



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Adult Education Career Coach

**Department:** Academic Affairs

**Status:** Full-Time

**Start Date:** Upon completion of Drug Test and Background Checks

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with Experience and Education

**Work Schedule:** 40 hours a week

**Qualifications:** The Career Coach functioning as a case manager will assess clients' needs and provide direct support and services to participants. The Career Coach will play a vital role in helping determine if participant is eligible for TANF (Temporary Assistance for Needy Families) services. The Career Coach will assist students with transition services such as exploring careers, goal setting, job search skills, resume preparation, completing a job application, interview skills, referring participants to Adult Basic Education instructors or other staff for testing, entering post-secondary, training, and apprenticeship programs. The Career Coach is also responsible for connecting clients to resources such as transportation, childcare, housing, counseling, etc.

The Career Coach ***must earn*** a Career Service Provider certificate within one year of hire in order to maintain the position. *This position is a grant-funded position through the Adult Education Section of the Division of Workforce Service.*

The Career Coach will support all recruitment, retention, and certificate completion activities of participants. Minimum of one (1) year of experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

## **Major Accountabilities:**

The Career Coach is accountable for contributing to the successful operation of the Adult Education & TANF Program through effective performance in the following essential functional areas:

- Collaborative program promotion, development, and administration.
- Communicating with TANF Community Partners.
- Coordination of academic assistance and student support services.
- Outcome's measurement, tracking and report.
- Fostering relationships with community partners and faith-based organizations to enhance the program goals.

A. ***TANF program development and administration:*** The Career Coach is accountable for contributing to the successful operation of adult education's TANF program by providing effective administrative services such as:

1. Planning and hosting events and activities to promote and recruit participants.
2. Conducting orientation meetings for TANF participants and partner agency counselors.
3. Developing and distributing TANF promotional material to partners to assist in outreach and recruitment.
4. Maintaining electronic student files to generate monthly, quarterly, and yearly reports.
5. Interpreting and responding to federal grant guidelines.

B. ***Professional Participation and Development:***

In addition to the accountabilities listed above, the Career Coach is required to carry out the essential duties of:

- Serve on assigned committees and task forces.
- Attendance and participation at committee, staff, informational and professional meetings related to the Adult Education and TANF Program.
- The incumbent is expected to maintain competency in the position's required fields of professional expertise and competencies. The incumbent is required to maintain complete confidentiality of client/student records and other information of a confidential nature.

C. Additional Responsibilities:

The incumbent has substantial relationships with TANF and TANF eligible participants, community partners; Division of Workforce Services, staff; state agencies and community colleges. The incumbent is expected to represent the Adult Education program in a positive manner and to collaborate with community partners' staff and with the local education agency to effectively support TANF and TANF participants engaged in activities in the program. This position also includes other adult education related duties as assigned by the Director.

**Minimum Qualifications:**

- A minimum of a Baccalaureate degree in related human services field. Previous Career Coach Experience is preferred.
- Strong communication skills, including both written and oral, with an ability to prioritize, negotiate, and work with a variety of personalities.
- Personal qualities of integrity, credibility, and dedication to the mission of Shorter College
- Must have access to internet outside of your work domicile in order to continue working remotely as dictated by circumstances that may arise.

**LANGUAGE SKILLS:**

Strong oral and written communication skills.

**REASONING ABILITY:** Must have knowledge of working in an urban community. Skilled in the use of office and computer equipment and use of standard office software and student information system software. Specifically, must have basic computer literacy, to include Word, PowerPoint, and email management skills. Must be able to work in an environment with frequent interruptions and changing tasks and priorities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Career Service Provider Certificate (within one year of hire)

**WORK ENVIRONMENT:**

The employee will work in an office environment. Local travel is required.

**REQUIRED TESTING:** Alcohol and Drug Test; Background Check

**HOW TO APPLY:**

Applicants may submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu) or Mail to: 604 Locust Street, North Little Rock AR, 72214