East Mississippi Community College

Position Available: Career Navigator
Campus: Golden Triangle (Mayhew)
Salary Range: Commensurate with education and experience
Application Due Date: July 22, 2016

The Career Navigator is a new, grant funded, full-time position, created to work one-on-one with participants enrolled in the Mississippi Integrated Basic Education and Skills Training (MI-BEST) project. The Career Navigator will provide ongoing counseling support, academic and career coaching, case management, and transition and referral services to the program participants to assist in meeting their individual career goals and program requirements. This position is limited to 3 years.

Essential Duties and Responsibilities
1. Assess personal needs of MI-BEST program participants and identify resources to meet their needs.
2. Assist MI-BEST program participants setting short- and long-term goals and with the development of an Individual Career Plan (ICP).
3. Monitor progress towards the completion of established goals.
4. Assist participants in planning for future instances where support services will be needed.
5. Maintain a schedule of appointments and meet with each participant per program requirements.
6. Document participant files weekly and enter participant data and case notes into the approved Case Management system per program requirements.
7. Coordinate with the Project Director and ABE Coordinator to ensure that program guidelines are being met and participants are meeting their career goals.
8. Work closely with ABE Instructors, Workforce/Industrial Development Services team members, and Career Technical program directors to ensure training goals are established and met.
9. Assist the Project Director in delivering the EDGE (Ethics-Discipline-Goals-Employment) Employability Skills curriculum
10. Maintain individual participant files as required by grant guidelines.
11. Attend and participate in workshops, training events, and other project meetings as required.
12. Support the College mission implicitly and explicitly in the daily execution of all duties and responsibilities.
13. Represent the College in a professional manner as evidenced by dress, demeanor and the discharge of daily responsibilities.
14. Fulfills other duties as assigned by the President and/or immediate supervisor.
Required Qualifications:

Education: Bachelor’s Degree with a focus in Counseling, Psychology, Education, Sociology, Social Work, or Related Field

Experience: 2+ years of experience in career development

Knowledge, Skills, and Abilities:
- Excellent organizational and time management skills,
- Self-directed and motivated,
- Able to communicate effectively both orally and in writing,
- Knowledge of culture and values in the local community,
- Familiarity with the resources and wraparound services available within the community,
- Effective human services skills such as coaching, mentoring, and motivating,
- Concerned for the welfare of the program and program participants,
- Ability to accept responsibility for assigned tasks and meet deadlines,
- Ability to work flexible hours including nights and weekends,
- Be computer literate with a working knowledge of Microsoft Office software.

Application Requirements: The following items must be received in order to be considered for the interview process:
- Completed EMCC Application (available online)
- Resume
- Copy of transcript showing degree received
- Three Letters of Recommendation

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East Mississippi Community College

East Mississippi Community College was organized in 1927 following its beginnings in 1912 as Kemper County Agricultural High School. The College serves and is supported by Clay, Kemper, Lauderdale, Lowndes, Noxubee, and Oktibbeha counties in east central Mississippi. East Mississippi Community College is one of fifteen state supported community colleges. It is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. The physical plant consists of two principal locations with both academic and career technical centers. The Scooba Campus is located in Kemper County at Scooba, Mississippi. The Golden Triangle Campus, in Lowndes County at Mayhew, Mississippi, was originally established in 1968 as a vocational technical center. The College also offers courses at Columbus Air Force Base, Macon, West Point, Naval Air Station Meridian and Lion Hills Center in Columbus.

For general information contact:
Theresa Harpole
Director of Human Resources/Payroll
(662) 476-5274
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East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law. The following person has been designated to handle inquiries regarding the non-discrimination policies: Theresa Harpole Director of Human Resources; P.O. Box 158 Scooba, MS 39358; (662) 476-5274; tharpole@eastms.edu