



JOB DESCRIPTION

JOB TITLE: Career Navigator	FLSA: Exempt
Department Technical and Professional Education	Date: 9/27/2016
Security Sensitive: Yes	Grade: C-41
Reports To: Dean of Technical and Professional Education	

Job Summary

The Career Navigator is a student mentor and coach, who functions primarily to assist students in linking academic, personal and professional goals to ensure persistence to graduation. The Career Coach serves as a liaison to services and resources on campus and is vital to developing the key data points needed to ensure program completion. The Career Navigator assists with the development, coordination, and implementation of Student Support Services and activities to improve student success, and services and activities to improve retention, course completion, graduation, and/or transfer rates.

Essential Functions

- Provides student success services to students and potential students of the College, including, but not limited to career planning, academic advising, assistance with registration, transfer information, placement information, student activities, and recruiting;
- Assists students in planning educational programs compatible with their interests, needs, and abilities;
- Assists disadvantaged, racially and culturally diverse first generation prospective students to adjust to and succeed in college;
- Assists with student recruitment, student activities, and linkages for assistance with support services;
- Assists with orientation programs and/or classes;
- Assists students in applying for financial aid;
- Registers students for classes and maintains degree plans;
- Assists instructors with follow-up of students who have been notified through the Early Alert System for excessive absences, unsatisfactory grades, etc.; advises and works with students who have been notified through the Early Alert System;
- Assists with recruiting, training, matching and monitoring mentors and peer tutors;
- Prepares documents, reports, contracts and routine correspondence;
- Assists with job fairs, industry field trips;
- Conducts career advising, to include a discussion of job descriptions, median hourly wages as well as length of training required;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;

- Performs all other duties as assigned.

Minimum Education, Skills and Ability

- Bachelor’s degree in student services, business, education, a teaching field currently offered by the college, or a closely related area;
- Demonstrated knowledge and skills in the use of integrated software systems and Microsoft Office applications;
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, and the public;
- Demonstrated skills in facilitating and modeling a quality customer service orientation;
- Ability to work effectively within an ethnic, cultural and socially diverse student population;
- Ability to work collegially and collaboratively;
- Demonstrated excellent written and verbal communication skills; demonstrated strong interpersonal skills;
- Strong customer service orientation and ability to work with a committee or a team;
- Excellence in providing and modeling quality customer service;
- Ability to think “outside the box” and to lead and manage change, as well as the recruiting and admissions processes of the College.

Preferred Education, Skills, and Abilities

- Master’s degree in student services, education, business, or a closely related field;
- Experience in a community college setting working with student admissions, student advisement, student support services, and/or student records;
- Knowledge and strong skills in the area of integrated software systems, particularly Colleague, and reporting tools, such as Business Objects.

Work Environment

- Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards;
- The position requires average agility and good physical condition;
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Ability to travel as required for workshops and conferences;
- Ability to work some evenings and weekends
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature Date