
Job Title	Health Careers Coach/Advisor
PVN ID	KB-1908-003231
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Office of the Vice President for Academic Affairs
Status	Part Time
Hourly Rate	\$44.66-\$44.66
Hour(s) a Week	19.00
Closing Date	Oct 14, 2019 (Or Until Filled)

General Description

The Health Careers Coach/Advisor for the Bridges to Allied Health Careers program will serve as an advisor to current and past students enrolled in continuing education non-credit health career programs. The Advisor will support education development activities for adult learners who are considering a career pathway to earning a healthcare or related degree.

- Provide information on career ladder pathways, and work with each student to map an individualized career pathway
- Connect students with College resources and support services to provide financial aid, academic, and career advisement for targeted Healthcare programs
- Teach a series of contextualized one-credit student development courses, "Emerging Trends in the Health Care Industry" that provides students with foundational academic skills and knowledge to be successful in health careers programs.
- Provide student services such as workshops, seminars and advising sessions
- Provide academic and college success advice; skills improvement, college readiness, and survival strategies; coaching, mentoring, and career exploration support.
- Monitor, evaluate document, and report on student's academic participation and progress
- Ensure compliance with program guidelines and effectively manage student records and files
- Create educational support materials for students
- Liaison with the office of Continuing Education and the Office of the Provost
- Attend meetings as required
- Assist with marketing and outreach efforts

Other Duties

Qualifications

Minimum Qualifications:

Baccalaureate degree and college level advisement or counseling experience. Master's preferred. The ideal candidate will have experience working with a diverse college student population, the ability to work independently and carry out complex assignments.

Required: Ability to work a flexible schedule with hours primarily in the evenings and weekend (including Sundays)

Other qualifications:

Successful candidate will have demonstrated experience in academic advising, career advising and/or student development with diverse student populations, particularly adult learners in an educational setting. Preferred experience working with adult learners transitioning to new careers.

This is a one-year grant funded position