

# PA TAACCCT Consortium Position Description

**TITLE:** TAACCCT Career Coach

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DEPARTMENT: \_\_\_\_\_

DATE PREPARED: \_\_\_\_\_

DIVISION: \_\_\_\_\_

POSITION #: \_\_\_\_\_

GRADE/RANK: \_\_\_\_\_

REPORTS TO: \_\_\_\_\_

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## GENERAL DESCRIPTION

The goal of the Trade Adjustment Assistance community College and Career Training (TAACCCT) Grant Program is to “increase attainment of degrees, certifications, and other industry-recognized credentials and better prepare the targeted population, and other beneficiaries, for high-wage, high-skill employment.”

The Career Coach for the TAACCCT Grant Program works closely with TAACCCT-eligible students to assess skills, and provide coaching and career planning assistance to develop pathway entries to credit or non-credit enrollment. The Career Coach will track student progress ensuring development and implementation of an intrusive student support model that includes employment preparation. The Career Coach works closely with CareerLink Centers and other agencies to determine student eligibility for the TAACCCT program and to provide a seamless transition to [NAME OF COMMUNITY COLLEGE]. In addition, the Career Coach will work closely with college offices to identify students, ensure student enrollment and ongoing retention.

## SPECIFIC RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

- A. Collect TAACCCT grant identified student data and compile data in the appropriate format as stipulated by data standards.
- B. Provide necessary reporting data compiled from TAACCCT grant eligible students to [FISCAL AGEND/LEAD COLLEGE] in order to meet reporting requirements stipulated in the grant.
- C. Assess TAACCCT eligible student skill levels in reading, writing and mathematics using various resources available at the CareerLink Centers or through the grant resources.
- D. Provide coaching and career planning assistance to students.
- E. Provide students with information related to statewide programs available through the TAACCCT grant.
- F. Track student progress ensuring development and implementation of an intrusive student support model that includes educational planning to accelerate progress in the program and employment preparation.
- G. Coordinate the delivery of “life skills” to help students address potential barriers to success.
- H. Conduct outreach to employers to engage students in mentoring and employee readiness skills.
- I. Collaborate with external agencies, such as CareerLink
- J. Ensure students are enrolled in the appropriate credit or non-credit programs.

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- K. Utilize on-line platform, as well as face-to-face time, to ensure students are meeting the required steps throughout their participation in the program.
- L. Utilize labor market information to help students to develop their understanding of the local job market.
- M. Encourage and assist students in utilizing self-service features available through the online platform
- N. Work closely with College offices to ensure student success and retention of grant participants.

## QUALIFICATIONS

- Bachelor's degree from a regionally accredited institution of higher learning required; Master's degree preferred.
- Minimum two years direct experience working in an education or social service environment along with experience working with at-risk youth and culturally diverse populations required.
- Program or grant management experience required
- Demonstrated competency in organizing data, maintaining files, and preparing reports required.
- Excellent interpersonal and oral/written communication skills to effectively interact with individuals from diverse backgrounds required.
- Exceptional organization and planning skills required.
- Ability to collaborate with others required.
- Proficiency with Microsoft Office applications including Word and Excel required.
- Ability to work independently.

## SIGNATURES *(Please print or type name below signature)*

## DATES:

Prepared by	_____	_____
Human Resources Officer	_____	_____
Affirmative Action Director	_____	_____
Senior Officer	_____	_____
President	_____	_____

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