
Job Title	Career Coach (Part-time)
PVN ID	KB-2211-005235
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	FLEX Program
Status	Part Time
Hourly Rate	\$40.00-\$44.66
Hour(s) a Week	15.00-19.00
Closing Date	May 31, 2023 (Or Until Filled)

General Description

The R&R Program: Re-Engagement and Re-Enrollment grant at Kingsborough Community College was funded by the Heckscher Foundation for Children to support high school graduates during the 2018-2022 time period who never attended college or started attending but did not complete a degree. These students were significantly affected by the COVID-19 pandemic and KCC is committed to supporting them through a holistic, success coaching approach to student success.

Reporting to the FLEX Program Manager and working closely with an Enrollment Coach and a Student Success Coach, the Career Coach will provide students with career exploration activities and career workshops to inform their choice of educational pathways and career preparation.

This is a one-year grant funded position.

Other Duties

Responsibilities include but are not limited to:

- Assisting with marketing and outreach efforts to potential students
- Providing coaching, mentoring, and career exploration support to prospective students
- Creating educational/career support materials for students
- Planning career exploration and career development activities (i.e., Information Sessions, Networking Sessions, etc.) in collaboration with the Center for Career Development
- Develop a comprehensive calendar of opportunities for students to participate in career exploration sessions
- Track and contribute data including but not limited to: Meetings and other significant contacts with students, participation, time spent directly with students, type of assistance rendered, etc.

Qualifications

Baccalaureate degree and at least four years 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 in-person schedule (a remote option is not available)

Other qualifications:

Successful candidate will have demonstrated experience in career advising, academic advisement and/or student development with diverse student populations, particularly high school students in an educational setting. Preferred experience working with high school students

Outstanding verbal, written and interpersonal communication skills, including the ability to interact effectively in asynchronous and synchronous online environments

- Strong organization, project management, communication, and facilitation skills
- Ability to work with cross-departmental functions in a collaborative manner to resolve student challenges
- Facility with communication and tracking technologies (particularly CRMs, Microsoft Office Suite, Starfish) and aptitude to learn new systems as needed