Coordinator I, Faculty Development

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Type: Full-Time
Salary: $47,908 - $59,885 per year
Posted: 41 days ago
Category: Faculty Affairs
Coordinator I, Faculty Development 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:
Coordinator I, Faculty Development
Job Description Summary:
To coordinate professional development opportunities for faculty, helping professors to stay informed about new developments within the college, as well as within the field of higher

education.

Job Description:

Description of Duties and Tasks

- Creates, designs, and implements new training programs; serves as facilitator and instructor for faculty development workshops and seminars.
- Creates instructionally rich media content for faculty development programs.
- Coordinates program and workshop activities such as scheduling, assigning tasks, coordinating updates of web content, and internal communications.
- Communicates project timelines, benchmarks, and resources to project stakeholders.
- Identifies and communicates issues and potential solutions related to successful completion of projects to stakeholders and staff.
- Coordinates project calendars to ensure available resources.
- Performs duties such as planning, tracking, and assisting with accounting for project expenditures; submits reports as required.
- Partners with internal stakeholders regarding faculty development needs.
- Enters workshop attendance and evaluation ratings and communicates workshop feedback.
- Maintains data and prepares reports of completed faculty development offerings. Assesses, prioritizes, and navigates
- competing demands across projects to support effective planning and execution of faculty development initiatives.

Knowledge

- Customer service techniques and practices.
- Event planning and organizing and planning practices.
- Project planning and management principles.
- Multimedia development/production skills.
- Presentation skills, including teaching & conducting workshops.
- Familiarity with project management systems and google tools.
- Adult education learning techniques and best practices.

Skills

- Maintaining an established work schedule.
- Demonstrating ethical behavior, professionalism, and integrity in all interactions and decision-making.
- Maintaining confidentiality of work-related information and materials.
- Effectively using interpersonal and written communications skills, including the use of tact, diplomacy, understanding, and valuing all contributions.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Establishing and maintaining effective working relationships.
- Working in a collaborative manner with diverse constituencies.

- Assessing and prioritizing multiple tasks, projects, and demands.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software, including Google Apps.
- Use and adapt to emerging technologies, including artificial intelligence (AI) tools, to support productivity, communication, and workflow efficiency.
- Web conferencing tools such as Google Meet and/or Zoom.
- Learning management systems like Blackboard Ultra.
- Media development/production skills.

Required Work Experience

Two years related work experience.

Required Education

Bachelor's degree.

Special Requirements

Licenses/Certifications; Other

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

Physical Requirements

- This position requires regular, in-office work during standard business hours (8:00 a.m.-5:00 p.m.).
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling, and at times subject to stooping, crawling, and climbing.
- Regular lifting of objects up to 20 pounds. Occasional lifting of objects up to 50 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

$47,908 - $59,885

Reports to Manager, Faculty Development

Number of Openings:

1

Job Posting Close Date:

February 26, 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.

Austin Community College produces an Annual Security Report as required by the Clery Act. This report includes statistics from the previous three years concerning reported crime that occurred on campus; public property adjacent to and accessible from campus; and in certain non-campus buildings/property owned or controlled by ACC. The report includes institutional policies concerning campus security and other safety information.

For direct access to the current Annual Security Report, visit www.austincc.edu/asr . You may obtain a hard copy by contacting the Clery Compliance Officer (CleryComplianceOfficer@austincc. edu). For an overview, see ACC's Clery Act website.

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-I--Faculty -Development_R-8944

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