**JOB TITLE:**  Career Coach – Environment & Sciences

**POSITION SUMMARY:**

Coach students and recent graduates who express interest in exploring, preparing for, and pursuing careers in environment and sustainability, outdoor recreation/education, science, engineering, research, or related fields.

**PRIMARY RESPONSIBILITIES:**

**Coach students and young alumni in their development as professionals and pursuit of opportunities in environment and sustainability, outdoor recreation/education, science, engineering, research, or related fields.**

* Coach students individually and in small groups in professional development, opportunity search and transitional skills with a focus on the integration of career with life goals.
* Engage with students in reflection, identifying transferrable skills, creating plans for in-school and post-graduate experiences
* Coach students in understanding and telling their stories, navigating transitions, discovering paths to opportunities, forming connections, and preparing them for professional interactions.
* Coach students in preparing for networking, internship, full-time, and graduate and professional school opportunities through resume assistance, interviewing techniques/feedback, searching techniques.
* Educate, equip, and support students in securing opportunities (internships, jobs, etc.) in their designated fields.
* Coach students in preparing for and through the graduate and professional school application process.
* Coach students on professionalism in the workplace and prepare them to make the most of their experience.
* Collaborate with all stakeholders and build relationships to support students and young alumni in the pursuit of an internship or opportunity in a specific industry or job function.

**Coordinate industry initiatives, programs, events, and services for students.**

* Design, plan, facilitate and evaluate topically and pathway relevant programming and workshops (e.g guest speakers, professionals in residence, alumni/student panels, career-focused symposia, skills workshops).
* Plan and lead off campus Tiger Treks, shadowing, and site visits.
* Create program materials, conduct research on the professional trends, job market, and the hiring trends of designated fields.
* Share with all staff the design and delivery of programming, and provide industry Pathway specific initiatives, programs, events, and services.
* Partner and collaborate with relevant student groups, academic departments, and administrative departments to develop industry Pathway specific initiatives, programming, student preparation, and communicate opportunities to students.
* Communicate internship opportunities to students through most effective means for student target, which could include relationship-based networking, website, HANDSHAKE, list serve, website and other means of communication.

**Lead the development and implementation of an employer relations and graduate/professional school plan to secure opportunities specific to the environment and sustainability, outdoor recreation/education, science, engineering, research, and related fields pathway.**

* Identify, independently source, and manage key employer and graduate/professional program accounts, and utilize high touch and effective customer services practices for employers and graduate/professional programs that represent the geographic and industry interests of Colorado College students
* Consult with campus partners on key prospects including, faculty, Alumni and Family Relations Office, Advancement, and other relevant partners.
* Develop strong, positive relationships with employers, alumni, staff, faculty, parents, and friends of Colorado College who work in their designated fields and related fields to identify and develop internship, full-time, fellowship, and graduate/professional school opportunities.
* Develop a process for evaluating the internship process and outcomes from the employer and student perspectives.
* Collaborate with faculty and campus partners in development and delivery of programs and messages.

**Participate actively in contributing to the success of the Career Center.**

* Serve as the liaison to various assigned departments and student groups on campus.
* Share with all staff the design and delivery of education programs and provide services for students, alumni, and employers with the goal being to connect these constituents for mutual benefit.
* Work with the Career Center team to develop and implement efficient methods to track student data, quantify the success rates of programs, and articulate the return on investment received by students.
* Work closely with the team to develop presentations and reports; attend meetings and deliver presentations and reports to a variety of constituents.

 **REQUIRED QUALIFICATIONS:**

Bachelor’s degree plus a minimum of three years of relevant professional work OR Master’s degree in a related field plus a minimum of one year relevant professional work experience in the environment and sustainability, outdoor recreation, science, engineering, research, or related field. Strong knowledge base in seeking and securing internships, summer research experiences, and full-time positions in environment and sustainability, outdoor recreation, science and research, or related field as well as applying to graduate school. Experience developing thoughtful and engaging strategies to draw others to participate. Experience with career coaching for students in these fields. Experience working with C-level professionals, executives, faculty, or other high-level stakeholders. Innovative, creative, and effective problem-solver with demonstrated success in connecting individuals with opportunities. Demonstrated success in elevating services from transactional to transformational. Technical skills required include MS Office, contact management, and internet-based applications. Requires an ability to build internal and external relationships and work in teams. Requires a commitment to student success.

**FULL JOB DESCRIPTION AND ONLINE APPLICATION:**

<https://employment.coloradocollege.edu/postings/3887>

Application Deadline is June 6, 2019.