



Arkansas Works – Career Coach *(Grant-funded)* *Anticipated Opening(s)*

Position is a 12-month, full-time, grant-funded appointment. The Career Coach reports to the Vice President for College Readiness. This position will primarily serve Mississippi County, but may also work in other counties. While the services of the identified College and Career Coach will be available to any Arkansan, the College and Career Coach will specifically target those students who are most in need of career planning. The College and Career Coach will identify these students through their middle/high schools and encourage them to aspire to postsecondary education, workforce training, and/or apprenticeships as the means to a career that will afford economic self-sufficiency.

MINIMUM QUALIFICATIONS:

- Minimum of a Bachelor's degree is required.
- Experience in higher education or a public school environment is preferred.
- Must be highly motivated and able to work with minimal direct supervision.
- Must have excellent computer skills with a strong background in Word, PowerPoint, and Excel.
- Must have excellent interpersonal and organizational skills and the ability to communicate effectively orally, in writing, and in public presentation settings.
- Background check is required.

RESPONSIBILITIES:

- Providing early outreach to low-income students with information about the importance of postsecondary education, as well as accurate information on how to prepare, apply, and pay for it.
- Providing interest inventories and skills assessments to assist individuals in making informed career decisions.
- Facilitating the development of individual career plans and portfolios.
- Assisting students with enrolling in education or training programs.
- Providing information on careers, career pathways, and educational requirements. Providing opportunities for job shadowing, mentoring, internships, visits to business and industry, and other career awareness activities.
- Providing or connecting low-income students to support services that will ease the transition to postsecondary education.
- Connecting educationally disadvantaged students to "bridge programs" that teach basic academic skills in the context of training for advancement to better jobs and postsecondary education.
- Connecting students to academic enrichment activities such as study groups, tutoring, and workshops on study skills.
- Providing a continuum of career guidance to ease the transition from middle school to high school to postsecondary education or training and ultimately to the workplace.

- Duties will require working some nights and weekends and occasional overnight travel each semester.
- Other duties may be assigned, which relate to the mission and goals of the Arkansas Works program.

SALARY:

Salary is determined by education and experience as defined on the Salary Placement schedule. A generous fringe benefits package is included.

APPLICATION DEADLINE:

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

APPLICATION PROCEDURE:

Interested candidates should submit a completed application (available at at www.anc.edu/jobs) to anc-hr@smail.anc.edu or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109**. Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire. For more information, contact (870)762-3121.

**DATE OF
ANNOUNCEMENT:**

April 25, 2019

ANC is an affirmative action, equal opportunity employer.