

**Job Title:** Adult Education Career Services Coach

**Supervisor:** Director of Adult Education

**Employment Terms:** 12 Months; Routine work schedule will reflect West-MEC Adult Education Campus hours (between 6:00 am - 10:00 pm)

**Salary Range:** \$40,800 - \$56,100

**Location:** START Campus – 5405 North 99<sup>th</sup> Avenue, Glendale AZ 85305

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Develops a strong understanding of West-MEC career and technical Adult Education programs and their requirements; keeps up to date on current information of CTE/economic/industry trends.
- Provides campus-level support to the West-MEC Central Campuses where Adult Education programs are offered through the following:
  - Attends Adult Education Orientations and Completer Ceremonies.
  - Facilitates Exit Interviews for all adult student exiting their program to ensure a documented plan prior to program completion or program withdrawal.
  - Attends and participates in Advisory Council meetings and activities, assists in maintaining advisory council records such as Council on Occupational Education (COE) Employer Program Verification Forms and Advisory Council Minutes for programs with adult education offerings.
  - Hosts employers on campus for interviews, presentations, and other various employer activities.
- Ensures high employment rates, minimum of 70% for active students and completers by continually following up with unemployed students and completers through a variety of different mediums including one-on-one meetings, classroom surveys, phone calls, text messages and/or social media contacts.
- Logs all communication follow up in Adult Education in student information system.
- Supports employment outcomes by developing and maintaining relationships and communications with various employers.
- Sources job opportunities for current students and completers through job board searches, cold calls, visits to employers, and other networking efforts.
- Shares and publicizes job leads with completers and current students.

- Ensures Council on COE standards as well as state guidelines, where applicable, are met by accurately collecting and recording students' and completers' employment information in Adult Education student information system.
- Follows up with completers and employers, as needed, to ensure placement verification information is submitted timely.
- Provides a welcoming atmosphere for students, staff, employers, and the community.
- Conducts administrative and other duties as assigned.

### **Qualifications:**

- Associates degree in related field and three years' experience in one of the following areas: Career Services, staffing/recruiting, business development, sales; or an equivalent combination of education and experience.
- Solid understanding of metrics-driven environment with a proven record of meeting or exceeding defined metrics.
- Working knowledge of Microsoft Office and Google Suite; prior knowledge of student information systems preferred.
- Ability to work in a fast-paced environment where deadlines and multi-tasking are essential.
- Ability to communicate effectively and professionally with students, employers, colleagues and administration.
- Ability to speak clearly and concisely in written and oral communication.
- Maintains a high level of ethical behavior and confidentiality of information.
- Ability to ensure that the mission and vision of West-MEC is achieved within established guidelines, timeframes, and budgetary constraints.
- Familiar with one or more West-MEC Member Districts or other Arizona Joint Technical Education Districts.

### **Other Requirements:**

- Arizona Driver's License required
- Must be able to pass fingerprint and background checks
- Will be required to travel to campuses where Adult Education is offered to perform job functions
- Flexible schedule - Occasional work outside normal working hours required

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

### **Application Procedure:**

Submit online application: <https://west-mec.edu/employment/> Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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