



Job Description

Title: College and Career Navigator
Reports to: Campus Coordinator for the MCCWDTA Grant
Worksite: One-Stop Career Center/Community College
Schedule: Full-time, flexible

Position Summary:

The College and Career Navigator is a new position, created to assist eligible Massachusetts one-stop career center customers who are pursuing and/or engaged in post-secondary certificates and degrees. The College and Career Navigator position is an important role in the Massachusetts Community College and Workforce Development Transformation Agenda (MCCWDTA), an initiative supported by a grant received by a consortium of Massachusetts' community colleges from the Department of Labor. Local partnerships of one-stop career centers, Workforce Investment Boards and community colleges engaged in the MCCWDTA grant will establish the College and Career Navigator positions to fulfill a transformative, three-fold role that will benefit one-stop career center customers and build a solid formal foundation for partnerships between the colleges and one-stop career centers, expanding on the partnerships that currently exist among community college and workforce development system stakeholders. The role of the College and Career Navigator will be to:

- 1) Act as a system liaison between the one-stop career center and community college partners, and provide direct services to career center customers. The College and Career Navigator will provide academic and career coaching, college transition services, and referral services to each one-stop career center customer pursuing post-secondary education at the community college, in order to support them in attaining post-secondary credentials.
- 2) Ensure cross-communications are occurring at each step between the college(s) and the Career Center(s).
- 3) Support regional, synchronized outreach to TAA eligible and other un- and underemployed workers.
- 4) Maintain a presence at both locations with access to both data systems.

Essential Functions

Direct Services to Participants

The College and Career Navigator will be responsible for designing and implementing an approach that allows for ongoing contact with students in order to help them access needed academic, financial and social supports. This may include but is not limited to:

- On-campus office hours for individual student check-ins and regular meetings with groups or cohorts of students.
- Assessing students' academic and personal needs and barriers in order to determine appropriate support services.
- Developing resources for students, including tutoring and other services, that increase their success in education and training.

- Referring students to on- and off-campus services and resources as appropriate
- Assisting in the development of written career plans.
- Attending regular meetings (quarterly at minimum) to collaborate with the referring local partners engaged in the MCCWDTA grant (community college, one-stop career centers, employers etc). Work with partners to identify and support career center customers during the college application process (to attend full- or part-time) and to assist in their college acclimation during the first several weeks of their coursework.
- To serve as liaison between the new student and the college achievement coach (see below), to ensure ongoing college success.

Regional Coordination

- Work day-to-day with the newly created community college “Achievement Coaches” and other regional partners to identify resources in the community to support students and learn from existing post-secondary coaching models.
- Coordinate with the community college advising team within specific departments (e.g., Allied Health) and participate in meetings as appropriate (e.g. select departmental and staff meetings, etc).
- Develop relationships with staff at community colleges, WIB, and the one-stop career center to develop knowledge of each other’s mutual resources to meet student needs.

Data Management, Reporting and Feedback

- Track and report participation and progress of each student receiving services utilizing the designated data reporting system for the grant.
- Communicate regularly with grant-funded partnerships and with grant staff; a regular check-in schedule will be determined by mutual agreement.
- Help the partners in the grant better understand the current types and supply of student support services to determine if they match the needs of the student population being served by the coach.

The College and Career Navigator is a **X**-year, grant-funded position.

Qualifications, Training and Experience:

1. Bachelor’s degree or equivalent experience required, Master’s degree preferred. Degree in counseling or related field preferred.
2. Experience in counseling or training required. Experience working with individuals of diverse backgrounds.
3. Strong knowledge of the community college system preferred.
4. Ability to travel throughout the **XXX** region/area required.
5. Proficiency in a second language is preferred.
6. Available to work a flexible including occasional weekends and/or mornings

Closing Date: **XXXX**

Please submit resume and cover letter to **XXXXX**

This workforce solution is 100% funded by a grant awarded by the U.S. Department of Labor, Employment and Training Administration, TAACCT grant agreement # TC-22505-11-60-A-25. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. Massachusetts Community Colleges are equal opportunity employers. Adaptive equipment available upon request for persons with disabilities. This work is licensed under a Creative Commons Attribution 3.0 Unported License CCBY3.0 <http://creativecommons.org/licenses/by/3.0>

