

**Main Campus:**  
21 Campus Circle  
Murphy, NC 28906  
Phone: (828) 837-6810  
Fax: (828) 837-0028  
or (828) 837-3266



**Graham County Center:**  
P.O. Box 1997  
145 Moose Branch Road  
Robbinsville, NC 28771  
Phone: (828) 479-9256  
Fax: (828) 479-6280

## ADVERTISEMENT OF POSITION VACANCY

**Re-Posting Date: September 11, 2023**

### **Position: NC Career Coach – Robbinsville High School**

**Basic Purpose of Position:** This is a 5-year grant-funded position and is contingent upon funding availability. The purpose of this position is to cultivate programs and services for high school learners in Robbinsville High School, so that the individual can successfully enter and advance in a career path. Responsibilities of this position will include assisting high school students with career exploration, academic advising, and engaging local business and industry leaders to understand career opportunities. This position will work under the supervision of the Coordinator for the Advising and Career Center and will work collaboratively with TCCC and high school administration, staff and faculty. This position will be primarily stationed in Robbinsville High School.

### **Qualifications:**

- Associate's Degree required, Bachelor's Degree preferred
- Two years' experience in secondary and/or postsecondary education with a commitment to learning/student-centered environments.
- Experience with or demonstrated knowledge of career services, coaching, mentoring, and academic/career advising.

### **Job Description/Duties:**

- Support outreach efforts involving high school learners to raise awareness of career opportunities and assist in enrollment of high school learners on the college level.
- Coordinate with college personnel and high school CTE Director to develop effective career pathways.
- Work with high school/college personnel to prepare information related to career pathways for distribution to students and parents.
- Organize and coordinate tours of college campuses as well as local industries to expose students to various learning pathways and career opportunities.
- Assist with academic/career advising compliant with National Academic Advising Association (NACADA) standards for high school learners and maintain contact with advisees using a proactive advising model.
- Provide information to college personnel regarding course needs for high school students.
- Maintain accurate and adequate student records to assist in annual mandatory reporting as required by the grant.
- Provide supportive interventions to help students succeed in high school/college courses; provide academic success strategies to facilitate successful transitions into college environments.
- Conduct workshops and classroom visits with enrolled students to inform and instruct students regarding Pathway requirements.

**Salary Range:** \$31,200 - \$35,000

**working Schedule:** This is a full-time 10 month position and may require some flexibility in working hours.

**Proposed Hiring Date:** As soon as possible. A six-month probationary period is required by college policy.

**Deadline to Apply:** September 25, 2023 or until filled.

### **How to Apply:**

A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application packet, contact Julia Hall at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone (828) 835-4299, or e mail [jhall@tricitycc.edu](mailto:jhall@tricitycc.edu). Incomplete application packages will not be considered.

*Equal Opportunity Employer*