

# **DIRECTOR OF CAREER SERVICES/STUDENT SERVICES** **COORDINATOR LACOMBE**

Lacombe Campus

## **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified, position domiciled at the Lacombe Main Campus.

**Applications will be accepted until position is filled, with preference being given to those received on or before October 2, 2020. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

**To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (for transcript to be considered official it must be sent directly from the school to Human Resources. (Transcripts may be sent electronically) to:**

**Attention: Hiring Manager**  
**Northshore Technical Community College**  
**65556 Centerpoint Boulevard**  
**Lacombe, LA 70445**  
**Telephone number: 985-545-1215**  
**Email: [resumes@northshorecollege.edu](mailto:resumes@northshorecollege.edu)**

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## **Job Summary:**

Career Services engages with students in the earliest stages and throughout their time at NTCC because career is about much more than just finding a job: it's about learning about yourself and how you might put your unique skill sets and talents to work. The Career Services Director assists all students, alumni, faculty, and employer clients in the development of career education, career identification and search, and pursuit of employment opportunities commensurate with formal academic pursuits. The Director is responsible for continually expanding the client/user base and scope of services to ensure provision of the widest array of services possible to the broadest mix of academic and corporate clients. As Student Services Coordinator at the Lacombe Campus, this position oversees all student services related activities at the Lacombe Campus.

## **QUALIFICATIONS:**

**Required:** Bachelor's degree in counseling, student services administration, higher education, human resources or related field from an accredited institution; five years of experience in college career services or similar experience in career development in a business environment; demonstrated experience with customer resource management platforms; minimum of three (3) years related experience in with the analysis of data and databases; , minimum of two (2) years' experience in a supervisory/leadership position, strong analytical, quantitative, written, and oral communication skills, demonstrated proficiency in word processing, spreadsheet, database, and statistical analysis applications, experience in managing multiple projects, problem solving, and working with diverse groups, ability to work independently in the development of written reports to include conclusions and recommendations based on factual and objective analysis.

**Preferred:** Masters' degree with counseling, higher education, or related field from an accredited institution. Experience with Salesforce platform.

## **RESPONSIBILITIES:**

- Serves as the primary liaison between the college, its students and alumni, and potential employers on a state, regional, national, and international scale.
- Responsible for fiscal planning and management for career services, including all operations and any staffing matters.
- Serves as adviser and interfaces with representatives of industrial, governmental, and educational employers to assist in the most effective use of career services' efforts. Also supports the marketing of other university college and departmental efforts.
- Develops new contacts with external organizations for the purpose of expanding employment opportunities for students and alumni.
- Reviews and supervises the on-campus recruitment and interviewing processes as well as resume referral and job-listing services for current students as well as alumni. Coordinates and supervises staff professional development activities and training, to include travel for professional development workshops, seminars, and conferences.
- Closely coordinates communication with deans, department chairs, and other faculty to ensure that the career services department is meeting the needs and desires of the academic colleges and departments, within the limitations imposed by the size of the staff and financial support provided by the university.
- Constantly monitors, analyzes, and evaluates current scope of services offered through career services and plans, implements, and directs new programs under the supervision of the dean of student development and services and in coordination with other directors of student services and student activities efforts.
- Serves in a leadership role in various professional organizations including, but not limited to, the National Association of Colleges and Employers (NACE) and those regional affiliates which provide broad opportunities for job development activities.
- Develop strategies to serve students in Perkin's Special Populations who are enrolled in programs with low retention, credentialing, completion and placement.
- In coordination with the Assistant Director of Student Affairs at each campus, provide direct service to Perkin's Special Population students; providing them academic year college readiness education and aiding them to overcome barriers to educational success.
- Provide support to students in career exploration, readiness, and placement; implement Counseling for Careers at all campuses.
- Provides career advising expertise to students and alumni regarding the job-search process, interviewing, resume, and letter writing, and all other facets of career planning. Conducts workshops, seminars, and other presentations to student, faculty, employer, and alumni groups.
- Career Coach: Manage and enhance the career exploration portal.
- Gator Career: Manage and enhance use of employee/employer portal.
- Develop an online career resource center for career assessments along Online Career Library to help students figure out the kind of work they will pursue.
- Coordinate and host resume writing workshops
- Our partner reference letter service will store your letters of recommendation for grad school or your reference letters when you are applying for academic jobs.
- LinkedIn is a crucial tool for anyone who is either currently employed or planning to be employed. Assist in developing student profiles and getting them up and running.
- Maintain database as to students served.

- Primary person to serve as Career Expo coordinator to include business and industry and secondary partners.
- Coordinates and hosts resume writing workshops, mock interview skills, job readiness workshops, Essential Skills PD workshops, and other career related workshops
- Coordinate Internships
- Participate in maintaining Salesforce
- Perform other duties as assigned by supervisor.

#### **STUDENT SERVICES COORDINATOR-LACOMBE RESPONSIBILITIES:**

- Serve as the central point of contact for student services at the Lacombe Campus.
- Provide central and consistent communication to both prospective and continuing students at the Lacombe Campus.
- Assist the Dean of Campus Administration at the Lacombe Campus with developing strategies for serving students and supporting faculty.
- Develop and strengthen relationships with faculty and staff at the Lacombe Campus.
- Plan, organize, and lead all student affairs initiatives and programs at the Lacombe Campus.
- Assist the Dean of Campus Administration at the Lacombe Campus by collecting and processing student records and student course schedules.
- Assists Lacombe Campus faculty and facilitates student advising each semester through monitoring of academic progress and providing academic and career counseling.
- Assists the Financial Aid Office with student communication.
- Assists with all Lacombe Campus events.

#### **SPECIAL SKILLS AND ABILITIES:**

1. **Skills/Abilities:** Application and intermediate knowledge of office practices and procedures. Intermediate computer skills. Effective phone etiquette skills. Must be able to communicate effectively in both written and verbal form. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills. Should have knowledge of document-imaging technology. Must be able to maintain current social media websites.
2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.