

**Coordinator, High School Programs Academic Success
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=259496>

Downloaded On: Jul. 9, 2025 5:45pm

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

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| Job Title | Coordinator, High School Programs Academic Success |
| Department | Staff |
| Institution | Austin Community College Austin, Texas |
| Date Posted | Jul. 9, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administration - Other |
| Apply Online Here | https://apptrkr.com/6365487 |

Apply By Email

Job Description

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Coordinator, High School Programs Academic Success

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](#)

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[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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, High School Programs Academic Success

Job Description Summary:

To advise and implement success initiatives for high school students enrolled in Austin Community College (ACC) programs.

Job Description:

Description of Duties and Tasks

- 1) Provides academic advising for high school students enrolled in ACC programs, including facilitating group advising sessions for maximum efficiency.
- 2) Assists students with academic challenges such as obtaining Student Accessibility Services (SAS) accommodations, academic struggles, counseling referrals (ACC Cares), career counseling,

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rebounding from failure, etc.; and supporting faculty needs (e.g., facility challenges, logistics, parking, technology, etc.).

- 3) Responds to early alerts from professors and coordinates interventions with high school staff.
- 4) Informs students of their 'Rights and Responsibilities' as well as assists students through ACC's Due Process.
- 5) Manages the student, ISD and faculty complaint process and acts as liaison for all stake-holders.
- 6) Provides students with degree audit advising and answers students' questions concerning transferability.
- 7) Stays abreast of ACC's equity and inclusion ideals and employs a multicultural mindset when working with their caseload.
- 8) Oversees implementation of midterm self-reporting, including assessment of student progress, improvement plans, and advising adjustments as needed (drop, recover, etc.).
- 9) Facilitates motivational, special and regional events such as senior survey/goodbye parties, field trips, career and transfer and mental wellness workshops.
- 10) Monitors student success data to: better plan large scale intervention strategies, provide crucial department feedback to their supervisor, and to report back to ISD Officials.
- 11) Facilitates beginning of semester orientations for parents and faculty teaching College and High School Relations (CHSR) students at each high school.
- 12) Facilitates workshops/student success events for students and college student success training for high school personnel.
- 13) Works with independent school districts (ISD) and enrollment partners as needed to refine curriculum/course sequencing for improved student success.
- 14) Works with ISDs and enrollment partners to troubleshoot student registration issues that may impact success.
- 15) Assists ISDs with implementation of best practices for Texas Success Initiative (TSI) prep.
- 16) Assists ISDs with Summer Bridge activities, including coordinating student visits to ACC campuses, presentations by student support staff, faculty, etc.
- 17) Analyzes data for assigned students and schools to improve overall persistence and completion outcomes.
- 18) Stays abreast of ACC advising notices, policies, updates, and training; reviewing ACC advising materials for assigned schools.
- 19) Works with ISD and Enrollment partners to identify non-CHSR seniors for ACC college advising and referral to Recruitment.
- 20) Serves on various internal and external committees that support the mission of the department.

Knowledge

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- * Multitasking and meeting varying deadlines and timelines.
- * Educational program planning, design, development, coordination, and implementation procedures.
- * Student success best practices.

Skills

- * Maintaining an established work schedule, including occasional evenings and weekends.
- * Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- * Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- * Effectively communicating through oral and written presentations.
- * Maintaining confidentiality of work-related information and materials.
- * Preparing and posting website information.
- * Analyzing complex information and implementing long-range and immediate plans.
- * Effectively working with a diverse and multicultural student body.
- * Working collaboratively. Establishing and maintaining effective working relationships.
- * Participating in efforts to design, implement, measure, and refine programs and services.

Technology Skills

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

Required Work Experience

- * Two years related work experience.

Preferred Work Experience

- * Work experience in educational programs, college advising, or high school counseling.

Required Education

- * Bachelor's degree.

Preferred Education

- * Master's degree.

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Special Requirements

- * Valid Texas Driver's License and reliable transportation for local Austin area travel.

Physical Requirements

- * Work is performed in a standard office, classroom 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

Salary Range

\$51,822 - \$64,777

Number of Openings:

1

Job Posting Close Date:

July 22, 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

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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/Elgin-Campus/Coordinator--High-School-Programs-Academic-Success_R-7880

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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