

Director, Special Projects
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=257201>

Downloaded On: May. 21, 2025 7:25am

Posted May 20, 2025, set to expire Nov. 29, 2025

Job Title Director, Special Projects
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted May 20, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Executive

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Job Description

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Director, Special Projects

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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.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. [-AR 4.0300.01](#)

[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, Special Projects

Job Description Summary:

The Director, Special Projects provides strategic project management leadership in support of key initiatives driven by the Managing Director of Operations and Initiatives and the Office of the Vice Chancellor of Instruction. This role is responsible for coordinating multi-departmental initiatives that advance the operational and instructional priorities of the College.

Job Description:

Description of Duties and Tasks

- Leads project planning, implementation, and evaluation across college departments to meet organizational objectives.
- Collaborates with college departments, external stakeholders, and industry partners to identify and respond to workforce development needs.
- Supports program design and implementation to align with community and regional labor market trends.
- Serves as a primary point of contact and project manager for strategic instructional initiatives,

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including communications, reporting, and deliverables tracking.

- Designs project timelines and tracking mechanisms to monitor progress and drive timely execution.
- Coordinates data collection, performance metrics, and reporting in alignment with organizational priorities.
- Develops agendas, prepares materials, and facilitates meetings for executive staff and cross-functional teams.
- Manages project documentation, supports internal communication plans, and ensures continuity across initiatives.
- Provides coordination and management of grant-related activities as needed.
- Supports development and implementation of operational efficiencies in collaboration with instructional leadership and other departments.
- May work closely with stakeholders to provide management of certain grants, such as Perkins Grant.
- Performs other duties as assigned.

Knowledge

- Strong knowledge of project management planning, execution, and evaluation.
- Understanding of the community college philosophy and mission.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- College operations, organization, policies, and procedures.

Skills

- Ability to be a highly effective cross-functional partner across various departments, building relationships, instilling confidence, and being a positive influence on colleagues.
- Effective organizational and planning skills, including attention to detail, identifying key issues, managing numerous tasks simultaneously, developing and completing new projects from conception to execution, and achieving consistent follow-through with minimal supervision.
- Effectively using interpersonal and written communications skills, including the use of tact, diplomacy, understanding, and valuing all contributions with the goal of transparent and clear communication.
- Professional judgment, discretion, and decision-making across complex initiatives.

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- Strategic and creative problem solving with a high degree of adaptability and initiative.
- Demonstrated ability to build and develop high-performing teams and drive functional competencies.
- Effective leadership with a strong customer focused orientation when working with multicultural students, faculty, administration, community and business leaders.

Technology Skills

* Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

*Three years related work experience and one year supervisory experience.

Required Education

* Bachelor's degree.

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

\$87,157 - \$108,946

Number of Openings:

1

Job Posting Close Date:

June 2, 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

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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-Campus/Director--Special-Projects_R-7531

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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