



Job Description

Job Title:	Veterans Career Coach	Grade:	K
Department:	Veterans Resource Center	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:

This position will provide direct career coaching services to clients of Veterans Resource Center. The career coach will utilize career development inventories and assessments with clients, give instruction in creating and revising resumes, adequately translate military work and experience into civilian language and provide coaching in areas of career networking, interviewing, and more. The Veterans Career Coach will also participate in community activities related to career development and stay abreast of hiring opportunities for veteran clients. The Veterans Career Coach will be able to develop and implement a personalized coaching plan for each client, with measurable goals. The Veterans Career Coach will be able to make appropriate referrals for other services a client may need. Finally, the Veterans Career Coach will work closely with the Veterans Career Coordinator in areas of outreach, communications, disbursing scholarships, and more.

Characteristic Duties and Responsibilities:

1. Provides career coaching sessions to individual clients of the Veteran Resource Center; leads clients in resume development, translation of military experience, learning networking and interviewing skills, and more.
2. Participates in community events, outreach, workshops, and communication efforts related to veterans career development.
3. Maintains data of client services disbursed and support overall tracking of career services in department with the leadership of the veterans career coordinator.
4. Maintains knowledge of certificates, training programs, degree programs available to clients; provides knowledge of hiring opportunities available to clients.
5. Other duties as assigned.

Reporting Relationships:

Direction Received:	Reports to Director of Veterans Resource Center
Direction Given:	No authority or responsibility given for the supervision of others



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Human Resources, Psychology, Social Work or related field. Six months of related job experience

Knowledge, Skills, Abilities and Worker Characteristics:

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