

Career Services Coordinator and Academic Support

Tabor College

Hillsboro, KS

Job Overview:

The Career Services Coordinator and Academic Support position exists to help students achieve their highest potential as servants of Christ by providing quality, relevant career services and academic support. Provide events, training and individual support for students in preparation for internships and careers. Provide academic support for students through tutoring and mentoring.

Job Description:

Career Services Coordinator:

1. Develop and conduct workshops related to career readiness, assess their effectiveness and implement changes needed to engage students;
2. Partner with ACCK (KICA) schools for Teacher Interview Day and Career Fair;
3. Plan Career Service events;
4. Help Student Life Staff execute college events related to the freshman experience;
5. Help teach TC103 Career Planning Seminar (1hr) in Fall and Spring semesters;
6. Assist students with resume and cover letter skills through workshops and individual meetings;
7. Analyze student's career paths, initiate career assessments and inventories, and provide advice;
8. Establish and maintain relationships with all constituencies (i.e. alumni and local businesses) to increase recruitment of students for employment upon graduation;
9. Advise all non-declared majors for both Fall and Spring semesters;
10. Oversee On-Campus Job and Work Study opportunities;
11. Collaborate with departments to create efficient processes and procedures to help students gain employment opportunities on campus;
12. Keep website and campus updated on part-time jobs listings, career and summer job opportunities.

Academic Support:

1. Academic Probation Mentoring: meet weekly with students as needed;
2. Assist with Tutoring Program: Hire and train tutors, match students in need of tutoring, coordinate study groups, communicate with faculty and coaches, etc.;
3. Help teach TC101 First Year Experience Course – Course Preparation and Instruction;
4. Help teach TC102 Academic Skills course (1 hr course offered twice in Fall and Spring);
5. Assist Director of Student Success with academic interventions (Early Alerts, Midterm reports).

Qualifications:

1. As a decidedly Christian college, Tabor requires employees to articulate personal faith in Jesus Christ;
2. Bachelor's Degree. Master's preferred;
3. Professional experience in field of job placement, career services, or similar fields preferred;
4. Experience with Advising, Academic Support, or other related experience preferred.

Full time, 12 month

Start Date: July 1, 2021

To Apply: Qualified and interested candidates should submit a cover letter, resume and references to Misty Smithson-Kahrs by email at mistys@tabor.edu.