

## Job Description

**Job Title: Career Coach - Pathways**

**JTC: CQX**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides advising services to students to promote personal growth, academic and career planning, and decision making. Assist students in developing personal career pathways in order to achieve successful transitions to post-secondary education, training and/or employment. Track student achievement in meeting goals.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated experience in career assessment and guidance of students in the selection of a career pathway utilizing labor market information to forecast opportunities in career pathway fields. Ability to provide assistance and support in the identification of careers that connect the student's career choice and life goals to educational programs and services. Ability to conduct outcome assessments, program / project evaluations and implement departmental strategies to address specific career service-related goals and/or challenges to assist students in the implementation of a career management plan. Knowledge of higher education and student services procedures and practices.

Demonstrated ability in managing a student caseload. Ability to interpret, compile and organize occupational, educational and economical information to assist students in determining and carrying out vocational and educational objectives. Must be highly motivated and able to work with minimal direct supervision. Able to manage and prioritize multiple projects, tasks and deadlines while being attentive to detail. Ability to work independently, follow established procedures and regulations and use discretion and judgement. Works under conditions of high stress and high volume during peak periods.

Ability to provide information on careers, career pathways, and educational requirements. Able to provide opportunities for job shadowing, mentoring, internships/externships, visits to business and industry, and other career awareness activities. Guide students to meaningful learning opportunities that allow them to apply technical knowledge gained in career pathway fields. Ability to establish and maintain professional working relationships with a wide variety of internal/external constituents and stakeholders from diverse, multi-cultural backgrounds.



Able to utilize and interpret available data, reports, tracking assessment, and communication technologies to develop and implement proactive career coaching strategies that assist students with exploring and clarifying educational goals. Keeps up-to-date on new trends and technology to identify and implement new career coaching tools and resources. Collaborate in the onboarding and training of advising and career services programs. Train, supervise and evaluate staff as needed.

Demonstrated experience working effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational and problem-solving skills and the ability to communicate effectively orally, in writing and in public presentation settings.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

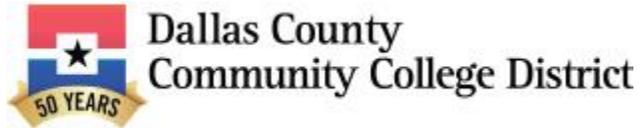
Bachelor's degree in related field plus four (4) years of related work experience. Official transcripts will be required. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. work day during heavy registration peak times. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist students in linking career and life goals to educational programs and services. Track, report and follow up on students, programs, and activities. Monitor and manage students' academic progress and completion, especially as they near graduation, consistent with college policies and requirements. Serve as a student resource for developing resumes, finding careers, applying to colleges or workforce training programs, developing interviewing and networking skills, and finding resources for transportation and other social service needs.

Support students with the selection of a career within DCCCD's Career Pathways by assessing the student's stage of academic and career development and promoting student growth by determining suitable developmental tasks; assisting in the establishment of realistic and attainable academic and career goals, with specific consideration to a student's financial plan to completion of identified pathway. Assess and interpret career keys and maps that indicate student's career interests and values.

Monitor students' development of career competencies and career management plan towards progression of gainful employment. Collaborates with the Senior Academic Advisor-Pathway and instructional colleagues to help students successfully navigate DCCCD's Career Pathways processes. Effectively communicate with business and community leaders/partners the benefits of investing in the development of community college students. Maintains constant interaction and follow-up with students via face-to-face and/or various forms of media / technology. Participates in new student orientations and recruitment activities for the college.



Support students with developing career management plans, including resume, cover letter and interview preparation; job search skills, internship/externship exploration; soft skill awareness; networking strategies; and self-branding. Provide proactive case management career coaching for students from beginning to completion, advising them in academic and career planning, including program and course information, scheduling, registration, transfer requirements, articulations with other educational institutions and graduation requirements. Provides career coaching strategies that assist students in achieving career goals.

Completes required DCCCD Professional Development training hours per academic year. Clearly communicates information and processes to a variety of audiences, using multiple forms of media such as email, webinars, video, social media, presentations, etc. Utilizes DCCCD Pathway Onboarding guides and training to provide effective career coaching. Supports supervisor in daily operational duties, i.e., management of projects and/or initiatives. Values diversity, inclusion and student equity and provides a high level of outstanding customer service.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*

ADA/tmm 01/08/2021