



183 College Drive • De Queen, AR 71832
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POSITIONS ANNOUNCEMENT
Career Coach-De Queen High School
(Full Time, 11-Month/Provisional Position/Renews Annually)

This position ensures that middle (grades 7 -12) and high school students attending an Arkansas high school have the opportunity and support needed to increase their knowledge, skills, and educational attainment necessary for education/training beyond high school and the workforce. By providing college and career guidance to the families eligible for these programs, the project directly addresses the needs of these populations.

DUTIES AND RESPONSIBILITIES:

- Maintain records on all services and programs provided to students.
- Provide early outreach to low-income students and their parents with information about the importance of postsecondary education, as well as accurate information on how to prepare, apply, and pay for it.
- Deliver interest inventories and skills assessments to assist individuals in making informed career decisions.
- Facilitate the development of individual career plans and portfolios.
- Assist students with enrolling in education or training programs.
- Provide information on careers, career pathways, and educational requirements.
- Facilitate opportunities for job shadowing, mentoring, internships, visit business and industry, and other career awareness activities.
- Provide or connect low-income students to support services that will ease the transition to postsecondary education.
- Provide information on pursuing and obtaining industry-valued certifications.
- Provide information on how to earn a Workforce Alliance for Growth in the Economy (WAGE) certificate.
- Connect 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.
- Connect students to academic enrichment activities such as study groups, tutoring, and workshops on study skills.
- Connect high school students to early college programs, Advanced Placement classes, and academic and career and technical education (CTE) and concurrent-credit enrollment.
- Provide 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.
- Assist with delivery of ACT remediation services and programs.

Minimum Requirements:

- Bachelor’s Degree
- Career Development Facilitator (CDF) certificate or obtain one within a year of employment.
- Bilingual is a plus

ANNUAL SALARY

\$42,000 annually, combined with an excellent benefits package consisting of health, dental, life, long and short-term disability insurances, a retirement plan with employer matching contributions, paid sick leave, and educational assistance.

All applications must include a cover letter, an updated resume, and copy of unofficial transcripts. Applications received without the required documents will be incomplete and will not be considered for the position.

DEADLINE FOR APPLICATIONS

Friday, June 21, 2024

FOR OUTSIDE APPLICANTS TO APPLY:

Go to www.cccua.edu, click the “ABOUT” link, select “Employment Opportunities”, then click the “View Available Jobs-External Applicants” link. Find Job Requisition **R0057805**, then click the blue “Apply” link at the top of position posting and follow the process.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

1. Log in to Workday
2. Search “Find Jobs” in the search box to view all open positions
3. Once you have submitted an application, click “My Applications” to view the status

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

UA Cossatot is an EEO/AA/ADA employer.

6/12/2024