



Phillips Community College of the University of Arkansas is seeking qualified applicants for the following position on the DeWitt Campus serving Dumas Schools. This job posting is for a full-time, provisional position funded as a part of Arkansas Department of Career Education.

Arkansas Career Education - Career Coach

Job Summary: While the services of the identified College and Career Coaches will be available to any Arkansan, the College and Career Coach will specifically target those youth and adults who are most in need of career planning. One of the specific targets will be youth from underserved communities, special populations, and ESL students. College and Career Coaches will identify these students while they are in high school and encourage them to aspire to postsecondary education, workforce training and/or apprenticeships as the means to a career that will afford economic self-sufficiency.

Specific Duties and Responsibilities may include some of the following:

- Providing early outreach to students from special populations and their parents with information about the importance of postsecondary education, as well as accurate information on how to prepare, apply, receive funding by completing financial aid, getting registered, enrolled and stay in in postsecondary institutions and/or educational training programs.
- Providing interest inventories and skills assessments to assist individuals in making informed career decisions.
- Facilitating the development of individual career plans and portfolios.
- Assisting students with enrolling in education, post-secondary, and training programs.
- Providing information on careers, career pathways, and educational requirements. Providing opportunities for job shadowing, mentoring, internships, visits to business and industry, and other career awareness activities.
- Providing or connecting students from special populations to support services that will ease the transition to postsecondary education.
- Providing information on how to earn the General Educational Development (GED) credential.
- Providing information on how to earn industry recognized certifications by high school graduation.
- Connecting educationally disadvantaged youth and adults to “bridge programs” that teach basic academic skills in the context of training for advancement to better jobs and postsecondary education.
- Connecting students to academic enrichment activities such as study groups, tutoring, and workshops on study skill.
- Connecting high school students to early college programs, Advanced Placement classes, and academic and career and technical education (CTE), and early introductions to non-traditional programs of study. Concurrent credit enrollment.
- Providing a continuum of career guidance to ease the transition of students from middle school to high school to postsecondary education or training and ultimately to the workplace; and
- Performing other duties may be assigned, which relate to the mission and goals of the ACE program.

Job Qualifications

- Bachelor’s degree. Experience in higher education or a public school environment is preferred.
- Must be highly motivated and able to work with minimal direct supervision. Excellent computer skills with a strong background in Word, PowerPoint, and Excel. Must have excellent interpersonal and organizational skills and the ability to communicate effectively orally, in writing and in public presentation settings.
- Background check is required.

Review of applications will begin immediately and will continue until filled. To request an application, visit www.pccua.edu or email cjames@pccua.edu or call (870) 338-6474, extension 1271.

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