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<b>Job Title</b>	Career Coach
<b>PVN ID</b>	KB-1908-003228
<b>Category</b>	Instruction and Social Service
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	Office of the Vice President for Academic Affairs
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$40.00-\$42.00
<b>Hour(s) a Week</b>	16.00
<b>Closing Date</b>	Dec 27, 2019 (Or Until Filled)

## General Description

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The Career Coach will act as a liaison with the appropriate College department(s) in order to assist with the formulation and implementation of policies and procedures as it relates to academic and career advising of students.

## Other Duties

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- Provide counseling to students, develops programs and activities to assist students with career development.
- Partner with faculty and other learning community staff to create dynamic learning experiences for incoming first-year students.
- Career Coach will be familiar and involved with the various programs available at the college that will assist students with their major and career goals.
- The position will develop, implement and maintain career professionalism modules by meeting with assigned students, providing direction and resources, and monitoring progress. This includes providing advice and feedback on career search tools such as assessments, career plan, resume, interviewing, networking, job expo activities, internships, etc.
- The advisor may expedite incoming requests from employers for referrals to student organizations and academic liaisons for specified sets of students, as well as outreach to potential employers for student employment.
- Responsible for creating connections between majors and careers within Academies.
- The position assists students with academic advisement and course registration.
- The career coach will be responsible for preparing and conducting workshops and presentations on behalf of the college in various activities including but not limited to Open House, Orientation, Major Fairs, and in-classroom presentations on various advising topics.
- Provide creative career programming for evening student population.

- The position offers possible opportunity for teaching a credit-bearing Student Development course.
- Work collaboratively with administrators, faculty, staff and tutors involved in Kingsborough's Learning Communities.
- Work weekend and evenings as needed.

## Qualifications

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Bachelor's Degree plus 2 - 3 years experience

Prior experience in career development/career coaching required

Master's Degree in higher education or related field preferred

Good written and oral communication skills