



SPRING HILL COLLEGE

Position: Career & Experiential Learning Coordinator

Summary Description: This 12-month grant-funded position will report to the Executive Director of Career & Academic Success & Advising (CASA). It will coordinate the College's experiential and immersive learning opportunities. Additionally, this position will provide sound career advising support to assist students in planning a career through advisement internship coordination, staying knowledgeable of current employment, economic, and industry trends, and connecting students to campus and community services to support career goal attainment.

DUTIES & RESPONSIBILITIES

Experiential Learning

- Partner with faculty and staff to identify experiential learning opportunities to be integrated with current programs of study to elevate students' overall academic experience and prepare them for post-graduation success.
- Develop and maintain substantial and continuing contacts with businesses, industry, government, and alumni representatives to establish meaningful experiential learning opportunities for students.
- Coordinate communication with and between students, employers, faculty, staff, and alumni to encourage student engagement with internship opportunities, promote internship participation, and generate internship opportunities.
- Collaborate with internal and external partners, including K-12, community college technical programs, community agencies, workforce development partners, and business and industry liaisons, to identify, build, and create critical opportunities for collaboration.

Advising & Career

- Maintain advising records and confidential student evaluation records.
- Advise students individually and/or in groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources.
- Advise first-year students within the scope of responsibility, assisting them in exploring academic programs and focusing on academic direction, procedures, policies, and available resources while preparing them to meet future goals.
- Develop, update, and implement career development activities that expose students to opportunities in their career field by focusing on career, continuing education, and certification, providing recent completers with job leads and career opportunities, and ensuring program participants have a documented plan prior to program completion.
- Engage students in career planning assessments; assist students in developing a career plan; provide mock interview support and training to build a resume; complete an application for employment, search for a job, and interview; connect students with appropriate internship, externship, or job shadowing opportunities.
- Participate in college committees and task forces as required; work with faculty and academic staff to develop student-focused processes; and assist in developing goals and objectives for the department.

Qualification Standards: Minimum bachelor's degree from an accredited institution; minimum three years of experience in higher education academic advising and support, preferably in a liberal arts college. Preferred experience with registration, advising, new students, and onboarding support.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT.

To apply, please email résumé to Jordan Cockrell, Executive Director of CASA, at jacockrell@shc.edu.