

POSITION DESCRIPTION

NC Career Coach

Primary Purpose

To cultivate programs and services for the high school learner, so that the individual can successfully enter and advance in a career path.

High School Outreach Responsibilities

1. Career Exploration

- a. Support outreach efforts involving high school learners to raise career awareness of opportunities and assist in enrollment of high school learners on the college level
- b. Support students' efforts for career pathways
- c. Coordinate events designed to promote awareness of career pathways
- d. Work with high school/college personnel to prepare information related to career pathways for distribution to students and parents
- e. Follow a communication plan to ensure consistent communication with students, faculty, staff, parents, etc.
- f. Organize college campus/industry tours

2. Advising

- a. Maintain contact with select advisees using a proactive advising model
- b. Assist with academic/career advising for high school learners
- c. Maintain accurate and adequate student records to assist in academic/career advising of high school learners
- d. Provide information to college personnel regarding course needs for high school students
- e. Responsible for knowledge of information related to High School, Community Colleges, Universities, Military Pathways policies and procedures as well as information related to community workforce development resources to provide students with timely information and guidance, assisting students in making informed decisions

3. Support Services

- a. Provide supportive interventions to help students succeed in high school/college courses; provide academic success strategies to facilitate successful transition into college environment
- b. Serve as a liaison with disability services coordinator for high school learners enrolled in college courses
- c. Assist in communicating policy and procedure information to students and parents
- d. Conducts workshops and classroom visits with enrolled students at the high school and enhanced partnership to inform and instruct the students concerning Pathways requirements
- e. Recommend procedures for maintaining compliance with local, state, and federal guidelines, e.g., coordination ADA & IDEA, and FERPA, etc.

Skills and Abilities

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1. Possess excellent skills for planning, organizing, implementing new initiatives.
2. Ability to establish, cultivate, and maintain positive/collaborative relationships with colleagues, students, peers, etc.
3. Effective communication skills (written and oral) in a variety of settings with people from diverse backgrounds, educational levels, and age groups
4. Working knowledge of MS Office and relevant applications, and internet platforms.
5. Possess a working knowledge of secondary and postsecondary education
6. Independently perform complex tasks and prioritize multiple projects
7. Ability to foster a collaborative team-based work environment with a willingness to see tasks through to completion

Qualifications

1. Bachelor's degree, required
2. Two years' experience in secondary and/or postsecondary education
3. Demonstrated ability to build relationships within an education setting; plan, organize, and implement programs and services; and provide tracking and assessment to ensure quality
4. Commitment to the learning/student-centered environments
5. Working knowledge of Datatel/Colleague, preferred
6. Experience with or demonstrated knowledge of career services
7. Knowledge and practical application of student/career development theory
8. Knowledgeable in all aspects of the student experience to include: coaching, mentoring, academic/career advising, student/career services and progression

Physical Demands

Mostly sedentary work with some moving of large and small items and occasional lifting

Environmental Conditions

Mostly inside

Funding is contingent upon annual approval of State General Fund Appropriations. The project period is based on the three-year grant cycle. The intention is to achieve outcomes that will allow selected colleges to sustain the position beyond the grant period.