team in delivering high-quality career development programs and initiatives across Austin Community College (ACC). This position provides operational and logistical support for all career services programs, including ACC GROW, Employer Relations, Career Specialists, and Today's Jobs. The Career Services Coordinator is responsible for event coordination, data tracking and reporting, calendar management, coordinating and delivering classroom and faculty/staff presentations, student employment hiring support, and district-wide outreach support. This role requires travel to multiple campuses and active engagement with students, faculty, staff, and employer partners to enhance career development opportunities.

Job Description:

Description of Duties and Tasks

- Track, collect, analyze, and generate reports on event participation, student engagement, and program impact. Use data insights to support continuous improvement in career services programming.
- Analyzes evaluations/feedback and makes recommendations for continuous improvement in career events and activities.
- Manages registration for events and activities utilizing career resource technologies. Updates the college-wide career services calendar of events and coordinates with others throughout the district. Organizes arrangements related to facility use, security, logistics, special equipment/technology, technical requirements, parking, and presenter/participant confirmations.
- Determines data collection points and reviews publication content for accuracy.
- Utilizes specialized technology, social media, and classroom visits to promote student engagement in career activities.
- Provides training, support, and assistance to campus liaisons offering career services events and activities on campus.
- Coordinates with college departments and programs to offer workshops/presentations on career for students and others.
- Develops and maintains collaborative relationships with Austin Community College departments, programs, faculty, staff, students, visitors, employer representatives, and campus groups.

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- Ensures consistency of career activities district-wide.
- Serves as an active member of the district Career Services Committee.
- Supervise working learners through the ACC GROW program, providing mentorship, guidance, and support to enhance their professional development.

Knowledge

- Strong understanding of career services best practices and student employment programs.
- Excellent organizational, project management, and event coordination skills.
Proficiency in data collection, reporting, and using career platforms such as Handshake, Workday, and LinkedIn.
- Effective presentation and facilitation skills for diverse audiences, including students, faculty, and employer partners.
- Ability to manage multiple priorities and maintain attention to detail.
- Strong interpersonal and communication skills, with a commitment to fostering student success and equity.
- Ability to travel between campuses and work occasional evenings or weekends as needed.

Skills

- Ability to draw and analyze data from an electronic records system for the purpose of producing various weekly, quarterly, and annual reports.
- Maintaining an established work schedule, including some weekends and evenings.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Disseminating complex information.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Coordinating the activities of staff.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.

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Technology Skills

- Experience using career services platforms (e.g., Handshake, Big Interview, Applicant Tracking Systems).
- Proficiency in Microsoft Office Suite, Google Suite, and presentation software.
- Skills related to data tracking and analysis.
- Experience with project management technology such as Asana.

Required Work Experience

- Two years of related work experience.

Required Education

- Bachelor's degree.

Special Requirements

- Reliable transportation is needed for local Austin area travel.

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

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- 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:

February 26, 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/Highland-Business-Center/Coordinator--Career-Resources_R-7291



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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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