
Job Title	Life Skills Coach
PVN ID	LA-2411-006548
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Division of Student Affairs
Status	Full Time
Annual Salary	\$56,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Nov 15, 2024 (Or Until Filled)

General Description

The LaGuardia Community College (LaGCC) ACCES Pre-Employment Transition Services Program assists students with disabilities in successfully transitioning from postsecondary education to meaningful employment opportunities. Under the direct supervision of the Project Investigator and Program Manager, the ACCES Life Skills Coach is responsible for working with students eligible for the ACCES Pre-Employment Program who identify as students with disabilities or who may require post-secondary accommodation needs. This role primarily focuses on addressing social and academic challenges related to social discomfort and work-based readiness skills, both in the classroom and across the campus environment. Key areas of emphasis include, but not limited to:

- Executive Functioning:
 - Assisting students in effective studying techniques
 - Teaching organizational skills for paper writing, assignment tracking, and appointment management
 - Guiding students in planning for long-term assignments
- Social Interaction:
 - Supporting students in understanding their social interaction style
 - Encouraging participation in campus clubs if desired
 - Facilitating the formation of friendships on campus if desired
 - Developing group collaboration skills
- Self-Advocacy:
 - Coaching students on how to seek assistance
 - Encouraging students to identify their needs and communicate them effectively
- Self-Regulation:
 - Assisting students in adapting to changes in schedules or plans
 - Fostering problem-solving skills
 - Providing strategies to manage emotions, enabling continuous engagement in classes and coursework while pursuing personal objectives

The coaching program employs the principles of universal design, employing SMART goals in conjunction with

positive psychology and motivational interviewing techniques. The coaching process empowers clients to establish their own goals, allowing for personalized and impactful outcomes.

About LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than sixty associate degree and certificate programs, as well as dozens of workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half are first-generation college students. Sixty-nine percent live in Queens; the rest live in Brooklyn and beyond. Approximately two-thirds of our degree students receive financial aid. Since forty-five percent of them identify as Hispanic, the US Department of Education has designated LaGuardia a Hispanic-Serving Institution. Please visit www.laguardia.edu to learn more.

Other Duties

- Collaborate closely with Project Investigators and Program Manager to align coaching efforts with program goals
- Provide individualized coaching sessions to students based on their unique needs
- Facilitate workshops and group sessions to address various life skills, work readiness skills and social interaction topics
- Develop coaching plans that incorporate universal design principles and are tailored to each student's requirements
- Assist students in setting SMART goals that promote personal and academic growth
- Utilize positive psychology and motivational interviewing techniques to empower students
- Maintain accurate records of coaching sessions and student progress
- Regularly communicate with the program team to assess the effectiveness of coaching strategies
- Stay informed about best practices in executive functioning coaching and interventions for students on the Autism Spectrum and those with other executive functioning issues
- Maintain accurate data for Program Coordinator on session summary notes, referrals and activity logs for monthly report production.

Qualifications

- Bachelor's degree in Counseling, Psychology, Education, or related field (Master's preferred)
- Experience working with individuals with disabilities
- Familiarity with career services and career support initiatives
- Excellent interpersonal and communication skills
- Strong organizational abilities