

**Job Title:** Career Services Coach

**Supervisor:** Campus Administrator/ Career Services Director

**Employment Terms:** 12 Months

**Salary Range:** \$56,358 - \$71,811 (Annually)

**Location:** Northwest Campus  
13201 W Grand Avenue  
Surprise, AZ 85374

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Develops a strong understanding of West-MEC Career and Technical Education programs and their requirements; maintains current information of CTE/ economic/ industry trends
- Provides campus-level support to the West-MEC Central Campus(es)
- Manages communication systems to nurture and value partnerships with business and industry
- Maintains accurate records of industry partnership contacts
- Attends and participate in advisory council meetings and activities, assist in collecting advisory council records such as Minutes, Program or Work, and Rosters
- Maintains Career Services records with up-to-date career, continuing education, certification and student placement data
- Obtains and maintain industry certification proctor status in order to serve as a proctor for student certifications
- Assists teachers with information tracking and best practices for partner relationship building related to clinical/ internship/ externship/ job shadow
- Coordinates workshops and career events, including Fast Forward sessions, to teach students how to complete applications, develop resumes, interview, search for available job positions, financial literacy, etc
- Posts/ publicizes job leads for upcoming and recent completers, assist with updates to resumes, correspondence and follow up with employers
- Ensure each completer has a documented plan prior to program completion
- Provides follow-up assistance and referrals to assist completers in achieving their goals (college, career, etc.)

- Provides students with ongoing and meaningful opportunities for career development experiences.  
Work with instructors to secure/ schedule guest speakers
- Ensures the timely and accurate maintenance of the physical and electronic Career Services database, documentation, reports, and student records for secondary and post-secondary completers
- Provides a welcoming atmosphere for students, staff, parents, industry partners, and the community
- Review credential data to develop strategies to help teachers and individual students meet certification goals
- Work with students needing guidance when selecting a career pathway using skills and interests assessments (one-on-one)
- Assist students in writing and tailoring resumes required for college apps (one-on-one)
- Write and deliver a career literacy workshop for campus (summer camp)
- Support campus by developing and implementing retention-based touchpoints for incoming and current students and parents in partnership with campus teachers and administration
- Research current trends in professionalism and write workshops to help students develop a competitive edge

**Knowledge and Skills:**

- Associates degree in related field and three years' experience in one of the following areas: Career Services, employment with Career and Technical Education organization, staffing and hiring for an organization, human resources, business/ workforce development; or an equivalent combination of education and experience
- Experience delivering presentations
- Experience with Student Information Systems preferred
- Ability to communicate effectively with students, parents, colleagues, and administration
- Ability to speak clearly and concisely in written or oral communication
- Ability to maintain a high level of ethical behavior and confidentiality of information
- Ability to ensure that the mission and vision of West-MEC is achieved within the established guidelines, timeframes, and budgetary constraints

**Other Requirements:**

- Arizona Driver's License required
- Must be able to pass fingerprint and background checks
- May be required to travel to perform job functions
- Occasional work outside normal working hours

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:**

**Application Procedure:**

Submit online application: <https://www.west-mec.edu/about-us/careerswest-mec>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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