



<b>Job Title</b>	Career Coach	<b>Job Code</b>	SD0222
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	17
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Student Development & Enrollment Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Career Development/ Placement

**Job Family & Subfamily Summary**

**Student Development & Enrollment Services Professionals** develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

**Career Development/Placement Professionals** focus on students' career development by working with students, alumni, and/or potential employers. Provide counseling to students, develops programs and activities to assist students with career development.

**Job Summary**

Assists students with academic/career goals to include job placement. Recommends academic/career informational resources & have knowledge about minors, certificates, education tracks, and graduate school opportunities. Cultivates and maintains critical employer relationships that lead to employment.

**Representative Duties**

1.
  - Assist students with academic advising including registration, graduation checks, & graduate school admission
  - Assists current and prospective students with understanding their MyKnight Audit and academic policies and procedures
  - Certifies Degrees and processes intent to graduate applications as needed
  - Permits students into graduate coursework to include the advisement and permitting of non-degree seeking students
  - Represents the college at local institutions
  - Develops and maintains employer relations to secure and market job, intern, externship, and co-op opportunities to students
  - Conducts intake meetings with employers to agree on qualification criteria for candidates, help to secure college partnerships/donations, and to educate and help students regarding employers and their recruitment cycles/openings
  - Identifies, contact, and track the placement of qualified student candidates
  - Plans and implements professional and academic development activities for the college
  - Provides guidance to students regarding career and major choices
  - Conducts educational classroom presentations, seminars, workshops promoting college and career programs and activities
  - Conducts public relations efforts to promote the programs
  - Plans and implements professional and academic development activities for the college
  - Coordinates, and implements on-going training for the professional staff to include the development of job aids/quick references
  - Publishes weekly newsletter and assists with updates to and maintenance of the college website and social media outlets
  - Researches, develops and evaluates strategic plans to increase rates of graduation, retention, and student job placement within their field of study
  - Serves on internal department and UCF committees

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**