

Job Title	Career Engagement Coach
PVN ID	LA-1806-002572
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Career & Professional Develop
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 25, 2018 (Or Until Filled)

General Description

Reporting to the Director of the Center for Career & Professional Development (CCPD) in the Division of Student Affairs, the Career Engagement Coach is responsible for coordinating career planning programs for students pursuing degrees in career and technical programs including coaching services on an individual and group basis, using personality, interest, and values inventories and other career resources. This position will also present outreach programming and workshops to students in classroom settings and student organizations. The Career Engagement Coach serves as the liaison between career services, academic advising teams (career and technical programs), first year student programs, and faculty.

Responsibilities:

- Advocate for students in the career and technical majors and contribute to efforts to promote their access, retention and graduation from the college
- Provide students individual assistance in defining career options, developing employment skills, and job-search procedures both individually and in groups
- Guide students in the development of resumes, letters, and other related documents
- Administer and interprets career and vocational assessment instruments such as ePortfolio Career Plan, Career Coach, Vault, Career Finder, O*Net and others.
- Develop and facilitate training and skill development workshops to include resume preparation, job search strategies, career information technology including social networks, interview skills, negotiating a job offer, and business etiquette
- Assist with the planning and implementation of career related events, information sessions and other events
- Collaborate with faculty and advising teams on methods to enhance the quality of career and professional development and to expand departmental participation
- Identify and track the type of presenting issues for first year career and technical students
- Co-develop and update electronic and paper (handouts/brochures) resources for career and technical majors
- Increase student usage of on-campus interviewing through Career Connect (Symplcity) and other means

- Maintain up-to-date knowledge and information about career fields in the advising area of responsibility
- Develop visual aids, handouts, and presentation materials for workshops
- Works with other advisers to develop and refine workshop content
- Collect evaluations and sign up lists for each workshop.
- Mock interview sessions: At the request of students and on a need basis, conducts mock interview sessions with individual students
- Provide career and professional development support (workshops and presentations) for BMEC/Crear Futuros, Campus Life Ambassadors, Student Organization Leaders, and Student Government Association.
- Ensure service career and technical students complete 70% of their courses

This is a grant-funded position and continuation beyond June 30, 2019 is subject to the availability of funding.

Other Duties

Qualifications

- Bachelor's degree in counseling, higher education administration, or related field required and no fewer than three (3) years of progressively responsible experience of related work, three years of experience working with students in the career and technical programs of study preferred; OR, An advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and one (1) year experience performing responsible related work
- Ability to effectively counsel/advise college students in areas of career planning and academic development required
- At least two years of experience in advising, counseling, or career services required; two to three years of experience working with students in the career and technical programs of study preferred
- Understanding of career development theory required
- Demonstrate ability to use assessment instruments and computerized career guidance systems
- Excellent counseling, communication, presentation, and organizational skills required

Core Competencies:

- Working knowledge of an information, learning, counseling or coaching specialty as evidenced by study, training, or certifications; and by prior instructional, counseling, or technical experience;
- Ability to maintain confidentiality of student records, as appropriate;
- Ability to convey simple to somewhat complex concepts and processes to clients, peers, senior administrators, instructors, students, a relevant target community, and parent groups;
- Ability to work under deadlines, with changing priorities;
- Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;
- Ability to establish community networks and deal effectively with community groups;

- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of pertinent Federal, state, and local laws and regulations governing the area of specialization;
- Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;
- Ability to use computer or other systems to accurately log and monitor inventories, to securely store equipment, and to comply with other security protocols;
- Ability to participate in training of moderate complexity, and, in turn, train others in new or upgraded theories, techniques, applications, practices, etc.;
- Ability to communicate effectively; ability to listen and respond to the concerns/ideas of others;
- Ability to work on a team, as well as work independently.