Career Coach - HigherEdJobs

higheredjobs.com/search/details.cfm



UNT SYSTEM

Title: Career Coach

Employee Classification: Career Coach

Campus: University of North Texas - Dallas

Division: DAL-Academic Aff & Stdnt Success

SubDivision-Department: DAL-Strat Partner & Innov

Department: DAL-Ctr Exp Learn & Career Success-500150

Job Location: Dallas

Salary: Commensurate of experience

FTE: 1.000000

Retirement Eligibility:

About Us - Values Overview

Welcome to the University of North Texas System. The UNT System includes the University of North Texas in Denton and Frisco, the University of North Texas at Dallas and UNT Dallas College of Law, and the University of North Texas Health Science Center at Fort Worth. We are the only university system based exclusively in the robust Dallas-Fort Worth region. We are growing with the North Texas region, employing more than 14,000 employees, educating a record 49,000+ students across our system, and awarding nearly 12,000 degrees each year.

We are one team comprised of individuals who are committed to excellence, curiosity and innovation. We are transforming lives and creating economic opportunity through education. We champion a people-first values-based culture where We Care about each other and those we serve. We believe that we are Better Together because we foster an environment of respect, belonging, and access for all. We demonstrate Courageous Integrity through setting exceptional standards and acting in the best interest of our communities. We are encouraged to Be Curious about opportunities for learning, creating, discovering, and innovating, and are encouraged to learn from failure. Show Your Fire by joining our team and exhibiting your passion and pride in your work as part of our UNT System team.

Learn more about the UNT System and how we live our values at www.UNTSystem.edu.

Department Summary

The University of North Texas at Dallas launched the Center for Experiential Learning and Career Success (CELCS) in 2025. The Center for Experiential Learning and Career Success (CELCS) at UNT Dallas serves as a dynamic hub to prepare students for meaningful careers and lives through hands-on learning and professional development.
The CELCS works to serve this purpose by partnering with faculty as key stakeholders to co-design initiatives that integrate academic rigor with career readiness helping students develop "power skills" and character to thrive in a global workforce, connecting academic learning with real-world experience through internships, service-learning, and study abroad programs, providing tools, resources, and guidance for career exploration, resume building, interview preparation, and job placement, collaborating with employers and community organizations to create impactful experiential learning opportunities, and providing resources and support to integrate experiential learning into courses and student organizations.

Position Overview

The Career Coach is responsible for providing individualized career coaching, job search assistance, and career readiness resources to students and alumni. This role helps students explore career pathways, develop job search strategies, and secure internships and employment opportunities. The Career Coach collaborates with faculty, employers, and university departments, as well as Center staff, to integrate career development into the student experience, ensuring career success post-graduation.

Minimum Qualifications

Bachelor's degree in marketing, human resource management, or related field and two (2) years of professional related experience; or any equivalent combination of education, training, and experience.

Knowledge, Skills and Abilities

- Strong interpersonal and communication skills to engage effectively with students, employers, and faculty.
- Ability to assess student needs and provide tailored career development guidance.
- Proficiency in career management systems (e.g., Handshake) and Microsoft Office Suite.
- Knowledge of job market trends, employment best practices, and professional networking strategies.
- Ability to use generative AI tools to enhance efficiency and impact.

Preferred Qualifications

- Digital literacy - Using tools like Canva, Zoom, or Google Workspace for coaching and outreach.
- Adaptability - Responding to changing career landscapes and student needs.
- Event planning - Organizing career fairs, employer panels, or networking events.
- Career assessment interpretation - Using tools like MBTI, Strong Interest Inventory, or Clifton Strengths.
- Cultural competence - Navigating conversations with individuals from varied backgrounds.

Required License/Registration/Certifications

None

Job Duties

- Provide one-on-one and group coaching sessions on topics such as career exploration, resume and cover letter writing, job search strategies, interview preparation. Provide guidance on salary negotiation, job offer evaluation, workplace professionalism and networking.
- Guide students in identifying career interests, strengths, and goals using career assessments. Assist students in developing career action plans that align with their academic programs and professional aspirations.
- Help students navigate internship and job search platforms, such as Handshake, LinkedIn, and company career pages.

- Educate students on effective job search techniques, including leveraging online job boards, networking, and utilizing social media for professional branding. Assist students with internship and full-time job applications, including reviewing application materials and preparing for interviews.
- Promote experiential learning opportunities, including internships, co-ops, and volunteer experiences, to enhance student career readiness.
- Organize and support career events such as networking sessions, employer panels, and industry-specific career fairs. Conduct mock interviews, resume critiques, and career development drop-in sessions for students.
- Maintain accurate records of student career coaching sessions, workshops, and engagement metrics in career services software (e.g., Handshake).
- Participate in professional organizations such as NACE (National Association of Colleges and Employers) and attend conferences and training sessions. Collaborate with faculty, academic advisors, and other professionals to enhance career services offerings.
- Develop and deliver career-related workshops, presentations, and panels on topics such as resume building, interview skills, personal branding, and job market trends.
- Promote employer recruitment events, internships, and job postings to students and faculty.

Physical Requirements

- Communicating with others to exchange information.
- Sedentary work that primarily involves sitting/standing.

Environmental Hazards

No adverse environmental conditions expected.

Work Schedule

Mon-Fri 8:00am - 5:00pm in-person

Driving University Vehicle

No

Security Sensitive

This is a Security Sensitive Position.

Special Instructions

Applicants must submit a minimum of two professional references as part of their application. If needed, additional references can be added after the application has been submitted.

Benefits

For information regarding our Benefits, click here.

EEO Statement

The University of North Texas System is firmly committed to equal opportunity and does not permit -- and takes actions to prevent -- discrimination, harassment (including sexual violence, domestic violence, dating violence and stalking) and retaliation on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status in its application, employment practices and facilities; nor permits race, color, national origin, religion, age, disability, veteran status, or sex discrimination and harassment in its admissions processes, and educational programs and activities, facilities and employment practices. The University of North Texas System promptly investigates complaints of discrimination, harassment and related retaliation and takes remedial action when appropriate. The University of North Texas System also takes actions to prevent retaliation against individuals who oppose any form of harassment or discriminatory practice, file a charge or report, or testify, assist or participate in an investigative proceeding or hearing.
© 2026 HigherEdJobs. U.S. Patent 8,548,928