

**Interim Director, Professional Development  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=258011>

Downloaded On: Jun. 9, 2025 4:44pm

Posted Jun. 9, 2025, set to expire Nov. 29, 2025

**Job Title** Interim Director, Professional Development  
**Department** Staff  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Jun. 9, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Other

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**Job Description**

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**Interim Director, Professional Development**

**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.

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:**

Interim Director, Professional Development

**Job Description Summary:**

The Interim Director of Professional Development, designs, delivers, and manages impactful professional development programs that foster growth, engagement, and continuous learning across Austin Community College (ACC). Grounded in the College's values of Courage, Compassion, Joy, and YES!, this position leads efforts to build internal capacity, elevate employee performance and support collegewide initiatives that enhance service excellence and operational impact. This roles oversees training, delivery, program evaluation, and engagement strategies that align with strategic goals and ensure equitable access to development opportunities for all staff.

**Job Description:**

Austin Community College (ACC) is seeking a forward-thinking, collaborative leader to serve as Interim Director, Professional Development, for a six-month appointment. This role is ideal for someone with a

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passion for building engaging, inclusive, and high-impact learning environments; paired with a strong ability to assess, prioritize, and strengthen internal systems and team capacity.

In addition to supporting core program optimization and development, the interim leader will help ACC understand current and emerging needs by providing objective, data-informed insights about the structure, scope, and support required for a sustainable professional development function. These insights will directly shape the permanent position and inform broader HR and organizational priorities.

This is a unique opportunity to make an immediate contribution while shaping the future of professional development and employee experience at a mission-driven institution rooted in Courage, Compassion, Joy, and YES!

### **Description of Duties and Tasks**

- Supervise, coach, and develop staff within the professional development team, ensuring alignment with ACC's values, HR policies, industry standards, and applicable employment laws. Recommend hiring and personnel actions for direct reports.
- Lead the design, facilitation, and delivery of training programs and workshops for staff, incorporating adult learning theory, inclusive practices, and emerging workforce needs.
- Develop and implement structured learning pathways that promote job readiness, leadership development, and continuous improvement aligned with institutional goals.
- Manage program logistics and operations, including scheduling, instructor support, registration, attendance, and evaluation tracking using ACC's learning management systems.
- Collaborate with supervisors, departments, and HR partners to identify and respond to training needs across the College.
- Conduct or coordinate professional development needs assessments, using data to inform new initiatives or revise existing programs.
- Establish evaluation methods to measure the impact and effectiveness of training offerings, and generate reports with recommendations for continuous improvement.
- Oversee College-wide learning events and support College-wide initiatives related to onboarding, performance improvement, or employee engagement.
- Develop and maintain digital content, including course materials, marketing collateral, and web-based training resources in partnership with Communications and IT teams.
- Identify, assess, and coordinate external facilitators, consultants, and vendors as needed to expand development offerings.
- Stay current on trends and technologies in workplace learning, including digital learning platforms, coaching, multi-cultural-informed practices, and generative AI tools (as appropriate).
- Maintain confidentiality and professionalism in handling sensitive employee data and interactions.

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- Oversee the performance management evaluation process, ensuring it aligns with institutional goals, values, and standards.
- In collaboration with HR Shared Services, ensure the performance management system is accessing up-to-date job descriptions, standards of performance, and performance evaluation instruments.
- Oversee the PD staff in providing training and coaching to supervisors regarding the use of the performance management-related system and process. Refer supervisors to HR Business Partners or HR Leadership to receive coaching for specific employee performance management issues.
- Collaborate with HR Leadership to integrate talent development initiatives into the performance management process.
- Responsible for achieving departmental goals.
- Perform other duties as assigned.

### **Knowledge**

- Learning and development principles, adult learning theory, and inclusive training design.
- Project planning and program implementation best practices.
- Evaluation methods for training effectiveness and engagement.
- HR operations and policies relevant to staff development.
- Principles of performance management and coaching.
- Event planning and facilitation for group training initiatives.
- Higher education or public sector experience (preferred).

### **Skills**

- Effective leadership, supervision, and coaching skills.
- Strong presentation and facilitation abilities, across in-person, virtual, and hybrid environments.
- Analytical thinking and attention to detail.
- Ability to manage multiple projects with competing deadlines.
- High emotional intelligence and interpersonal skills.
- Excellent written and verbal communication skills.
- Customer service orientation and a collaborative spirit.
- Data-driven decision making.

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### **Technology Skills**

- Proficiency with learning management systems (LMS) such as Workday, e-learning tools, and webinar platforms.
- Strong skills with Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong skills with Google Workspace.
- Familiarity with reporting tools and survey platforms for evaluations.
- Ability to design basic instructional materials using software such as Canva, Articulate, Snagit, or similar.

### **Required Work Experience**

- Five (5) years of professional experience in employee development, facilitation and training, or organizational learning.
- At least one (1) year of supervisory experience.

Completion of the ACC Supervisor Certificate Series Program will satisfy the supervisory requirement.

### **Preferred Work Experience**

- Higher education or public sector experience.
- Workday LMS experience.
- Three (3) or more years of supervisory experience.

### **Required Education**

- Bachelor's degree in Organizational Development, Education, Human Resources, or a related field.

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**Preferred Education**

- Master's degree in Organizational Development, Education, Human Resources, Education, or a related field.

**Special Requirements**

- Reliable transportation for travel in the Austin area as required.

**Physical Requirements**

- Ability to travel between campuses as needed.
- 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**

- 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.

**Key Deliverables (First 6 Months Expectations)**

**Staff Support & Leadership**

- Provide day-to-day supervision, coaching, and strategic guidance to the Professional Development team
- Ensure continuity of professional development operations, services, and communication across the College

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### **Training & Learning Development**

- Deliver and document College-wide training for:
  - Hiring Managers
  - New Manager Orientation
  - Employee Relations and Performance Practices
- Develop scalable tools and resources that support managers and employees throughout the employee lifecycle

### **Program Assessment & Strategic Input**

- Conduct an assessment of current programs, offerings, and team capacity
- Provide objective, data-informed recommendations to HR leadership on:
  - Gaps in services or structure
  - Opportunities to improve sustainability and engagement for the lifecycle of employees with varied areas of responsibility and diverse needs
  - Strategic priorities and needs for the future permanent role and team

### **Evaluation & Feedback Systems**

- Support the improvement of employee evaluation tools and processes
- Establish feedback loops to assess the impact of training and engagement efforts

### **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 intended to be 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

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may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC as its discretion to enable individuals with disabilities to perform the essential functions.

**Number of Openings:**

1

**Job Posting Close Date:**

June 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.

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**To apply, please visit:** [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Interim-Director--Professional-Development\\_R-7788](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Interim-Director--Professional-Development_R-7788)

**Contact Information**



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

**Contact**

Staff

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