

**VIL College Mentor: Verizon Grant
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=255626>

Downloaded On: Apr. 19, 2025 3:39pm

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

Job Title VIL College Mentor: Verizon Grant
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Apr. 11, 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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Apply By Email

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:

VIL College Mentor: Verizon Grant

Job Description Summary:

This position provides temporary assistance - VIL Mentor. The College mentors serve as the primary lead in all mentoring activities. The mentors are tasked with facilitating the mentoring curriculum throughout the summer camp to the middle school students. During the summer camp, mentors will also be tasked with assisting with the camp and act as an IA for the instructor of record.

Job Description:

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

- Takes accountability for the responsibilities of the summer camp mentoring activities as stated in the curriculum.
- Takes the lead in small group discussions.
- Provides classroom support for the lead instructor.
- Prepare classroom equipment and instructional materials for lessons.

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- Utilizes best practices concerning classroom management to foster student persistence and success.
- Collaborates closely with program personnel to maximize academic benefits for each student.
- Help maintain up-to-date student progress, attendance, and behavior records.
- Attends program meetings and training as assigned.
- Assists with additional program duties as assigned.

Knowledge

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

- Knowledge of mentorship experience and/or willingness to be challenged to build skills and set and pursue career, academic, personal, social, and cultural development goals.
- Knowledge of various effective teaching techniques.
- Effective classroom management and interpersonal communication methods.

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.
- Maintaining confidentiality of students and other work-related information.
- Effectively using interpersonal and communications skills, including tact, patience, diplomacy, sensitivity, and flexibility as it relates to working with students from varied socioeconomic backgrounds and learning styles.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Establishing and maintaining effective working relationships with people of diverse backgrounds, including students, instructors, tutors, and staff.
- Ability to apply knowledge of current education and instructional theories, methodologies, techniques, and principles.
- Ability to apply knowledge of the subject area.

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Technology Skills

- Demonstrate proficiency using computer applications, online resources, and other technologies for the classroom.
- Demonstrate proficiency using an online learning management system such as Canvas or Blackboard to develop and build course content and perform administrative duties.

Required Work Experience

- 1-year related work experience

Preferred Work Experience

- Recent formal and informal classroom experience, coursework, or other activity with students at the specified grade levels.
- Knowledge of current instructional strategies appropriate for students at the specified grade levels.
- Has a desire to learn more about STEM.
- Experience delivering lessons and/or leading discussions

Required Education

- Must be current College Student

Other Preferred Qualifications

- Valid Texas Driver's License and reliable transportation for travel within the ACC service area.

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Physical Requirements

- Work is performed in a classroom environment on campus in an academic setting.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Occasional lifting of objects up to 20 pounds

\$3,000 Stipend paid at the end of assignment.

Number of Openings:

2

Job Posting Close Date:

April 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.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/VIL-College-Mentor--Verizon-Grant_R-7341

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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