
Job Title	Career Engagement Coach
PVN ID	LA-2109-004239
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	Nov 13, 2021 (Or Until Filled)

General Description

Reporting to the Director of the Center for Career & Professional Development (CCPD) in the Division of Student Success, 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:

Career Counseling, Coaching, Advising

- Advocate for students in the career and technical majors and contribute to efforts to promote their access, retention, and graduation from the college.
- Provide counseling, coaching, and advising to students and alumni to help them make well-informed decisions on career choices, to help students reach their career goals, and to become aware of employment opportunities.
- Meet individually with students to assist with career development and job/internship search preparation.
- 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.
- Effectively assist Director and other staff in fulfilling related departmental administrative responsibilities.
- Maintain an up-to-date database of all events and programs in Symplicity, SEMS, and other databases.
- Assume responsibility for various administrative projects as assigned.

Special Programs and Workshops

- Develop and present a variety of structured workshops, special topics programs, and career exploration programs and resources which assist individuals in making well, informed judgments regarding their

career choice and in developing effective job search skills. Develop and report on program/workshop success, with continuous improvement and innovation as a goal.

- Coordinate and plan all Mock Interview events/other professional skills workshops
- Promote opportunities for students, by working closely with faculty and administration to advise them of career service programs and encourage their participation in programs as appropriate.
- Prepare related materials for use in counseling, coaching, advising, workshops and outreach.
- Conduct presentations at meetings of student clubs/organizations and classes Present, implement, and grade assignments for classes in conjunction with faculty
- Engage in professional development and education to understand industry, trends, and resources, and tools to increase competency in providing career readiness advising

Outreach

- Develop and deploy a social media policy and procedures for office use. Coordinate office social media and report on usage. Make recommendations to improve social media channels and usage. Assist staff as needed in the use of social media tools.
- Identify and maintain contact with alumni to encourage and coordinate their participation in career development programs.
- Actively interface with faculty to meet the career planning needs of students from specific academic considerations, and to gain faculty input and involvement in office programs as appropriate.
- Research and develop effective career information materials for use in counseling, workshops, and outreach. Assist in maintaining online career development tools and making recommendations to continually improve such resources.

This is a grant-funded position and continuation beyond June 30, 2022 is subject to the availability of funding.

Other Duties

Qualifications

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
- Demonstrate commitment to diversity, equity, and inclusion with the ability to positively work with and support diverse groups.
- Strong interpersonal skills to develop credibility and trust with a wide range of constituent groups and be

a successful resource to the Bryant community.

- Ability to work autonomously, take initiative, use sound judgment, and make ethical decisions.
- Ability to work collaboratively with others and to lead programs and initiatives that include a wide range of constituent groups.
- Excellent oral and written communication and public speaking skills.
- Demonstrate flexibility and the ability to handle multiple priorities in a fast-paced environment.
- High degree of professionalism and ability to accurately maintain confidential and privileged information.
- Open and responsive to direction and feedback.

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.