

**Coordinator, Grants and Special Projects - Child Care
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=255943>

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

Posted Apr. 17, 2025, set to expire Nov. 29, 2025

Job Title Coordinator, Grants and Special Projects - Child Care
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Apr. 17, 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, Grants and Special Projects - Child Care

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, Grants and Special Projects - Child Care

Job Description Summary:

Coordinates all stages of program implementation and delivery, and assists in the ongoing documentation and reporting of program deliverables for the Child Care and Development and Education Instruction Departments.

Job Description:

Description of Duties and Tasks

- 1) Coordinates, organizes, and supports Austin Community College (ACC) initiatives to promote student engagement.
- 2) Provides comprehensive case management services through on-going contact and follow-up with students in the program, including advising and coordinating referrals to available college and community services as needed to assist students in achieving academic success.
- 3) Coordinates and implements student outreach activities for new, current, and alumnae ACC

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students to participate in the transfer program, Ascender.

4) Establishes and maintains an active role in the community in order to recruit prospective students which includes making presentations and outreach visits directly to High schools, ESL students, and Adult Education students in a variety of environments, including non-profit organizations that offer classes to the community.

5) Designs and develop initiatives for recruitment, persistence, and retention such as recording student testimonials, provide updates for web content, collaborates with the Marketing department and Office of Student Affairs, and make appearances on public media segments.

6) Coordinates the recruitment of mentors, assists in developing training, and pairing students with the appropriate mentor.

7) Coordinates and ensures students and mentors retain a good and professional relationship.

8) Handles conflict resolutions between students and mentors, if any problems arise or occur.

9) Coordinates in collaboration with ACCTV for the bilingual TV show, "Ready, Set, Ascender!" Responsibilities include co-hosting, scriptwriting, and coordinating guests' appearances.

10) Develops promotional materials, including social media, that relate to students and mentors and other programs targeted to Hispanic and underrepresented groups.

11) Coordinates arrangements related to facility use, security, logistics, special equipment, technical requirements, travel or bus transportation of events, and parking.

12) Coordinates organizes and supports cultural and educational events, including seminars, conferences, and informative sessions on different topics directed to students and mentors.

13) Obtains faculty and other speakers for events and confirms their participation, in addition to providing on-site assistance.

14) Provides ongoing quality communication, effective customer service, and support to students by using consistent, effective outreach and follow-up.

15) Provides direct contact and outreach to students through phone, text, and email to support outreach and retention efforts. Logs and tracks student contact and follow up.

16) Assists with the coordination of program budget expenditures including field trip expenses, purchases of supplies.

17) Performs administrative and clerical tasks as assigned.

18) Oversees the work of work-study students and interns by assigning duties and reviewing work tasks.

Skills

- Prepare and/or process purchase orders.
- Manage or administer grant funds.
- Maintaining an established schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.

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- Effectively using organizational and planning skills with attention to detail and follow-through.
- Data collection, analysis, and reporting writing.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Coordinating and maintaining project-based budgets.
- Working and interacting with diverse groups of people.

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.

An Associate degree and four years of related work experience may substitute for this education requirement. Applicants who substitute work experience to meet the education requirement must use additional related work experience to meet the years of "Required Work Experience" for this position. Please note that the college reserves the right to amend these terms of substitution at any time.

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.

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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

\$47,840 - \$53,760

Number of Openings:

1

Job Posting Close Date:

April 28, 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/Eastview-Campus/Coordinator--Grants-and-Special-Projects---Child-Care_R-7290

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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