

Coordinator, High School Programs Career & Job
Readiness
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263021>

Downloaded On: Sep. 26, 2025 3:25pm

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

Job Title	Coordinator, High School Programs Career & Job Readiness
Department	Career Academies and PTECH
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs
Apply Online Here	https://apptrkr.com/6592183

Apply By Email

Job Description

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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 Career & Job Readiness

Job Description Summary:

To serve as the primary contact for recruitment, enrollment, registration support, and job readiness for Career Academies and PTECH programs. Serves as liaison for career academies and independent school districts and works closely with independent school district (ISD) partners to develop, maintain, and grow campus high school programs participation.

Job Description:

Description of Duties and Tasks

1) Serves as primary High School Career Programs resource for career academies. Builds and fosters a positive working relationship between partnering ISDs and Austin Community College (ACC).

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- 2) Develops, coordinates, and evaluates the ACC enrollment and recruitment on a high school campus.
- 3) Coordinates and plans with partner ISDs to host ACC career academy class sections. Organizes and leads meetings with representatives from partner school districts.
- 4) Develops the semester and annual course scheduling for individual high school locations to include negotiation with ACC academic department chairs for course approvals, cancellations, and adjustments for CHSR sections at high school and ACC campuses.
- 5) Coordinates and delivers new student orientation session for career programs.
- 6) Oversees the accuracy of the ACC online schedule by working with the supervisor of Instructional Support Services and partner ISDs.
- 7) Coordinates, creates, organizes, and delivers recruitment and outreach events for career programs.
- 8) Provides ACC faculty support for facility needs and student registration support for career academies.
- 9) Develops a job readiness workshop for graduating students to include: resume writing, interview preparation, workforce networking, and work readiness.
- 10) Creates and maintains an active role on the high school campus in order to actively recruit students from targeted underserved populations.
- 11) Monitors semester registration of restricted career academy classes and verifies semester class rosters.
- 12) Communicates high school programs career academy information, changes, etc. to ISD high school partners.
- 13) Serves on high school, community, and college-wide committees as assigned
- 14) Provides various types of targeted academic advising for high school students enrolled in ACC programs, including Satisfactory Academic Progress advising, mid-semester advising, withdrawal advising, and degree audit advising.
- 15) Responds to academic progress alerts from professors and coordinates interventions with high school staff.
- 16) Informs students of the ACC support resources available to them (including, but not limited to, Academic Coaching, Tutoring, Student Accessibility Services, and Mental Health Counseling) and submits referrals to these resources as needed.
- 17) Ensures students are aware of their rights as ACC students and guides students through relevant conduct processes, as needed.

Knowledge

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- * Student support services.
- * Educational institutions' programs and functions.

Skills

- * Maintaining an established work schedule, including some 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.
- * Coordinating administrative support services.
- * Making individual and group presentations.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, graphic creation and presentation software, and Google applications.

Required Work Experience

- * Two years related work experience.

Preferred Work Experience

- * Two years related work experience in higher education support services.

Required Education

- * Bachelor's degree.

Special Requirements

- * Valid Texas Driver's License and reliable transportation for ACC service area travel.

Physical Requirements

- * Work is performed in a standard office or similar environment.



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- * 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

\$52,600 - \$65,749

Number of Openings:

1

Job Posting Close Date:

October 8, 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 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/Coordinator--High-School-Programs-Career---Job-Readiness_R-8328



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Contact Information

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

Contact

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