

# HOT JOBS

## Career Coach \*SUNY Sullivan\* Loch Sheldrake, NY

### **Overview:**

SUNY Sullivan seeks to employ a part-time Career Coach. The Career Coach will assist in identifying opportunities for specialized career services and job readiness training for students in Career and Technical Education programs. The objective is to assist CTE students and community members to identify clear and relevant career pathways that provide a direct link between education/workforce development opportunities and industry needs as reflected in career opportunities.

This position reports to the Career Placement and Transfer Advisor in the Center for Student Learning and Development Services. This is a part-time grant position.

### **DUTIES AND RESPONSIBILITIES:**

Work with students, faith-based groups, community partners and other community-based organization to identify and create a network to enable and support career services training.

Assist with career assessments using NYS Department of Labor career assessments tools.

Instruct and coach students on using the Career Coach platform for career exploration

Coach students on different career opportunities based on the guided pathway they are interested in pursuing.

Conduct outreach activities to connect targeted populations with career and education services.

Assist in developing materials to support effective student and community outreach.

Conduct workshops on career exploration, job readiness skills, resume writing, job searching techniques, how to interview, and other soft skills training.

Collect student usage and participation data as outline in the Perkins grant

Write report discussing how the grant objectives and goals were addressed and accomplished.

Participate in training, staff meetings, and professional development provided by the Department of Learning and Student Development Services, One Stop and SUNY Sullivan.

Perform other reasonable and appropriate duties as might be assigned.

### **Requirements:**

Good communication skills (verbal and written) in Spanish a plus

Strong technology skills

Ability to conduct community outreach and hold workshops

Passion to improve the academic, economic, and career outcomes of the population served

### **Apply:**

Email resume and letter of interest to [employment@sunysullivan.edu](mailto:employment@sunysullivan.edu)