

**Coordinator, Workforce Projects
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=254251>

Downloaded On: Mar. 12, 2025 1:33pm

Posted Mar. 11, 2025, set to expire Nov. 29, 2025

Job Title	Coordinator, Workforce Projects
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Mar. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Coordinator, Workforce Projects

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, Workforce Projects

Job Description Summary:

Manages all stages of workforce training program development, implementation and delivery, data management, documentation, and reporting of program deliverables, as well as researching and writing grants and project proposals to support grant and contract funded programs facilitated by the department.

Job Description:

Description of Duties and Tasks

- 1) Oversees, coordinates, implements, and facilitates various workforce training projects, including activities around curriculum development; instructional staff, calendars, and timelines; plans and implements all project activities; schedules stakeholder meetings; develops agendas; gathers and maintains the integrity of data; and writes monthly progress and closeout reports as necessary.
- 2) Organizes and facilitates all aspects of instructional development including generating a curriculum

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- plan based on the unique needs of industry partners; researching and securing curriculum solutions; hiring and coordinating qualified instructional staff; ordering supplies/books; arranging for classroom space and equipment; documenting class results and evaluations; and managing instructional payroll.
- 3) Coordinates college and outside partners (including industry partners, workforce offices and community organizations) involved in training project development and implementation projects; coordinates schedules, instructors, materials, participant documentation, and other project-related requirements.
 - 4) Performs technical, analytical, and related tasks for the collection, interpretation, aggregation, and evaluation of data; incorporates data for training project reporting and management purposes.
 - 5) Leads in the development and writing of monthly and final project reports, including grant & contract-related reporting as necessary.
 - 6) Coordinates with the director or manager for all training project management activities.
 - 7) As necessary, assists the Continuing Education division to develop, write, revise, edit, and submit grant & contract proposals to funding agencies (with focus on Texas Workforce Commission grants) and other partners at a quality level that supports the likelihood of award; ensures grant & contract submission criteria are met in grant & contract proposals.
 - 8) As necessary, participates in technical training provided by funding agencies and other partners and stays informed of changing grant standards and guidelines.
 - 9) Recruits, hires, and manages instructors and staff for all contract and grant-funded training programs.

Knowledge

- * Training program implementation and delivery processes.
- * Data documentation, manipulation, and reporting processes.
- * Program funds management and allocation.
- * Standards and proposal guidelines for contract and grant writing and documentation.
- * Contract and grant terminology.
- * Federal, state, business, and other agency contract and grant processes.
- * Accountable for inventory/property management.

Skills

- * Maintaining an established work schedule.
- * Effectively using interpersonal and communications skills, including tact and diplomacy.
- * Effectively using organizational and planning skills with attention to detail and follow-through.
- * Data collection, analysis, and report writing.

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- * Maintaining confidentiality of work-related information and materials.
- * Coordinating all phases of contract and grant management processes including budgets.
- * Establishing and maintaining effective working relationships with both college and external partner organizations.
- * Researching grant and resource opportunities. Assists with grant and contract proposal development.
- * Working and interacting with diverse groups of people.
- * Effectively handling details of multiple projects with varying timelines.
- * Ability to work well in a team environment.

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.

Preferred Education

- * Bachelor's Degree in Engineering or related field.

Other Preferred Qualifications

- * Experience coordinating skilled-trades programs in a public or higher education setting preferred.
- * Bilingual Spanish/English preferred.

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.

Salary Range



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\$56,919 - \$71,148

Number of Openings:

1

Job Posting Close Date:

March 21, 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/Northridge-Campus/Coordinator--Workforce-Projects_R-7383

Contact Information

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



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Contact

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