

**Staff Development Coordinator II-1
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=263169>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Nov. 29, 2025

Job Title Staff Development Coordinator II-1
Department Administrative
Institution Austin Community College
Austin, Texas

Date Posted Sep. 30, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Apply By Email

Job Description

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Staff Development Coordinator II-1

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:

Staff Development Coordinator II-1

Job Description Summary:

Responsible for the design, development and coordination, management and presentation of staff, faculty, and administrators training programs.

Job Description:

Description of Duties & Tasks

- Creates, designs, implements, develops, coordinates, and conducts new training programs. Serves as facilitator and instructor for workshops and seminars.
- Researches and reviews models of teaching, learning theories, and best practices; implements techniques to develop and deliver workshops.

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- Maintains the training portion of a project plan and adheres to project timelines.
- Creates and distributes marketing materials and class materials to promote professional development programs among staff, faculty and administrators.
- Assists with the design and maintenance of course offerings in the LMS; enters workshop attendance and evaluation ratings, and reviews workshop feedback.
- Coordinates assigned professional development programs and training.
- Develops and conducts customized training for managers and teams. Conducts team building activities.
- May schedule, negotiate compensation and prepare payment paperwork when outside instructors are hired for training programs.
- Partners with internal stakeholders regarding instructional needs and designs.
- Assists college wide staff with career upward mobility plans. Conducts conversations about resumes and skills gaps for internal career progression.
- Uses up-to-date training methods and techniques to plan, coordinate and oversee programs and events.
- Reviews and evaluates training programs.

Knowledge

- Instructional techniques, theory, and workshop designs.
- Adult education learning principles.
- Administrative procedures, principles, and practices.
- Organizing and planning practices.
- Learning management systems and web learning tools.
- Event planning.

Skills

- Maintaining an established work schedule, including occasional evenings and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Excellent presentation skills including teaching and conducting workshops.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Designing and developing workshops and training for in-person and online presentation.
- Ability to effectively communicate orally and in writing.

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Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Web conferencing tools such as Google Hangouts, Zoom, and WebEx.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Two years related training work experience.
- Experience as a trainer.
- Experience coordinating training events.
- Experience with e-learning platforms.

Required Education

- Bachelor's degree.

Preferred Education

- Bachelor's degree in a related field (Education, Human Resources, Communications).

Special Requirements

- Valid 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.

Salary Range (PG)

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\$63,475 - \$79,343

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/Highland-Campus/Staff-Development-Coordinator-II-1_R-8381

Contact Information

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

Contact

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