**Career Coach, Office of Career Services**

**Xavier University of LA**

Xavier University of Louisiana invites applications for two Career Coach positions in the Office of Career Services. The career coaches will assist students to identify, develop, revise and achieve realistic career and academic goals and plans. The career coaches will report directly to the Director of the Office of Career Services.

Founded in 1925 by Saint Katharine Drexel and the Sisters of the Blessed Sacrament, Xavier is Catholic and historically Black. Located in New Orleans, the ultimate purpose of the University is to contribute to the promotion of a more just and humane society by preparing its students to assume roles of leadership and service in a global society. This preparation takes place in a diverse learning and teaching environment that incorporates all relevant educational means, including research and community service.

**Essential Duties and Responsibilities include:**

* Develop a general knowledge of the related professions associated with academic programs at the University regarding the education, training and career opportunities for those professions.
* Administer and interpret career assessment instruments and assist students in creating individualized career plans.
* Advise and assist students as they prepare for externship/internship/job opportunities by reviewing and critiquing resumes, cover letters and related job search documents; conducting mock interviews and providing feedback; and maintaining records to monitor and evaluate student progress.
* Advise students individually or in groups regarding job search skills.
* Build and maintain strategic relationships and collaborate with key constituents (colleagues, faculty, staff, students, parents, alumni, employers) to provide targeted messaging/advertising to students.
* Provide consultation and organizational assistance to departments/divisions in the development of specific career-related events.
* Work closely with faculty and staff members in the planning and coordination of career outreach programs such as job fairs and any major-specific career events.
* Disseminate all employment related opportunities to appropriate faculty, organizations, and students and assist students in contacting employers and/or completing job applications.
* Research, evaluate, and maintain online resources for a variety of career issues, academic majors and career fields.
* Maintain on-going professional development via involvement with relevant professional associations.
* Perform other duties as assigned.

**Knowledge, Education, Experience, and Proficiencies:**

* Bachelor’s (or Master’s) degree, preferably with career coaching certification from NACE, NCDA, or other professionally recognized certifying agency.
* Minimum of three to five years previous experience in career or life coaching, career development, or employment services.
* Outstanding verbal/written communication skills.
* Proficient with MS Office (Word, PowerPoint and Excel), database management systems, and career software.
* Excellent organizational and motivational skills.
* Able and willing to work with diverse student populations and in a multicultural environment that reflects our student body and embraces our mission and vision.

To apply, log into our online system at: https://jobs.xula.edu. Attach a letter of interest addressed to Dr. Marguerite Giguette, resume/curriculum vitae, and the names and contact information for three references. Review of applications will begin April 15, 2018; applications received before April 30, 2018 are assured consideration. EOA/AA