



POSITIONS ANNOUNCEMENT
Career Coach-Mineral Springs
(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, visiting business and industry, and other career awareness activities.
- Provide or connect low-income students to support services that will ease the transition to post-secondary 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, 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.

REQUIRED APPLICATION MATERIALS

Applicants are required to submit a cover letter, an updated resume, and unofficial transcripts. Applications missing any of the required documents will be deemed incomplete and will not be considered.

DEADLINE FOR APPLICATIONS

Thursday, June 5, 2025

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0071914**, then click the blue "Apply" button at the top of the posting to begin your application.

HOW TO APPLY (INTERNAL APPLICANTS):

Log in to Workday>Search “Find Jobs Internal” in the search box to view all open positions>Select the position>Apply.

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

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*Persons must have proof of legal authority to work in the United States on the first day of employment.

*Application information is subject to public disclosure under the Arkansas Freedom of Information Act.