

CAREER COACH

CAREER SERVICES

Description: The Career Coach supports students in successfully transitioning to the workforce by providing individualized career counseling, facilitating internships, and promoting workforce development. This role emphasizes career readiness building, job placement, and cultivating relationships with employers, faculty, and alumni to create career opportunities and internships that enhance students' professional growth.

Minimum Requirements: Bachelor's degree in counseling, education, business, human resources, or a related field, and 2–3 years of experience in career coaching, human resources, academic advising, or a related area. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

Preferred Qualifications: Certification in career coaching or counseling (e.g., NCDA Certified Career Services Provider, Global Career Development Facilitator). Master's degree in related field. Experience working in a higher education setting.

Knowledge, Skills and Abilities: General knowledge of workforce development as it pertains to career skill building. Excellent communication, presentation, and interpersonal skills. Dependability, creativity, good judgment, and professionalism. Ability to build rapport with diverse populations. Experience and proficiency in managing multiple priorities effectively.

Hire Range: \$38,985- \$ 46,000 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: CB70 – **State Title:** Student Svs Pgrm Crd II

Position #: – **Band:** 05

Search openings at careers.sc.gov

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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