

ND-JAG Early College Success Program Career Coach Job Description

Summary of responsibilities: Implementing the ND-JAG Early College Success Program (ECSP), recruiting students through current ND-JAG high school programs, facilitating student participation in the ECSP learning community on the community college campus, and provide instruction for the program – serving as an adjunct faculty member at Williston State College (WSC). Essential functions include but are not limited to:

Facilitating, Teaching & Guiding

- Instructing a minimum of two for-credit courses per semester:
 - The College Experience & Study Strategies (Fall)
 - Career Planning & Career Seeking Skills (Spring)

Note: Classes may include both high school and college level students
- Facilitating appropriate lessons designed to ensure student achievement specific to ND-JAG competencies and career guidance through classroom instruction;
- Teaching through a variety of methods including lecture, hands-on activities, and team teaching; tailors the program and teaching methods for the needs of each specific student;
- Implementing an intervention strategy as well as academic / vocational / life goal plans for each individual;
- Providing students with guidance, coaching, and support within appropriate limits;
- Referring students to additional support services on an as-needed basis;
- Taking responsibility for understanding and complying with ND-JAG and college policies including discipline, attendance, data entry, case management, etc;
- Complying with all documentation requirements in a timely fashion including contacts and activities involving students achievement and activities;
- Developing and maintaining a well-organized filing system (electronic and/or hard copy); and
- Participating in organization local and state-wide meetings, and staff development activities.

Career Exploration & Work Readiness

- Assisting students in developing or updating resumes, establishing linkages with employers in targeted industries, career guidance and

- planning, application completion, networking, interviewing, financial planning and resources;
- Building oral and written communication skills, including proficiency in public speaking
 - Working with employers, and civic groups to build awareness of and support for the ECSP;
 - Participating in public relations activities by attending meetings and speaking to community groups in conjunction with ND-JAG Leadership;
 - Fostering an appreciation for teamwork, sense of belonging, and commitment to continued education and community service;
 - Organizing and serving as advisor to the ECSP Learning Community;
 - Creating training opportunities through hands-on activities and projects, presentations, guest speakers, field trips and workshops;
 - Assisting students in achieving post-secondary educational goals including application and financial aid processes;
 - Working closely with students, schools and / or employers during the follow-up period; and
 - Developing a follow-up plan to ensure effective transition to employment or additional education.

Student Guidance & Mentoring

- Identifying, recruiting and enrolling student who are not currently achieving academic or vocational success independently; working with the ND-JAG school advisory committee for student outreach;
- Providing career guidance and career development with clear goals established and regular progress monitoring. This may include administering career testing and career interest surveys;
- Establishing and implementing a career development plan for all enrolled students;
- Increasing student competency in personal finance, knowledge regarding college aid, and developing money management skills.
- Developing student awareness of current fashion and how to dress for success; developing a winning attitude in the workplace; and how to best meet employer expectations, etc.
- Establishing the goals of the ND-JAG Student Club, the support group for students and vehicle for engaging students in civic and social activities that afford the opportunity to give back, allowing students to be recognized, and giving students the potential to earn scholarships.
- Ensuring an appropriate pool of students by directly recruiting students from ND-JAG high school programs, seeking referrals from ND-JAG Specialists, and conducting interviews with prospective students.

Job Qualifications

Masters degree in Career Education and/or Guidance, social service, counseling, business, education, or a related discipline is preferred. Extensive teaching or training may be taken into consideration along with level of education. Other favorable experience includes:

- Experience working with youth and understanding child development;
- Skills in human relations, leadership, supervision, facilitation and motivational techniques;
- Ability to work independently while managing multiple priorities and maintaining a high degree of attention to detail;
- Personal professionalism;
- Excellent oral and written communication skills; ability to present information effectively to large and small audiences.
- Ability to establish appropriate boundaries while developing and nurturing supportive relationships with students;
- Ability to establish and maintain professional ongoing relationships with various stakeholders;
- Ability to develop curriculum and educational opportunities consistent with the JAG model and goals of the ND-JAG ECSP;
- Working knowledge of basic computer applications such as word processing, EXCEL, Microsoft Outlook; and
- Must be able to work 12 months per year.

Salary Range

\$32,000 to \$37,000

Application Procedure

All interested persons should submit the following to Human Resources Coordinator, Williston State College, 1410 University Ave, Williston, ND 58801: Staff Application for Employment form (available at www.wsc.nodak.edu/jobs) or by request at the WSC Business Office at 701-774-4200; letter of application; current resume; transcripts; and, contact information for three professional references.

Review of applications will begin November 9, 2009 and continue until the position is filled. Employment is contingent upon a satisfactory background check.

Williston State College is an equal opportunity employer.