



## WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402

### Job Description

**Job Title:** Career Services Coach

**Supervisor:** Campus Administrator/Career Services Manager

**Terms of Employment:** Twelve Months

**Salary Range:** \$40,000 - \$55,000

**Locations:**

Southwest Campus	Northwest Campus	Northeast Campus
500 N. Verrado Way	13201 W. Grand Ave.	1617 W. Williams Dr.
Buckeye, AZ 85027	Surprise, AZ 85374	Phoenix, AZ 85027

*(please list on application which campus location you are applying for)*

### Essential Duties and Responsibilities:

- Develops a strong understanding of West-MEC career and technical education programs and their requirements; maintain current information of CTE/economic/industry trends.
- Provides campus level support to the West-MEC Central Campus(es) including:
  - Resume / Mock Interview Support
    - Resume Builder training, troubleshooting, and yearly updates via Google Forms
    - Mock Interview training, scheduling, updates
  - Hosted / Co-Hosted Activities for Exiting Completers
    - Develop, update, and implement activities from the menu of career development activities that support programs in exposing students to opportunities in their field – focuses on career, continuing education, and certification
  - Work Based Learning
    - Assist teachers with information tracking and best practices for partner relationship building related to clinicals/internship/externship/job shadow.
    - Manage communication systems to nurture and value partnerships with business and industry; maintain records of industry partnerships / student placements
  - Attend and participate in advisory council meetings and activities, assist in maintaining advisory council records such as Council on Occupational Education Employer Verification Forms and Advisory Council Minutes for programs with Adult Education offerings.
  - Industry Certification Test Proctoring
    - Obtain and maintain proctor certification in order to serve as proctor for industry certifications
  - Completer / Upcoming Completer Job Leads
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7/11/2017 - Career Services Coach

# West-MEC

- o Post / publicize job leads for upcoming and recent completers, assist with updates to resumes, correspondence and follow up with employers
  - o Industry Credentials Grant / WMPOS Grant
    - o Serve as campus level ambassador for information on Industry Credentials and WMPOS Grant fund availability, paperwork, etc.
- Provide Transition Assistance to upcoming West-MEC Central Campus(es) Completers
  - o Ensure each completer has a documented plan prior to program completion
  - o Provide follow up assistance and referrals to assist completers in achieving their goals
  - o Coordinates workshops to teach students how to complete applications, develop résumés, interview, and search for available job positions
  - o Provides students with ongoing and meaningful opportunities for career development experiences
- Conducts administrative duties:
  - o Ensures the up-to-date maintenance of the physical and electronic Career Services database, documentation, reports and student records for secondary and post-secondary completers
  - o Maintains Career Services department with up-to-date career, continuing education, and certification information
  - o Provides a welcoming atmosphere for students, staff, parents and community.
- Performs other duties as assigned

## **Knowledge and Skills:**

- Associates degree in related field and three years' experience in one of the following areas: Employment with Career and Technical Education organization, staffing and hiring for an organization, human resources, business development; or an equivalent combination of education and experience
- Ability to communicate effectively with students, parents, colleagues and administration.
- Ability to speak clearly and concisely in written or oral communication
- Maintain a high level of ethical behavior and confidentiality of information
- Experience delivering presentations
- Ability to ensure that the mission and vision of West-MEC is achieved within established guidelines, timeframes, and budgetary constraints
- Familiar with one or more West-MEC Member Districts or other Arizona Joint Technical Education Districts

## **Requirements:**

- Valid Arizona driver's license and access to insured and reliable transportation.
- Fingerprint clearance card required
- Must be able to sit at a computer terminal for two consecutive hours at a time, lift up to 50 lbs.
- Work a variety of hours, including some evenings and weekends, when necessary, **i.e.10:30am – 7:00pm**
- May be required to travel to perform job functions



**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation.

**Closing Date:** Until filled

**Start Date:** October, 2017

**Application Procedure:**

Submit on-line application - [West-MEC.org](http://West-MEC.org) (remember to include the Campus Site you are applying for)

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.