

JOB DESCRIPTION

NDSCS UpskillingND Career Coach (Volunteer)

SUMMARY: The UpskillingND Career Coach is a volunteer role to assist with a key initiative undertaken by North Dakota State College of Science (NDSCS) and Microsoft Corporation to offer professional development guidance to individuals seeking digital skills training to elevate their employment prospects. The coach helps the participants in this program identify and realize career goals through personal consultation.

This person will assist the participant in identifying personal goals, developing core professional soft skills and assisting with preparations for effective job searching including feedback on resumes and strategizing for a successful job interview. The expectation is to schedule weekly 1:1 virtual sessions with participant as they are pursuing the online training classes to motivate and inspire results. Other duties may include encouraging attendance at Lunch & Learns or other training options as well as helping participants identify and connect with new employment opportunities.

This UpskillingND initiative is dedicated to promoting diversity, multiculturalism, and inclusion for the volunteer coaches and participants. We are focused on equality as we proceed through these training cohorts and sincerely believe in diversity of race, gender, ethnicity, national origin and all the other fascinating characteristics that make us unique.

ESSENTIAL FUNCTIONS:

- Schedules and leads weekly 1:1 sessions with participant
- Assists participants identify personal interests and life goals.
- Reviews participants' resumes, cover letters, LinkedIn profiles and provides feedback.
- Rehearses job interview tactics with participants and offers advice.
- Guides participants who desire to make a career change.
- Considers participants' experience and education when recommending career paths
- Suggests additional education to participants to help them achieve their career goals
- Assists participants with job search skills, assists with contact with prospective employers and completing job applications
- Answers questions concerning details about different careers.

KNOWLEDGE, SKILLS & ABILITIES:

- Keen attention to detail and highly organized
- Strong verbal/written communication skills with ability to communicate effectively in a polished, professional, and friendly manner
- Strong problem solving and decision making skills
- Must have excellent management and motivational skills
- Knowledge of human resources and recruiting techniques preferred

QUALIFICATIONS:

- Extensive experience in Business, Communications or related discipline *preferred*
- 5+ years of relevant experience in a professional office/virtual environment