



**Assiniboine
College**

POSITION DESCRIPTION

Position Title: Career Success Coach

Division: Russ Edwards School of Ag and Environment

Classification: Assistant Guidance Councillor (AGC)

Supervisor's Title: Coordinator, Ag Extension

Staff Year No.: 2024-2025

POSITION SUMMARY

The Career Success Coach empowers individuals to explore and align their unique qualities, interests, and skills with meaningful career opportunities in digital agriculture. This role involves guiding students in identifying their strengths, overcoming employment barriers, and developing tailored career plans. The coach provides critical labour market insights, helps students build professional resumes and portfolios, and refines their job search and interview skills. Working collaboratively with educators, community organizations, and employers, the coach connects students to work experiences, educational pathways, and specialized resources to ensure their career success.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

- Help individuals develop a better appreciation of their unique characteristics and how those characteristics relate to career choices.
- Help students identify their interests, values, beliefs, lifestyle preferences, aptitudes, and abilities and relate them to the world of work.
- Work with students who have disabilities, language and cultural differences, or other special needs that affect their employment prospects.
- Help students deal with barriers to achieving their career plans.
- Provide current labour market information to help students make realistic occupational or employment decisions.
- Market students to potential employers and help students find job or work experience placements or plan for additional education.
- Assist students with implementing effective employment search strategies, writing resumes and development career portfolios and interview skills.
- Work cooperatively with instructional staff, community groups and agencies, businesses and other organizations involved in providing career planning resources.
- Use computers to meet with students, write reports and proposals and research information.
- Perform related administrative tasks such as keeping records.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0 _____

Staff Positions Indirectly Supervised 0 _____

Other Key Relationships: Instructional/student support staff

KNOWLEDGE, SKILLS, ABILITIES, OTHER

A post-secondary diploma in a related discipline, such as human resources, education or social work, is preferred. Experience working in the agriculture sector would be an asset.

Job coach professionals should enjoy consulting with students, compiling information, and working to develop innovative solutions to problems. They also need the following characteristics:

- Knowledge of both employability and essential skills for the agriculture industry
- A genuine interest in and respect for people from all walks of life
- Patience, understanding, and the ability to listen non-judgementally
- Excellent oral and written communication skills and presentation skills
- Objectivity and tact
- The ability to motivate and inspire students
- Good organizational and planning skills
- The ability to work effectively with other professionals and community agencies

OTHER COMMENTS

This position is remote/work from home and all interactions with students will take place online.

Employee's Signature

Date

Supervisor's Signature

Date