

Career Coach (Job Number: 72569BR)

Campus Location	Tempe
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-time
Grant Funded Position	This is not a grant-funded position and is not contingent on future grant funding
Salary	\$35,750 - \$60,000 per year; DOE
Close Date	October 25, 2021
Job Description	<p>Under administrative direction of the Assistant Director Student Success Team, the Mary Lou Fulton Teachers College (MLFTC) Career Coach will perform work of considerable difficulty in providing educator exploration and customized career advising services to current students and alumni of MLFTC. Through workshops, appointments, presentations and/or other mediums they will support student preparation, pursuit and development of competencies to transfer into educator career options and opportunities aligned with personal and professional objectives. This individual will create and use resources to support students making informed decisions concerning goals, options and professional pathways across ASU campuses, on internships and as a professional in the field.</p>
Essential Duties	<ul style="list-style-type: none"> • Provides personalized coaching, career advising and professional pathway planning for Mary Lou Fulton Teachers College students and alumni. • Refers students to department, University and external resources as needed and coordinated with other Success Team Coaches and partners. • Coach students to develop career and job seeking strategies and plans for MLFTC students. • Provides assistance with resume, interviewing techniques and professional development. • Coordinates volunteer programs currently established, and develops additional volunteering/professional development opportunities. • Assists in promoting and coordinating internship opportunities and study abroad options. • Interacts and maintains relationships with students, faculty, staff and outside/community agencies including Career and Professional Development Services in facilitating program objectives, resource creation and distribution. • Develops and facilitates presentations, workshops, meetings and/or training experiences with high impact on program and/or participants; coordinates logistics, scheduling and participant communications. • Tracks student interactions and completes assessment reports. • Creates web-based and print resources to support educator relevant programming and career readiness into curriculum. • Engages in professional development activities. • Performs administrative tasks as assigned

Minimum Qualifications	Master's degree in counseling, student personnel, or related discipline and 3 years of related experience. OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	<ul style="list-style-type: none"> • Experience in higher education/student affairs, leadership and organizational management, human resources, or a field appropriate to the area of assignment. • Experience in career services/development, academic advising, coaching, student development/youth development, educational transition, student engagement, co-curricular learning, and/or teaching. • Experience working with diverse students in a college/university setting. • Experience establishing and maintaining effective working relationships with students, staff, and faculty. • Experience with program development, coordination, implementation, and assessment. • Demonstrated knowledge of student development theory. • Experience promoting university student programs and services in person, print, and social media; effective presentation and public speaking skills. • Experience utilizing various types of technology to include Microsoft Office applications (i.e., Word, Excel, PowerPoint, Outlook) and web-based data systems. • Experience with Peoplesoft, Salesforce CRM, ASU's Analytics site. • Evidence of effective written and verbal communication skills. • Experience promoting programs and initiatives via social media platforms • Experience in work that requires attention to detail. • Demonstrated knowledge of college student population and student development principles and practices
Working Environment	<ul style="list-style-type: none"> • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse; • Required to stand for varying lengths of time and walk moderate distances to perform work • Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds • Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts • Ability to clearly communicate verbally, read, write, see and hear to perform essential functions • Frequent travel to other campuses.
Department Statement	<p>ASU's Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually.</p> <p>MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching, and the effects of education policy.</p>

	<p>MLFTC mobilizes people through bachelor's, master's, and doctoral degree programs, through non-degree professional development programs, and through socially embedded, multilateral community engagement.</p> <p>MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>MLFTC is committed to ensuring that the fundamental commitment to advancing system equity, inclusion, and justice is enacted in our curricula, programming, and relationships. Our ultimate goal is to help us imagine possibilities for creating sustainable cultures in our college and with our global communes that is reflective of a deep commitment to inclusion, systemic equity, and justice.</p>
<p>ASU Statement</p>	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree</p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.</p>
<p>Employment Verification</p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p>Fingerprint Check Statement</p>	<p>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</p>
<p>Instructions to Apply</p>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p>

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

Only electronic applications are accepted for this position. [72569BR](#)
