SOUTHERN ARKANSAS UNIVERSITY TECH
Position Vacancy Notice

POSITION TITLE: Career Coach

DATE POSITION AVAILABLE: July 1, 2015

APPLICATION DEADLINE: Applications will be accepted and reviewed until position is filled. Deadline for first consideration is July 7, 2015.

Job Summary: While the services of the identified college and career coach will be available to any Arkansan, the coach will specifically target those youth and adults who are most in need of career planning. One of the specific targets will be youth from low-income backgrounds (TANF or TANF eligible families). The position will identify these students while they are in high school and encourage them to aspire to postsecondary education as the means to a career that will afford economic self-sufficiency. Adults who will be specifically targeted will include Career Pathways participants, TANF and TANF eligible adults, and adults who are unemployed or who face job loss if they cannot acquire the skills to transition from one career to another.

Specific Duties and Responsibilities may include some of the following:

- Providing early outreach to low-income students and their parents with information about the importance of postsecondary education, as well as accurate information on how to prepare, apply, and pay for it.
- Providing interest inventories and skills assessments to assist individuals in making informed career decisions.
- Facilitating the development of individual career plans and portfolios.
- Assisting students with enrolling in education or training programs.
- Providing information on careers, career pathways, and educational requirements.
- Providing opportunities for job shadowing, mentoring, internships, visits to business and industry, and other career awareness activities.
- Providing or connecting low-income students to support services that will ease the transition to postsecondary education.
- Providing information on how to earn the General Educational Development (GED) credential.
- Providing information on how to earn a Workforce Alliance for Growth in the Economy (WAGE) certificate.
- Connecting educationally disadvantaged youth and adults to “bridge programs” that teach basic academic skills in the context of training for advancement to better jobs and postsecondary education.
- Connecting students to academic enrichment activities such as study groups, tutoring, and workshops on study skill
- Connecting high school students to early college programs, Advanced Placement classes, and academic and career and technical education (CTE) and concurrent-credit enrollment.
- Providing a continuum of career guidance to ease the transition of students from middle school to high school to postsecondary education or training and ultimately to the workplace.
- Other duties may be assigned.

Minimum Qualifications:
1. Bachelor's degree. Experience in higher education or a public school environment is preferred.
2. Must be highly motivated and able to work with minimal direct supervision. Excellent computer skills with a strong background in Word, PowerPoint, and Excel. Must have excellent interpersonal and organizational skills and the ability to communicate effectively orally, in writing and in public presentation settings.
3. Some travel
4. Background check required
5. Twenty week e-learning online CDF training (completion required upon hire)

NOTE: The position is grant funded and is contingent upon grant renewal.

DATE OF NOTICE: June 17, 2015

APPLICATION PROCEDURE: Send a completed SAU Tech application, resume, and official license/transcripts to: SAU Tech Human Resources Office P.O. Box 3499 Camden, AR 71711 (870) 574-4481 humanres@sautech.edu

Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applicants from qualified women and ethnic minority group members are strongly encouraged.