

Career Coach
Forrest City High School

East Arkansas Community College is accepting applications for the position of Career Coach.

POSITION SUMMARY

The Career Coach is responsible for career guidance to secondary students to assist them in preparing for high school graduation, post-secondary education, apprenticeships or workforce training in area school districts.

TYPICAL FUNCTIONS

Providing assistance and resources to local high schools in order to help students make the best career decisions by enhancing their career readiness, life skills, job search, workplace survival skills and networking. Providing opportunities for job shadowing, mentoring, internships, visits to business and industry, and other career awareness activities such as college and career fairs. Connecting students to academic enrichment activities such as study groups, tutoring, and workshops on study skills. Evaluating programs and task effectiveness, assessing outcomes and developing ways for continuous improvement. Working directly with Community College for special training in admissions processes, academic advising, academic programs, career pathway initiative, financial aid, various scholarships, etc. Performing other duties as assigned that may be deemed necessary for an effective program.

KNOWLEDGE, ABILITY, AND SKILLS

Familiar with graduation requirements for high school and post-secondary education, administering the Kuder, Accuplacer, work keys and other assessment tools.

MINIMUM QUALIFICATIONS

The formal education equivalent of a Bachelor's Degree required, Master's Degree preferred. Two years' experience in education, counseling, or recruiting preferred.

Please submit an EACC application, resume, and transcript(s) to EACC Personnel Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin immediately and continue until position is filled.

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