

**Instructor, Continuing Education
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=260915>

Downloaded On: Aug. 8, 2025 6:52pm

Posted Aug. 8, 2025, set to expire Nov. 29, 2025

Job Title Instructor, Continuing Education
Department Education
Institution Austin Community College
Austin, Texas

Date Posted Aug. 8, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Education

Apply Online Here <https://apptrkr.com/6451067>

Apply By Email

Job Description

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Instructor, Continuing Education

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:

Instructor, Continuing Education

Job Description Summary:

Implements and teaches educational programs, courses, experiences, and services that will directly aid students in achieving educational objectives; maintain regular office hours and assists in curriculum development and planning.

Job Description:

Description of Duties and Tasks

- Teaches courses as assigned which correlate with the catalog descriptions and course outlines and in a manner designed to assist the student to achieve the specific objectives of the course.
- Advises students of requirements established by the instructor for meeting course objectives.
- Periodically examines and informs each student of their progress toward achieving course

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objectives.

- Prepares and administers examinations by-program established for the subject area of assignment.
- Researches and recommends the revision, deletion, or addition of programs and courses to reflect the developmental changes occurring with the subject area.
- Participates in evaluations of curriculum and instruction.
- Participates in the evaluation of instructional materials.

Knowledge

- Accepted principles, practices, and trends of program served.
- Applicable sections of the State Education Code.
- Curricula.
- Knowledge of policies, regulations, educational master plan.
- Labor market conditions and demographic composition of community's population.
- Principles and techniques of teaching.
- Requirements for academic subjects.

Skills

- Communicate both orally and in writing.
- Establish effective relationships with students, faculty, staff, and the business community.
- Interpret, apply, and explain regulations, policies, and procedures.
- Plan and organize the programs and activities assigned.
- Excellent verbal and written communication skills.
- Maintaining confidentiality of work-related information and materials.
- Effectively using interpersonal and written communications skills.

Technology

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

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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 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.

Pay Rate

This hourly rate varies depending on assignment.

Number of Openings:

4

Job Posting Close Date:

August 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

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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.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Instructor--Continuing-Education_R-8130

Contact Information

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

Contact

Education

Austin Community College

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