Interim Manager, Board & Executive Affairs

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Interim Manager, Board & Executive Affairs 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.

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:
Manager, Board & Executive Affairs

Job Description Summary:
The Manager of Board and Executive Affairs provides direct executive support to the Chief of Staff and operational support to the Chancellor and Board of Trustees. This position ensures

effective communication, compliance with state requirements, and coordination of high-level administrative and governance functions.

Serving as a central liaison between the Office of the Chancellor, the Chief of Staff, and the Board of Trustees, the Manager handles sensitive and confidential matters with discretion, advancing institutional excellence through strong governance and administrative coordination.

The Manager applies principles of project management, executive coordination, and policy compliance to advance Board priorities and strategic initiatives across the College. This role supports executive planning, data-informed decision-making, budget development and management, compliance alignment, and stakeholder engagement to ensure effective execution of institutional goals.

Job Description:
This is an interim appointment lasting for 6 months. For internal candidates: your current position will be held for the duration of this assignment. While you are temporarily assigned to this role, please note that continued employment in the interim position beyond each fiscal year is not guaranteed and is subject to periodic review based on organizational needs, budget availability, and performance. Austin Community College reserves the right to modify, extend, or end this interim assignment at any time, including before the end of the fiscal year.

Distinguishing Characteristics

Positions in the Professional category perform work that requires specialized knowledge, independent judgment, and technical or administrative expertise.

The Manager, Board and Executive Affairs, is distinguished by:

- Serving as the College's administrative liaison to the Board of Trustees.
- Operating with minimal supervision in a confidential, executive-level environment.
- Requiring knowledge of public governance, compliance with the Texas Open Meetings Act (TOMA) and Texas Public Information Act (PIA), and familiarity with institutional policies.
- Providing executive coordination directly to the Chancellor and Chief of Staff in support of institutional governance.

Essential Duties

Board Affairs

- Serve as liaison between the Chancellor's Office and the Board of Trustees, providing information, addressing confidential issues, and staffing the Board Office.

- Attend all official Board meetings, work sessions, and retreats to record and transcribe official minutes.
- Develop and distribute Board agendas and packets in compliance with the Texas Open Meetings Act.
- Coordinate posting of meeting notices and maintenance of Board policies in partnership with TASB.
- Compose and edit complex documents including minutes, resolutions, and public communications.
- Manage the Board's operating budget, purchasing, reimbursements, and travel logistics.
- Maintain records, files, and digital tracking systems for Board actions and institutional information.
- Ensure timely and accurate updates to Board websites, archives, and the Google-based Board Portal.
- Coordinate special events and retreats, including scheduling, materials, and logistical support.

Executive Support to the Chief of Staff

- Provide high-level administrative, research, and project coordination support.
- Manage scheduling, correspondence, and follow-up for cabinet-level meetings.
- Support cross-divisional projects, policy initiatives, and strategic communications.
- Track execution of institutional priorities and assist in monitoring project deliverables.

Operational Support to the Chancellor

- Coordinate the Chancellor's schedule, meetings, and events to ensure alignment with institutional and Board priorities.
- Draft and edit correspondence, presentations, and reports on behalf of the Chancellor.
- Support follow-up on Chancellor and Board directives, maintaining documentation and accountability systems.
- Oversee budget tracking, purchasing, and other administrative functions within the Chancellor's Office.
- Prepare executive and Board reports, dashboards, and presentations for strategic planning and accountability.

Institutional and Governance Compliance

- Ensure compliance with the Texas Open Meetings Act, Texas Public Information Act, and related state and college policies.
- Partner with the Office of General Counsel on policy interpretation and public information requests.
- Maintain official governance records and ensure transparency and accuracy of documentation.

Technology, Innovation, and Continuous Improvement

- Leverage digital tools (e.g., BoardDocs, Diligent, Google Workspace) to enhance document management and transparency.
- Identify and implement process improvements for efficiency, accuracy, and communication.
- Maintain awareness of emerging technologies, including artificial intelligence, and their potential application to governance and administrative services.
- Perform other duties as assigned.

Required Qualifications

Education

Bachelor's degree in Public Administration, Political Science, Business Administration, Higher Education Administration, Communications, or a related field.

Experience

Two (2) years of directly related professional experience in executive administration, board/governance affairs, or public-sector compliance and policy management.

Knowledge

- Texas Government Code 551 (Open Meetings Act), Texas Public Information Act, and Robert's Rules of Order.
- Governance structures and higher-education operations.
- Records retention, preservation, and documentation practices.
- Office administration, event planning, and project management.
- Budget management, purchasing, and fiscal tracking.
- Writing, editing, and proofreading professional correspondence and official records.
- Principles and practices of effective communication, confidentiality, and discretion.

Skills

- Maintaining confidentiality of sensitive and work-related information.
- Exercising sound judgment and political acumen in complex, confidential contexts.
- Using interpersonal and communication skills effectively, including tact and diplomacy.
- Planning and organizing multiple projects and priorities with attention to detail.
- Composing professional correspondence, minutes, and reports with clarity and accuracy.
- Working collaboratively with trustees, executives, and diverse internal and external partners.
- Analyzing data, identifying problems, and recommending solutions.
- Maintaining an established work schedule that includes occasional evenings and weekends.
- Effectively using standard office and document management software.

Preferred Qualifications

- **Five (5) years** of progressively responsible administrative experience, preferably in higher education, government, or a large nonprofit organization.
- Prior experience supporting a college/university president or chancellor, chief of staff, or governing board.
- Experience preparing agendas, minutes, and resolutions and ensuring compliance with TOMA and PIA.
- Experience with policy development and review in an academic or public-sector context.
- Experience managing budgets, purchasing, and financial reporting.
- Strong proficiency with digital platforms and collaborative cloud systems.

Technology Skills

- Proficiency with Google Workspace, Microsoft Office Suite, and Board management software (e.g., BoardDocs, Diligent).
- Awareness of emerging technologies and artificial intelligence applications in communication and workflow management.

Special Requirements

Occasional evening and weekend work required to support Board meetings and College events.

Work Environment and Physical Requirements

Work is performed in a standard office environment.

Supervision

Reports to the Chief of Staff. Provides operational support to the Chancellor and the Board of Trustees. May provide functional direction to temporary staff or student workers.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities, nor is it an all-inclusive list of skills and abilities required to perform the job. Duties and responsibilities may change with business needs. Austin Community College reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential job functions.

Salary Range

$88,465 - $110,581

Number of Openings:
1

Job Posting Close Date:
January 22, 2026

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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