



Example of Career Coach Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of career coach. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for career coach

- One-on-one and group career coaching and advising to students so that they can take charge of their career decisions and job search
- Programming, including skill-building workshops employer information sessions, career fairs, special topic career panels, annual 'Career Treks' to New York City and Washington, DC
- Assisting students with making connections to alumni for career-related information and support practicum and internship opportunities and job leads
- Assist students with daily functions such as food preparation, toileting, medication administration, , life skills instructions
- Assist students to explore their interests and career paths, identify applicable workforce training, and discuss barriers and solutions to ensure successful program completion and credentialing
- Research appropriate strategies for helping students complete the credentialing requirements so that information can be utilized and shared
- Assist students with enrollment, accessing financial aid and other support services available at the college or via workforce partners in the community
- Identify employers in the college region seeking to hire students who complete training programs and credentials
- Arrange for work-based learning experiences for students such as internships, externships, job shadowing
- Continue to provide coaching and support to students who request it during the first few months of employment to help them overcome workplace

Qualifications for career coach

- Event Execution - Coordinates all logistical aspects of outcomes related events
- Research - Conducts research for Outcomes team with students + grads, research as needed by other parts of the organization
- Resource Gathering - Identify resources needed (online, product, design,) and help to prioritize those needs
- Risk Management - Track student progress and highlight to teammates and stakeholders when a student isn't doing well or falling out of communication
- Alumni - Assist the Director of Alumni in executing local alumni events as applicable
- Communication + Marketing - Manage pulling together the content + executing the sending of newsletters