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| **Job Title:** Career Coach | **FLSA Classification:*** Exempt
* Nonexempt
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| **Reports to:** Director of Career and Professional Development | **Location:**  |
| **Department:** Office Of Career And Professional Development | **Division:** |
| **Employment Category:*** Full-Time ☐ Part-Time
 | **Paygrade:**414 |

**PRIMARY PURPOSE OF POSITION**

The Career Coach is responsible for administering and supporting career programs and services, building relationships with stakeholders (students, alumni, faculty, and external partners), and implementing student programming initiatives in collaboration with the Programming & Events Coordinator. Primary services provided by the Career Coach include individual career coaching/advising to students and alumni of the university; identifying and promoting internship, part-time and full-time employment opportunities; and providing career related education through workshops, classroom presentations, and instructional guides. Each Career Coach will be assigned to a specific School, while maintaining responsibility for a student cohort and serving as liaison to the faculty and other School stakeholders. In order to support active involvement within the larger St. Edward’s community, staff are also encouraged to take on additional responsibilities outside of the office that support the academic mission of the institution. This is a full-time, twelve-month position reporting to the Director of Career and Professional Development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Perform individual career advising and coaching, especially with students in assigned School on: career and values exploration, job search, career/major decision-making and goal-setting, internships and experiential opportunities, and graduate school application/admission.
* Collaborate with Programming & Events Coordinator and stakeholders in assigned School to develop, implement, and assess programming efforts for students and alumni in assigned School.
* Administer career assessments, provide interpretation of test results, and advise students on professional development.
* Provide support and critiques to students and alumni with resume/cover letter writing, professional networking, and interviewing strategies.
* Develop and deliver effective career-related workshops, seminars, and career planning/internship courses, in person and online.
* Remain current on job market trends and career opportunities for students and alumni of the university.
* Assist with development of career/professional development-based written and web-based resources including handouts, online instructional guides, and articles for assigned School.
* Actively develop and strengthen relationships and partnerships, working closely with Department Chairs, faculty, and staff in role as office liaison to assigned School.
* Develop strategy and tactics rooted in best practices for assigned School.
* Schedule and document career advising sessions in internal systems.
* Assist in assessing usage and effectiveness of office programs and services through measurable data collection.
* Assist with planning, development, and marketing of office-sponsored fairs and events.
* Refer students to and collaborate with other St. Edward’s support services professionals and faculty.
* Occasional weekend and evening work will be required.
* Perform other duties as required

**QUALIFICATIONS**

Bachelor’s required; Master's degree in counseling, higher education, human resources or related field preferred. At least two years, preferred three years of related experience in career advising/academic advising/other relevant student support services, marketing, sales, and/or recruiting in industry, government, education, or the private sector. Possess strong presentation, negotiation/sales, and written/oral communication skills. Ability to use standard office software, including spreadsheet and database applications to generate analytical reports. Preferred understanding and familiarity with multiple areas of professional development pertaining to the job search, application, and interview process. General familiarity with job search techniques, such as creative job search strategies, interviewing skills, and resume preparation. Understanding of international student population needs and legal issues pertaining to their curricular and optional practical training (OPT and CPT) restrictions. Demonstrated ability to work with diverse students, faculty, and employers. Ability to function effectively as a member of a cohesive team. Ability to comply with workplace guidelines and attendance requirements. Must possess an unencumbered driver’s license and the ability to successfully pass a criminal background check

**WORKING CONDITIONS**

**SCHEDULE:**This is a full-time and exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

To perform this job successfully, an individual must be physically able to perform each essential duty satisfactorily. The expectations listed below are representative of the skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

**PHYSICAL REQUIREMENTS**

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED:** General supervision is received by the Director of Career and Professional Development

**SUPERVISION EXERCISED:** Functional supervision is provided to student workers

**EXPECTATIONS**

* The incumbent is expected to have or possess:
* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
* Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required. I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: |
| **Approved by:** | *Signature of the person with the authority to approve the job**description* |
| **Printed Name of****Approver:** | *Printed name of the person with the authority to approve the job**description.* |
| **Date****approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |