P/T Career Coach

higheredjobs.com/search/details.cfm

Type: Adjunct/Part-Time
Salary: $18 per hour
Posted: 5 days ago
Category: Career Development and Services
Military

Salary: $18.00 Hourly

Location: St. George 84770, UT

Job Type: Part-Time Staff

Job Number: 26HRL999-38

Division: Academic Affairs

Department: Career Services

Opening Date: 01/20/2026

Position Announcement

The Career Services team at Utah Tech University invites applications for a Career Coach position, specifically to work with general education students and students seeking careers within College of Business programs offered at Utah Tech University. Coaches students on general career options and those within College of Business programs by assisting them in identifying strengths, interests, skills, majors, and employment resources, while incorporating a life design approach to help students create meaningful academic and career pathways. Recommends other services offered by Career Services, including internships, coordination, resume writing, department presentations, etc. Coordinates with other departments on campus for career opportunities. Information about Career Services, its great team, and

exciting programs can be found online at https://career.utahtech.edu/.
Inquiries about this posting should go to Shane Blocker, Director of Career Coaching, at shane.blocker@utahtech.edu.

Responsibilities

- Work with students in the College of Business with major-focused in-depth career exploration, networking with professionals in their industry, and working with faculty to run college-specific events.
- Work with students to assist them on identifying strengths, interests, skills and experiences that work towards declaring a major.
- Maintain a regular presence in the Hazy building to increase visibility, accessibility, and relationship-building with College of Business students, faculty, and staff.
- Provide individual and group counseling on career preparation and job search techniques, including resume writing, interviewing skills and networking.
- Incorporate life design principles into one-on-one coaching and group workshops to help students reflect, prototype, and plan fulfilling academic and career paths
- Leverage tools such as Handshake, Hiration, and emerging AI platforms to support students in developing career readiness materials and exploring career paths
- Build and maintain employer relationships within assigned major and their respective industries.
- Coordinate activities between Career Services and University academic departments, deans, chairs and faculty.
- Deliver engaging classroom presentations and workshops on career-related topics, tailored to specific majors or student populations in collaboration with faculty.
- Participate in various committees on campus that further the goals of Career Services and/or Student Success.
- Assist with tracking and data collection to monitor program effectiveness.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree in a related field required;
- Knowledge of career search strategies including career coaching, mentoring, social networking, interviewing, salary negotiations, etc.
- Ability to take initiative and develop programs and curriculum for students and staff.
- Knowledge of principles and practices related to counseling students and career exploration preferred.
- Ability to practice active learning skills and have a high level of awareness of the needs of others.
- Extremely comfortable networking and presenting in front of groups.

- Proficient in Microsoft Office and Zoom. Familiarity with career development tools such as Handshake and Hiration, and a willingness to explore and integrate emerging technologies like artificial intelligence (AI) into career coaching practices.
- Ability to adapt to the ever-changing world of career and professional development.
- Demonstrated ability to communicate effectively and exercise critical human relations skills in establishing and maintaining effective working relations with students, employees and the public.
- Familiarity with campus and student resources.

Supplemental Information

POSITION DETAILS, COMPENSATION AND BENEFITS: Part-time hourly staff (overtime-eligible) position, working up to 125 hours per month during Fall & Spring Semesters (approximately August 6 - December 20 and January 6 - May 20) and up to 40 hours per month during Summer (May 21 - August 5). Hourly rate of $18.00+/hr, depending on qualifications and experience. Free access to Employee Assistance Program thru Blomquist-Hale and HPC Fitness Center/Recreation facilities; see https://humanresources.utahtech.edu/newemployee/getting-started/new-trailblazers/ for list of part-time staff employee benefits.

ELECTRONIC APPLICATION PROCEDURES: *Applications being reviewed as they are received.* Submit application materials (including resume contents and contact information for three professional references) and upload cover letter electronically.

If, because of a disability, you need special services or facilities in order to apply for this opening, please call the Human Resources Office at (435) 652-7520.

ABOUT THE UNIVERSITY: Utah Tech University is an open, comprehensive, polytechnic institution, committed to exceptional student learning and success that has adopted an instructional approach of "active learning.active life." and a culture of innovation and entrepreneurship. We seek faculty and staff committed to creating an active, applied and career-oriented learning environment that is student-centered. Established in 1911 as a community college and in 2013 as a state university, our University is located in picturesque southwestern Utah, approximately 120 miles northeast of Las Vegas. The area is renowned for its red rocks, desert climate, over 300 days of sunshine annually, and featuring easy access to world-class outdoor recreational opportunities. Click here to learn more about the University.

Utah Tech University is a fast-growing Utah public institution of higher education, with more than 13,000 students. We offer over 250 programs, including doctoral, masters, bachelors, associates, certificates, endorsements, minors, and/or emphases. We seek faculty and staff committed to creating an active, applied, and career-oriented learning environment that is

student-centered, who bring new ideas, possess values and career aspirations aligned with the University's mission and vision, and are inspired to build a premier open, comprehensive, polytechnic university.

Utah Tech employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must provide employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Utah Tech is committed to providing access and reasonable accommodations in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application process, please contact Human Resources at hr@utahtech.edu or 435-652-7500.

Utah Tech University does not discriminate on the basis of race, religion, color, national origin, citizenship, sex (including sex discrimination and sexual harassment), sexual orientation, gender identity, age, ancestry, disability status, pregnancy, pregnancy-related conditions, genetic information, military status, veteran status, or other bases protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. For more information or contact information, please visit https://titleix.utahtech.edu/reporting-discrimination/.

For important information regarding academics, campus safety, student services, employment laws, and other regulatory requirements, visit Utah Tech University's Right-to-Know https://utahtech.edu/right-to-know/and Clery Act https://police.utahtech.edu/clery-actwebsites.

Benefits

Utah Tech University offers a variety of miscellaneous benefits and discounts to employees, both for use on-campus and off-campus.

- Employee Assistance Program
- Human Performance Center Access (HPC)
- Booth Wellness Center Workshops
- Employee Assistance Program (EAP) Wellness Workshops
- Additional Benefits and Discounts
- P/T Instructor Tuition Waiver Form

No other benefits are offered for this position.