



Job Description

Job Title:	Career Coach	Grade:	K
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:

Performs a variety of administrative tasks related to career counseling and assisting students in job search issues.

Characteristic Duties and Responsibilities:

1. Coaches participants regarding career development, including administering and interpreting career assessment instruments
2. Designs and implements outreach programs to promote and encourage use of career services by students, faculty and staff.
3. Monitor and maintain protocol that provides support for high demand jobs, certificates, degree programs, and non-credit training options that lead to career advancement.
4. Maintain student intake process for dislocated workers that will serve as a basis for ongoing tracking.
5. Design and implement outreach programs to promote and encourage use of career services by students.
6. Advises students individually and in class presentations regarding resume writing, interviewing and job search skills.
7. Develops promotional materials and strategies for the career counseling program.
8. Assists students in finding career information on the web.
9. Build 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.
10. Serves as liaison to academic departments.
11. Assists employers and assists with career fairs.
12. Performs other duties as assigned.



Job Description

Job Title:	Career Coach	Grade:	K
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.

Reporting Relationships:

Direction Received: Reports to the Executive Director of Career Professional Center

Direction Given: No responsibility monitoring, directing and supervising work on non-faculty staff and/or other employees

Minimum Requirements:

Master's Degree in Counseling, Organizational Development, Human Resources, Industrial Psychology or a related field. A minimum of one year experience in career coaching required.

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