

**Coordinator, Financial Aid Outreach  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=262700>

Downloaded On: Sep. 18, 2025 3:37pm

Posted Sep. 18, 2025, set to expire Nov. 29, 2025

**Job Title** Coordinator, Financial Aid Outreach  
**Department** Staff  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Sep. 18, 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, Financial Aid Outreach**

**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, Financial Aid Outreach

**Job Description Summary:**

Coordinate the planning, implementation, and delivery of programs, services, and events to boost financial aid utilization by students including prospective students in the ACC service area. This role requires local travel within the ACC service area, availability during evenings, and occasional Saturdays.

**Job Description:**

**Description of Duties and Tasks**

- Build and maintain strong relationships with high school counselors, community-based organizations, and other key stakeholders within the ACC service area to optimize FAFSA/TASFA completion rates.

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- Foster a comprehensive understanding of financial aid processes among prospective students, their families, and community members, empowering them to pursue higher education opportunities.
- Collaborate with ACC's Recruitment and High School Programs teams to optimize resources and ensure coordinated efforts, enhancing the efficiency and impact of financial aid outreach initiatives aimed at increasing financial aid applications and utilization
- Manage a designated territory within the ACC service area, stepping in to cover additional territories as needed, ensuring consistent engagement across regions.
- Organize and coordinate internal and external outreach events, facilitating dynamic workshops for students and families to promote an understanding of financial aid and paying for college.
- Provide hands-on support to students in completing financial aid applications, including FAFSA/TASFA submission, FSA ID setup, and accessing ACC portals.
- Advise the Associate Director and Director on strategies to boost financial aid application completion and utilization, informed by insights gained from community engagement and outreach efforts.
- Stay updated on changes in federal and state financial aid policies and adapt content and delivery methods accordingly to effectively communicate updates to stakeholders.
- Maintain regular communication with students, parents, and counselors through various channels including email, phone, and text.
- Handle data entry, monitor student progress, and manage student database updates.
- Perform additional duties as assigned, adapting to evolving departmental needs and contributing to continuous improvement to further ACC's financial aid outreach goals.
- May supervise hourly employees.

**Knowledge**

- Student financial aid processes and activities.
- College admission, registration, and financial aid procedures.
- Federal and state regulations pertaining to financial aid programs.
- Event planning and follow-through.
- Effective recruitment and retention methodologies.
- Parent involvement in activities and programs.
- Community-based organizations, support agencies, services, and resources.
- Higher education student support services.

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### **Skills**

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Providing information and guidance in relation to student financial aid programs.
- Reviewing financial aid applications and determining eligibility.
- Performing general clerical activities associated with financial aid services.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Determining individual benefit eligibility.
- Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.
- Demonstrated ability to work effectively with both internal and external groups with a multicultural background.

### **Technology Skills**

- Use a variety of spreadsheet, word-processing, database and presentation software.
- Use student information and database systems.
- May also use social media, work with desktop publishing and update program webpage.

### **Required Work Experience**

- Two years related work experience.

### **Preferred Work Experience**

- Experience working with students and parents who are traditionally underrepresented in higher education.

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**Required Education**

- Bachelor's degree.

**Physical Requirements**

- Ability to effectively communicate orally and in writing.
- Work is performed in a standard office or similar setting.
- 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 (PG)**

\$52,600- \$65,749

**Number of Openings:**

1

**Job Posting Close Date:**

October 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

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(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 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-Business-Center/Coordinator--Financial-Aid-Outreach\\_R-8368](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Coordinator--Financial-Aid-Outreach_R-8368)**

**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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