

CAREER COACH

QUALIFICATIONS

- ◆ Bachelor's degree in education, marketing, communication or related field required
- ◆ Experience working in industry *preferred*
- ◆ Pleasing personality; enthusiastic, positive attitude, evidence of trustworthiness; knowledge in business and industry; effective human relations skills
- ◆ Required: Ability to pass background check

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills
- ◆ Knowledge of what it takes to be successful in the world of work
- ◆ Knowledge of College and Career Readiness Standard/Plan 2020
- ◆ Knowledge of current employment trends

DUTIES

- ◆ Represent the Career Coach Program in local high schools and conduct public relations efforts to promote the CTE programs
- ◆ Provide career development guidance for high school students with emphasis on technical programs
- ◆ Plan and implement student recruitment activities for technical programs
- ◆ Assist prospective students with career exploration activities and career assessments
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- ◆ Assist prospective students with career exploration activities and career assessments
- ◆ Assist prospective students with admissions, financial aid, and registration procedures of the college
- ◆ Provide guidance to students regarding career choices
- ◆ Conduct high school classroom presentations promoting college and career programs and activities
- ◆ Provide prospective students with information regarding the current job market and trends in career choices
- ◆ Schedule and attend college campus tours and industry tours with high school students
- ◆ Coordinate job shadowing opportunities for students
- ◆ Maintain ongoing database of students and classrooms that services are offered
- ◆ Comply with all policies of the LEA and the State Department of Education