**Nunez Community College is recruiting for a**

**Part-Time, Temporary Career Coach**

**Dates of the position: July 1, 2015 through June 30, 2016**.

**Job Description**: Work closely with high school and community college stakeholders to help secondary students easily transition to postsecondary education. Serve as a community college academic advisor for high school students to include administering college placement testing. Relate career information and help students develop individualized educational career plans. Conduct outreach and recruitment activities for high school students. Participate in the collection and maintenance of student outcome data and created student activity reports as requested. Participate in conferences and planning meetings sponsored by the LCTCS and LDOE. Organize and schedule campus tours, participate in recruiting events and other duties associated with student outreach involving high school students.

**Minimum Qualifications**: Bachelor’s degree. Excellent oral and written communication skills. Ability to develop positive working relationships with diverse population of high school students, parents, community college faculty, staff, administrators, and general public. Demonstrated ability to provide higher education related academic and career information and mentoring. Demonstrated ability to articulate information about post-secondary transitional programs, including but not limited to Tech Prep and Dual Enrollment. Skill in the use of personal computers to input data, track participants, organize, document activities, and produce reports. A criminal and CPS background check is required if hired. Satisfactory reference and background checks are a condition of employment.

**Preferred Qualifications:** Master’s degree. Previous work experience in high school and higher education.

**Salary**: $18-22 an hour

**Schedule:** 20-38 hours per week

**Special Requirements**: YOUR BACHELOR’S DEGREE TRANSCRIPT MUST BE ATTACHED IN ORDER TO BE CONSIDERED FOR THIS POSITION. PLEASE PAY CLOSE ATTENTION TO THE APPLICATION PROCESS.

Position is open until filled and more than one coach may be hired on this announcement. Preference given to applications received before **June 12, 2015.**

**To apply, send cover letter, resume/CV, transcripts, and contact information for three professional references to: Human Resources, Nunez Community College**

**By mail: 3710 Paris Rd. Chalmette, LA 70043**

**By fax: 504-278-6489**

**By email: rgreene@nunez.edu**

**EOE & ADA**