

Saint Michael's College Job Description

Job Title: Career Education Coach, *Arts, Marketing, Communications, and STEM*

Department: Henry "Bud" Boucher, Jr. '69 Career Education Center

Supervisor or Manager: Director of Career Education

Date Created: 10.1.2017

Last Revised: 5.23.2023

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Implements and supports the new strategic plan focusing on the concept of Forward With Purpose
- Maintains industry expertise to assist students in Bundle areas
- Connects students with internship and job opportunities in industry-related fields
- Coordinates campus visits with employers and graduate programs in the assigned industry areas and builds events and programs to benefit employers and students
- Engages employers in student and alumni/ae panels and networking events
- Utilizes LinkedIn and SMC Connect technology to promote Career Bundles and connections between student and alumni in assigned industries
- Develops strategic relationships with alumni and corporate employers in industry-related fields to ensure students are prepared with cutting-edge knowledge and skills
- Promotes, engages, and educates students and alumni/ae on relevant career industry information and opportunities
- Facilitates strategic alumni and employer connections in the Arts, Marketing, Communications, and STEM fields
- Develops and maintains relationships with assigned faculty partners/departments/programs

Major Objectives in Coaching

- Delivers 1 on 1 coaching for students and alumni/ae in person or through a virtual format
- Assists with the development and delivery of virtual webinars and presentations
- Offers career education strategies for Saint Michael's College undergraduate students and alumni in the Arts, Marketing, Communications, and STEM fields
- Coaches and advises students on issues regarding choosing a major, career development, and graduate school advising as well as development of job search strategies specific and directed to their chosen career path
- Provides expertise in cover letter and résumé development and revision, job and internship search strategies, interviewing proficiency, networking skills, and personal branding
- Utilizes assessment tools such as TypeFocus and MBTI as well as self-exploration exercises to assist clients with the career development process
- Leads workshops on career-related topics
- At the request of faculty, facilitates in-class sessions on a wide variety of career-related topics
- Conducts, critiques, and provides feedback for students through practice interviews

Major Objectives in Peer Career Advising:

- Hires, trains, and manages Peer Career Advisors
- Works with PCAs to ensure their training is up-to-date
- Supports PCAs to become ambassadors of the Boucher Career Education Center
- Assists PCAs with scheduling and availability
- Evaluates program progress, success and adapt as needed

Major Objectives in Podcasting:

- Establishes and maintains the Career Education Center podcast, *SMC Career Paths*
- Sources and interviews podcast guests including alumni/ae, employers, professors, student, career professionals
- Edits and uploads podcasts to Spotify at least twice per month
- Promotes and markets the podcast to increase audience/subscriber numbers
- Develops internship program to help support the podcast and provide students with valuable experience

Secondary Responsibilities:

- Maintains a continuous plan for professional development and a commitment to staying current on the latest trends as they relate to assigned industries and career education in general
- Participates in departmental and college-wide programs to further develop skills and awareness to support an inclusive working and learning environment, and is able to identify areas where biases and inequities exist in the admission process and procedures
- Works with graduate students and staff to meet stated objectives
- Prepares and conduct workshops on career-related topics for campus groups (both student and staff)
- Provides information on Career Education for Admission events
- Provides updates and reports on activities related to the new strategic plan

Positions Supervised:

- Student Peer Career Advisors

Major Contacts:

- Current undergraduate and graduate students
- Alumni/ae
- Faculty and staff of the College
- Families of students and prospective students and their families

Demonstrates Excellence:

- Actively listens and communicates effectively with strong verbal and written communication skills
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Understands the impact, challenges, and barriers that racism, inequities, and bias have on developing systems of advantage and disadvantage relative to access to resources and employment opportunities
- Acts as a versatile team player who thrives on student and alumni interaction and excels in relationship-building
- Possesses strong organizational skills with excellent follow-through ability
- Develops solid relationships with prospective employers and internship sites
- Has a rich understanding of liberal arts and what such an education and institution embodies
- Possesses polished and professional presentation skills as well as an enthusiastic approach to presenting

Education and Work Experience:

- Advanced degree or equivalent combination of education and experience, centered around the disciplines of Career Education, Higher Education/Student Affairs, Education, Industrial Psychology, Human Resources, and/or Business

Analytic Skills:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required. Strategic planning skills

Language and Literacy Skills:

- Reads and interprets a wide range of information to small and large groups
- Effectively manages meetings
- Often in speaking, represents the institution to an audience
- Communicates regularly and effectively with a wide range of groups

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- Familiarity with Handshake and other career services technology highly desirable
- Familiarity with platforms related to volunteer management and mentoring highly desirable
- Familiarity with database management highly desirable
- Familiarity with virtual meeting technology desired
- Familiarity with social media desired

Licenses, Certifications and Other Requirements:

- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*
- MBTI Certification is highly desirable

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Career Education Coach, the employee must occasionally lift and/or move up to 10 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Some evening and weekend hours required for specific workshops or events

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.