

**Coordinator, EOC Education
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=261666>

Downloaded On: Aug. 26, 2025 7:31pm

Posted Aug. 26, 2025, set to expire Nov. 29, 2025

Job Title Coordinator, EOC Education
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Aug. 26, 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, EOC 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:

Coordinator, EOC Education

Job Description Summary:

To manage college-wide training, prevention, and education programs for all students, staff, faculty, and college partners on Title IX, Clery Act, ADA, Title VI, Title VII, and other applicable state and federal laws regarding equal opportunity and non-discrimination. Develop, implement, and promote comprehensive prevention and outreach initiatives related to federal and state laws as well as college policy that protect equal access and opportunity in higher education. Develop strategic communications and marketing efforts for the college community, with special emphasis on promoting the work of areas within the Office of Equal Opportunity Compliance.

Job Description:

Description of Duties and Tasks

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- Manages existing and establishes new College compliance strategies and programs as required by state and federal law.
- Develops and implements inclusive education curricula for employees, students, and relevant stakeholders. Topics may include but are not limited to, sexual violence, dating & domestic violence, stalking, sexual harassment, discrimination, consent, bystander intervention, ADA, Title VI, and Title VII.
- Coordinates delivery and maintenance of online prevention training as required by law for employees and students. Serves as the point of contact for troubleshooting.
- Develops and procures promotional materials for programming and events to support annual departmental educational campaigns and raise awareness of departmental initiatives.
- Establishes and implements an assessment plan aimed at increasing awareness, education, and progressive collaborations across the College district.
- Conducts an annual review to identify education and training gaps on topics required by regulatory agencies or identified as an institutional risk.
- Leverages partnerships with Student Affairs, Instruction, and Human Resources to foster opportunities for cross-collaboration on training and programs, including reviewing submissions for public awareness events
- Promotes prevention and outreach initiatives which includes editing, proofreading, and improving marketing content on a variety of digital platforms, web landing pages, email, social media content, and print materials, etc.
- Assesses event submissions & contributes to the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices that comply with federal and state legislation, regulation, and case law requiring the prompt, fair, and equitable resolution of all complaints pursuant to Title IX.
- Plans, develops, maintains and presents, prevention training and education materials related to compliance protections, responsibilities, and campus/community resources for all students and employees, with specialized annual training for student conduct officers, investigators, and other staff.
- Maintains a master calendar detailing all campus-based training and education programming related to sexual misconduct and interpersonal violence.
- Represents the Equal Opportunity Compliance Office at New Employee and Faculty Orientation, Student Life awareness events, and Employee Wellness events.

Knowledge

- Assessment software to identify needs of Compliance programming.
- Knowledge of Title VII, Title IX, Title VI, ADA, Clery Act, and the Drug Free Schools and Communities Act.

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- Federal and state laws regarding civil rights, discrimination, harassment, and employment law.
- Instructional techniques, theory, and workshop design.
- Best practices related to prevention and training programs.
- Recognizing the need for professional intervention and referring to proper resources and personnel.
- Higher education organizational culture, policies, and procedures preferred.

Skills

- Maintain an established work schedule which may include occasional evenings and weekends.
- Effectively use interpersonal and communication skills including public speaking, civility, and empathy.
- Effectively use organizational and planning skills with attention to detail and follow-through.
- Establish and maintain effective working relationships.
- Ability to analyze complex information.
- Adept in effective interactions with students, faculty, staff, and other parties.
- Excellent presentation skills including teaching and conducting workshops.
- Ability to work both independently and collaboratively.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Use social media, work with desktop publishing, and update webpages.

Required Work Experience

- Two years of related work experience.

Preferred Work Experience

- Two years of related work experience in training and prevention.
- Two years of related work experience in a higher education setting focused on sexual assault, dating violence, domestic violence, stalking, and sexual harassment prevention and response.

Required Education

- Bachelor's Degree.

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Preferred Education

- Bachelor's Degree or higher in a related field such as human resources, social work, psychology, criminal justice, student affairs or higher education.
- Master's Degree or higher in a related field.

Special Requirements

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

Other Preferred Qualifications

- Bilingual English/Spanish.

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 20 pounds.

Salary Range

\$66,544 - \$83,179

Number of Openings:

1

Job Posting Close Date:

September 10, 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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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/Highland-Campus/Coordinator--EOC-Education_R-8178

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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