

Job Title: Career Coach: STEM & Environmental Careers

Revised: September 2026

Status: Full-time 12 month schedule, Exempt

Wage Grade: 740

Reports To: Executive Director, Career and Professional Development

Overview:

Augustana's distinctive model for experiential learning, first-year advising, and career and professional development, called CORE (Careers, Opportunities, Research, Exploration), supports students as they explore purpose, develop professional skills, gain relevant experience, and prepare for life after graduation. The Career Coach, STEM & Environment provides individualized career coaching, career-community engagement, instruction, and career-readiness programming for students pursuing opportunities in science, technology, engineering, mathematics, environmental studies, and related fields. The position also provides leadership and operational ownership for one or more assigned departmental programs or initiatives. Program assignments may evolve based on departmental priorities, institutional needs, and the employee's skills and experience.

Key Responsibility Areas

Career Coaching and Career Community Engagement: 50%

- Provides individual and group career coaching in career exploration, professional preparation, experiential learning, job and graduate-school searches, and post-graduate planning.
- Helps students identify their interests, strengths, values, skills, and goals and translate them into educational, experiential, and career plans.
- Advises students on resumes, cover letters, professional profiles, networking, interviewing, job-search strategies, graduate and professional school preparation, and employment decisions.
- Serves students pursuing opportunities in science, technology, engineering, mathematics, environmental studies, and related fields and maintains current knowledge of relevant career paths, employment trends, hiring practices, and educational opportunities.
- Connects students with internships, research, job-shadowing opportunities, campus employment, alumni, employers, mentors, and other career-development experiences.
- Builds relationships with faculty, academic departments, alumni, employers, and community partners to support student referrals, outreach, and career-community connections.
- Collaborates with career coaches and campus partners to provide coordinated support and develops career resources responsive to student needs.
- Maintains accurate and timely records of coaching appointments, student engagement, referrals, and outcomes.

Instruction, Workshops, and Facilitation: 25%

- Develops and delivers workshops, classroom presentations, and other career-development instruction.
- Teaches one or more Liberal Studies courses related to Career and Life Design, which may include advising a small cohort of transfer students, and completes associated instructional and advising responsibilities.
- Collaborates with faculty and departmental colleagues to develop relevant and scalable career-development content for specific courses, disciplines, and student populations.
- Incorporates Career and Life Design principles, career-readiness competencies, reflective practices, and professional skill development into instructional activities.
- Contributes to the development and pilot implementation of reflective and digital career-readiness tools, which may include student e-portfolios.
- Represents CORE through designated presentations and programs for students, prospective students, families, faculty, staff, and other campus audiences, including occasional evening, weekend, and summer events.

Program Ownership and Coordination: 25%

- Provides operational ownership and coordination for one or more assigned career-development programs, services, or strategic initiatives.
- Develops annual goals, implementation plans, timelines, and priorities for assigned responsibilities in alignment with departmental and institutional objectives.
- Coordinates the day-to-day implementation of assigned programs, including scheduling, communication, participant engagement, resource development, and collaboration with partners.
- Develops and maintains procedures, resources, communication materials, and documentation needed for consistent and sustainable program delivery.
- Monitors participation, progress, feedback, and outcomes and uses available information to improve program effectiveness.
- Maintains accurate program records and prepares routine updates, summaries, and reports for department leadership.
- Manages multiple priorities, follows projects through completion, and ensures that assigned responsibilities remain current and responsive to student and institutional needs.

Required Qualifications

- Experience providing career coaching, advising, counseling, mentoring, or comparable developmental support.
- Knowledge of career exploration, experiential learning, job-search practices, graduate education, or professional transitions.
- Ability to develop and deliver presentations, workshops, classroom instruction, and group activities.
- Demonstrated ability to coordinate programs involving multiple participants, partners, timelines, and communication needs.
- Ability to build effective relationships and collaborate with students, alumni, faculty, employers, and campus or community partners.

- Demonstrated ability to coordinate programs or projects involving multiple participants, partners, timelines, communications, and deliverables.
- Strong written, verbal, interpersonal, and presentation skills, including the ability to communicate effectively with individuals from diverse backgrounds.
- Sound judgment and the ability to maintain confidentiality, establish professional boundaries, and make appropriate referrals.
- Strong organizational and time-management skills, including the ability to manage multiple priorities, meet deadlines, and maintain accurate records.
- Ability to work independently and collaboratively and fulfill occasional evening, weekend, and summer responsibilities.

Preferred Qualifications

- Experience working with undergraduate students or young adults in a higher education setting.
- Understanding of Career Development and Life Design principles and the educational value of a liberal arts college.
- Knowledge of career paths, employment trends, graduate education, and professional expectations within STEM, environmental, or related fields.
- Experience coordinating a career-development, mentorship, faculty-engagement, employer-engagement, assessment, digital-content, or comparable student-success initiative.
- Experience working collaboratively with faculty, alumni relations, employers, or professional organizations.
- Experience using career-services technology, student-information systems, customer-relationship management systems, or comparable platforms.

Education: Bachelor's degree required. Master's degree in college student personnel, counseling, higher education, career development, social work, a STEM or environmental field, or a related field preferred.

Additional Information:

Pay and Benefits: This position is budgeted to pay \$45,000 - \$48,000 annually based on experience . We offer a competitive benefits package designed to support the needs of employees. Full-time employees are eligible for a comprehensive range of benefits including:

- Medical, dental, vision insurance
- Flexible spending accounts or health savings accounts
- Life insurance, disability insurance, and supplemental insurance programs
- Retirement plan with a generous company contribution
- Excellent paid time off/holiday benefits
- Tuition benefits for employees and their family members
- Access to company facilities (gym, pool, health center, etc.)
- You can learn more about our benefit programs at our [Benefits website](#).

Travel: This position is located on the Augustana College campus in Rock Island, Illinois, and involves limited travel. The employee must possess a current valid driver's license and pass a motor vehicle record check.

Special Requirements: As a staff member representing the College to students, families, alumni, employers, and community partners, this position requires excellent interpersonal skills, the ability to relate effectively to a diverse student body, and the ability and willingness to model the mission and standards of behavior of Augustana College. This position includes occasional evening and weekend responsibilities. All potential employees must pass a criminal background check.

Physical Requirements: The physical demands described here are representative of those required to perform the essential functions of the position. The employee must be able to use a computer to complete job responsibilities and communicate effectively through individual meetings, group facilitation, classroom instruction, and public presentations.

Work Environment: This position operates in a professional office and college-campus environment. The role routinely uses standard office equipment and technology and includes regular interaction with students, faculty, staff, alumni, employers, and community partners.

EEO Statement: Augustana is an Equal Opportunity Employer. It is Augustana College's policy to provide equal opportunity to all qualified employees and applicants without regard to race, color, religion, gender, age, national origin, disability and any other category protected by federal, state or local law.

Note: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities are subject to change at any time with or without notice.

Application Instructions:

Interested applicants should submit a cover letter, resume, and names of 3 references. Review of applications will begin immediately. Applicants must be legally authorized to work in the United States; this position is not eligible for visa sponsorship.

Pay Range: \$45,000 - \$48,000 per year