



Job Description

Job Title:	Career Coach Senior	Grade:	L
Department:	Corporate and Continuing Education	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

As the Re-Careering Services area has grown, there is now a need for a Senior Career Coach to coordinate activities across multiple Career Coaches

Characteristic Duties and Responsibilities:

1. Designs and implements outreach programs to promote and encourage use of career services by students, faculty and staff.
2. Monitors and maintains protocol that provides support for high demand jobs, certificates, degree programs, and non-credit training options that lead to career advancement.
3. Advises students individually and in class presentations regarding resume writing, interviewing and job search skills.
4. Develops promotional materials and strategies for the career counseling program.
5. Assists students in finding career information on the web.
6. Builds relationships across the college as well as design and implement outreach programs to promote usage of Career Professionals Center by dislocated workers as well as referral of dislocated workers by faculty, staff, and students.
7. Serves as liaison to academic departments.
8. Assists employers and assists with career fairs.
9. Coordinates across multiple career coaches to manage schedule and to maintain consistent processes and calibration across the coaches; Manages career coach contractors.
10. Manages activities of career coach functions.
11. Manages resources to ensure appropriate means are available.
12. Performs other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to the Executive Director, Career Professionals Center
Direction Given: Direct supervision and evaluation of work as first-line supervisor for assigned staff

Minimum Requirements:

Master's Degree from a regionally accredited institution in Counseling, Organizational Development, I/Q Psychology, HR or other related field and at least 5 years of Career Coaching experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of career software and assessment instruments

Strong Microsoft Office Skills

Strong knowledge of career development and job search processes

Excellent presentation skills

Flexibility and the ability to handle multiple tasks

Marketing skills

Excellent interpersonal, verbal, and written communication skills

Ability to work with a diverse student population

Experience in workshop and program development

Working Conditions:

Typical office environment