



Title: Career Coach

Reports to: Director of Career Services

Status: Full-time, 12 months, exempt

The ideal candidate has strong organizational and interpersonal skills; is able to function in a rapidly changing and fast-paced environment; is service-minded, as well as passionate about the mission of the college. This position is an integral part of NDC and is a great opportunity to learn about higher education while observing tangible evidence of client progress and success.

Description:

The Career Coach is a support staff member with responsibilities of assisting clients (undergraduate and graduate level students, alumni, and campus Faculty & Staff) who call, email, or visit the Career Services Center (CSC).

The Career Coach will:

- Extend the reach and, independently and in collaboration with other staff members, focus on high-level responsibilities including employer outreach and in-depth career coaching appointments
- Demonstrate strong leadership skills, thus serving as a model for the CSC's client base
- Interact with a diverse college campus population/client base, including: traditional/undergraduate students, non-trad students, alumni, graduate program students, veterans, and students with learning differences.
 - The CSC serves students and alum across NDC's five academic divisions – Business, Education, Humanities, Nursing, and Sciences

What is expected of the Career Coach?

The Career Coach serves as "front-line" staff, responsible for helping clients with a variety of career-related concerns, such as:

- Intake interviews
- Résumé and cover letter writing and critiques – and including other documents such as CVs, professional references, professional correspondence, etc.
- Employment interview preparation, including mock interviews
- Introducing clients to the utilization of career technology portals such as My Next Move and College Central Network (CCN), and its campus-specific strand, Falcon Career Network (FCN)
- Advertise and promote programs and events via campus presentations, social media and other communication platforms
- Conceptualize/create and/or assist with presentations, special topics workshops, and major events sponsored by the CSC and the broader campus community, including an annual Career & Internship Fair
- Participate in Orientation and FYS Seminars as needed
- Assist in the Career Services Career Closet
- Contribute to campus-wide Recruitment and Persistence & Completion efforts by collaborating with Academic Affairs and other college resources, including collection and analysis of assessment data for stakeholders
- Other value-based assignments as deemed by the Director of Career Services and the Vice President of Academic Affairs

Required Skills:

- Bachelor degree in Education, English/Communication, or related field
- Strong verbal and written communication skills
- Dedication, responsibility, and creativity; ability to work both independently and in collaborative settings
- Ability to effectively manage deadlines and multi-task
- Proficiency with Microsoft Office, & Outlook
- Experience and demonstrated effectiveness interacting with diverse populations

Preferred Skills:

- Graduate degree preferred
- Career-based certification (such as GCDF, CPRW, etc.) preferred – or willingness to obtain
- Familiarity with course management platform (such as Moodle, etc.) preferred

Enjoy a 35 hour work week, paid holidays, generous vacation policy and comprehensive medical benefits. Free parking and a pleasant work environment make this an excellent opportunity!

To apply, please submit a résumé and cover letter to careers@ndc.edu. Please list the title of the position for which you are applying in your subject line of your email.