

Career Identity Coach

Posting Details

Posting Information

Vacancy Type	EPA Non-Faculty
Is Internal Transfer Only	No
Working Title	Career Identity Coach
Salary Range	
Anticipated Hiring Range	\$40,000 - \$43,000
Position Number	00001659
Work Schedule	8:00am to 5:00pm Monday through Friday; evening and weekend hours as required
Full Time Equivalent (FTE)	1.00
Department	244010 - Career Development Center
Department	DASA - Career Development Center
Job City & State	Raleigh, NC
Primary Function of Organizational Unit	The Career Development Center provides programs and services that facilitate career development and job placement among NC State University students.
Essential Job Duties	<p>The Career Identity Coach will serve the Career Development Center (CDC) in delivering career development programs and services to undergraduate students across NC State University. The position will focus specifically on facilitating career identity development among first and second year undergraduates. Toward this end, the position will also serve as an academic advisor to first year undergraduates.</p> <p>Career Coaching (75%)</p> <ul style="list-style-type: none"> • Under the supervision of the Director of Professional Development, the position will provide individual and group career coaching to NC State students in the areas of career and professional development, resume construction, LinkedIn, interview preparation, job/internship search strategies, and the ePack recruiting database system • Interpret career assessment tools and facilitate a career identity plan for students • Creatively prepare and deliver customized CDC information to various stakeholders • Represent the CDC at university orientations and other campus-wide events • Build career communities on campus by strengthening relationships with NC State University faculty members and present career topics to classes and clubs; catalyze the awareness of resources that build students' career identities • Share current knowledge of career paths and the hiring needs of interns and entry level professionals • Design new networking opportunities to connect students to alumni • Assist in the day-to-day operations of the CDC and complete additional projects as assigned <p>Academic Advising (25%)</p> <ul style="list-style-type: none"> • Serve as the academic adviser of record for 20 to 25 first year students within their assigned college • Provide quality individual academic advising to students, following a developmental philosophy of advising and NACADA standards and maintain appropriate records; training for this role will be provided by Advising Services within The University College • Teach or co-teach the college's first year orientation course in which their advisees are registered; teach other career courses as needed

- Seek professional development opportunities to maintain and improve expertise in coaching, advising, teaching and specialty areas

Other Work/Responsibilities

Provide customized presentations to classes, advisors, student organizations, dorm residents, and other campus groups as needed.

Minimum Education/Experience

Master's Degree in Higher Education, Counseling, Student Personnel, or related field. Two (2) years experience providing career counseling or coaching to undergraduates in a college/university setting.

Departmental Required Skills

Knowledge of social media and the best techniques to communicate to current generation of students. Ability to work independently, display a professional demeanor, demonstrate resourcefulness and problem solving skills. Excellent public speaking, writing and interpersonal communication skills. Knowledge of career counseling, college graduate career paths, and the labor market. Must be a creative, high energy, adaptable team player enthusiastic about the challenge of moving students toward reaching their future goals.

Preferred Experience, Skills, Training/Education

Master's Degree in Higher Education, Counseling, Student Personnel, or related field. Three (3) years experience providing career counseling or coaching to undergraduates in a college/university setting. Demonstrated leadership potential. Project management and event planning skills as well as the ability to use assessment data to continually improve and develop programs. Prior experience with the use of innovative web based technology. Ability to think strategically and independently within the context of the big picture and re-prioritize multiple projects as necessary. Strong student-centered focus. Comfortable with technology and working in a constantly changing environment. Knowledge of social media and the best techniques to communicate to current generation of students.

Required License or Certification

N/A

Special Instructions

Applicants are required to submit a resume, cover letter, and contact information for three professional references along with their completed online application.

Job Open Date

02/11/2016

Must Be Open Until

Positions will be posted until 5:00 PM ET on this date. Positions remaining posted after this date are still accepting applications but may close at any time.

02/24/2016

Is this position partially or fully funded on ARRA stimulus monies?

No

Proposed Hire Date

03/01/2016

AA/EOE

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.

Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919-515-3148.

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. If highest degree is from an institution outside of the U.S., final candidates are required to have their degree verified at www.wes.org. Degree must be obtained prior to start date.

NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Supplemental Question

Required fields are indicated with an asterisk (*).

1. * How did you learn of this opportunity?

- NCSU Website
- NCSU Executive Search Services
- Monster.com
- CareerBuilder.com
- InsideHigherEd.com
- Other Online Job Board
- Carolina Job Finder / Employment Guide
- Job / Career Fair
- The Chronicle of Higher Education
- Professional Journal
- Print Advertisement (Newspaper / Periodical)
- Professional Organization
- Direct Contact from NCSU HR Representative / Recruiter
- NCSU Employee Referral
- Social Media (LinkedIn, Twitter, Facebook, Other)
- Other

2. If you learned about this vacancy from "other source" or "other website", please provide the source.
(Open Ended Question)

3. * Do you have a Master's degree in college student personnel, higher education, counseling or related field?

- Yes
- No

4. * Do you have at least two (2) years experience providing career counseling or coaching to undergraduates in a college/university setting?

- Yes
- No

Application Materials Required

Required Documents

1. Resume
2. Cover Letter
3. Contact Information for References

Optional Documents

AA/EEO In addition, NC State welcomes all persons without regard to sexual orientation. Persons with disabilities requiring accommodations in the application and interview process please call (919) 515-3148. Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. If highest degree is from an institution outside of the U.S., final candidates are required to have their degree verified at www.wes.org. Degree must be obtained prior to start date.