



North Central State
COLLEGE

Position Announcement

Posted: September 28, 2017

CAREER PATHWAY COORDINATOR

North Central State College is accepting resumes for a full-time Career Pathway Coordinator. The Career Pathway Coordinator reports to the Director of Student Success and Retention.

Essential duties/responsibilities include but are not limited to:

Career Advising/Development

- Assist prospective students in identifying their personal and professional goals through tailored enrollment coaching and advising that aligns to student career and professional goals.
- Provide career advising and guidance to current students that supports degree progression and completion
- Administers and interprets career exploration inventories, assisting students in using resources and research tools to explore and define career pathways
- Advise students on long-term career choices including certificate, degree and transfer pathway options for achieving career goals
- Collaborate with first year experience faculty to develop career assignments, lesson plans, and presentations
- Participate in College Student Inventory (CSI) advising related to career awareness and closure
- Assist academic advisors with redirecting students into alternate related majors, when appropriate
- Assist students in creating career plans in conjunction with their academic plans
- Monitor and manage referrals to the career office and provide timely and appropriate follow-up to students
- Work collaboratively with academic divisions, departments, faculty members, campus departments, employers, to enhance the career development experiences of students
- Provide and participate in advisor & career development cross-training activities
- Assist with campus visit events, preview nights and outreach events to increase prospective students understanding of career pathways at the Kehoe Center, Outreach Centers and main campus
- Represent Career Development office at on & off-campus events
- Utilize tools such as Career Coach, Ohio Means Jobs, FOCUS2 to proactively engage and advise students in clarifying, choosing and persisting toward completion of their academic and career goals.
- Create career exploration and career decision resources for both print and electronic distribution
- Maximize awareness and usage of the Career Tool Kit and career-related resources located on the college's website
- Collaborate with faculty, administration, and employers to coordinate major-specific outreach, customized classroom presentations and industry-specific visits
- Promote career development for students as integral to the College mission & Career Development office.
- Perform other duties as assigned

Job Search Development Assistance

- Provide resume and job seeking skills training (group presentations & individual appointments).
- Assist students with preparation for internships & employment.
- Create job preparation resource guides/student information.
- Develop workshops, lecture series and campus events related to job-search readiness and employment/soft skills
- Collaborate with Financial Aid office to promote federal work-study and campus employment opportunities
- Coordinate services to students and community members for development of a variety of job search skills and tools
 - Creating/editing resumes
 - Interviewing techniques and networking skills
 - Job search/job retention skills
- Plan and organize events designed to connect students and employers
 - Job fairs/recruitment events, interview days and employer interview events.
- Utilize employment software and provide trainings to students, staff, faculty and community in use of the software
- Provide employment and job market statistics to prospective and current students.
- Meet and interact with employers to coordinate internship and job placement opportunities.
- Network with area employers to determine current and future hiring needs.
- Follow up with students, employers, staff, faculty and administration and prepare employment related reports.
- Perform other duties as assigned

Department Administration

- Responsible for administering and reporting annual Graduate Survey and Employer Survey and providing analysis on trends, etc.
- Serve on academic advisory committees and other committees as appropriate to communicate current and future hiring needs of employers
- Attend department, division, and College meetings as needed
- Participate in professional development workshops and conferences and training in order to keep current with College policies, procedures, and career development and advising practices
- Perform other duties as assigned

Department Support

- Assist Director of Student Success & Transition Services with managing career development budget
- Develop and implement peer career mentor program
- Utilize current research, data, and student survey results to enhance department services and to adjust to changing campus and community needs
- Perform other duties as assigned

REQUIRED QUALIFICATIONS:

Education: Bachelor's degree in Education, Counseling, Psychology, Social Work, Business Administration, Student Development, or related area: Master's preferred.

Experience: Minimum two (2) years' experience in higher education in career development/career counseling, or academic advising, or student/academic affairs preferred.

Please express your interest in this position by submitting a letter of application and resume to:

NORTH CENTRAL STATE COLLEGE

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

You may also apply online at: www.ncstatecollege.edu. Click on *Info For* then *Job Seekers*

Review of resumes to begin 10/16/17 and until filled

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.