**Coordinator of Non-Academic or Service Area (Career Coach)**

Student Affairs

Louisiana State University

This position provides career coaching to students, alumni, faculty, staff and community members spending half time tending to the specific needs of the College of Science including possible office hours in the academic building, and empowers students to explore career options and gain experience to complement academic majors and prepare effectively for experiential opportunities, the job search, and graduate school.

Job Responsibilities

60% Student Services – Identifies means of preparing for, ensure service delivery of, and provide guidance, coaching and support to students exploring careers, seeking work experience and transitioning from college to career. Advises undergraduate and graduate students in basic career decision making and career planning, all aspects of the identification and attainment of experiential learning, full time opportunities and graduate school, including, but not limited to available resources, procedures, and search processes. Researches work experience opportunities and resources to support students in gaining work-related skills to enhance seamless transition from college to career; expands opportunities for students to develop work-related competencies in areas that complement academic majors/chosen career path through gaining work experience while in school. Advises students on all aspects of the job search including professional correspondence, interview preparation, networking, graduate school admissions, etc; Makes career related presentations and workshops to students on various aspects of career development. Provides direct, tailored services in College of Science.

20% Campus Initiatives – Expands a culture of career across the College of Science propagating the importance of making a career decision, gaining experience that complements academic majors and preparing for a transition to life after college (employment or graduate study); liaises with senior administrators' departments to promote career development and readiness for students in the College. Communicates with appropriate administrators, staff, and faculty about the career development needs of their students and provides career planning services to students. Participates in large scale College of Science events such as freshman orientations (SPIN included), commencement, and recruitment events.

10% Professional Staff Responsibilities-- Attends administrative staff meetings in both the College of Science and with the LSU Olinde Career Center. Refers students as appropriate to more comprehensive services. Participates in professional organizations; participates in campus outreach efforts by representing the LSU Olinde Career Center at various events; assists in large office projects and other duties as assigned.

10% Employer Outreach– Researches local, national and international employers and industry trends that complement the College of Science disciplines; assists in outreach to employers to develop and expand job and internship opportunities.

Minimum Qualifications

Master's degree.

Preferred Qualifications

Master's degree in student affairs, social work, counseling, or related discipline. Specific experience working in a university career office, an experiential education office, or other student services. Experience working with faculty, employers and/or students in hard science disciplines.

**Background Check** - An offer of employment is contingent on a satisfactory pre-employment background check.

**Benefits** - LSU offers outstanding benefits to eligible employees and their dependents including health, life, dental, and vision insurance; flexible spending accounts; retirement options; annual and sick leave; 14 paid holidays; wellness benefits; tuition exemption; training and development opportunities; employee discounts and more!

**LSU is committed to diversity and is an equal opportunity/equal access employer**

**HCM Contact Information:**

Questions or concerns can be directed to the LSU Human Resources Management Office at 225-578-8200 or emailed [HR@lsu.edu](mailto:HR@lsu.edu).

Quick link at ad URL: <https://lsu.wd1.myworkdayjobs.com/LSU/job/LSU---Baton-Rouge/Coordinator-of-Non-Academic-or-Service-Area--Career-Coach-_R00029584>