



Career Counselor

Takoda Institute of Higher Education, a Division of American Indian OIC
1845 East Franklin Ave
Minneapolis, MN 55404

About American Indian OIC and Takoda Institute:

AIOIC offers education, training, and employment services. Our education services include an onsite contract-alternative high school with the Minneapolis Public School District as well as an Adult Basic Education/GED program. Our training is offered through Takoda Institute and provides certified, short-term training in IT, and business/ medical administration programs. For employment services, we operate a Minnesota Family Investment Program, Minneapolis Works Program, and a Workforce Investment Program. The Takoda Group provides job placement for AIOIC's training graduates.

www.takoda.org

Position Overview:

In this position you will work with clients in securing employment in their field of study. You will be responsible for building strong relationships with employers to help bring about career opportunities for our students. You will work with a diverse population and be responsible for generating job leads and presenting our graduates' resumes to potential employers. Part of your responsibilities will include conducting workshops for our students to assist them with their job search, resume writing, and interviewing techniques. In addition, you will provide one-on-one career guidance and professional development to clients.

Reports Directly To:

Director of Takoda Institute

Position Details:

Full Time- hourly

In office up to or more than 32 hours, remote up to but no more than 8 hours

\$19-\$21/hour based on experience

Responsibilities:

- Provide one-on-one coaching to Takoda Institute clients in all aspects of their job search initiatives including personal marketing, interview skills and resume writing.
- Participate and provide support in student focused Career Services events and seminars.
- Create Individual Employment Plans (IEP) with clients to address short- and long-term goals.
- Assist with agency related activities such as Founder's Day, Get Out The Vote, enrollment sessions, advisory panels, career fairs, etc.
- Interview clients to assist in strategizing for their professional job search.
- Provide excellent customer service to clients and employers.
- Maintain client information files in accordance with all Institute and company policies and procedures, all applicable federal, state regulations and all accrediting agencies standards and requirements.



- Assist in the enrollment process by testing incoming students using the Test of Adult Basic Education (TABE) and helping with the completion of enrollment paperwork.
- Instruct clients in Professional Development on soft skills and job readiness.
- Initiate, develop and manage business partnerships with employers to establish career opportunity leads and networking opportunities for Takoda clients.
- Actively and routinely seek employer feedback and research industry trends; build and maintain strong relationships.
- Coordinate employer visits, on-campus recruiting events, job fairs, networking events and career development workshops.
- Refer clients to existing resources regarding mental health, housing assistance, transportation needs, assistance in work needs and other AIOIC programs.
- Maintain real time documentation in WorkForce One, AIOIC database and client files.
- **Other Duties as assigned**

Qualifications:

- Associate degree ok, Bachelor degree preferred
- Global Career Development Facilitator (GCDF) certified
- 1-2 years of related experience- recruiting, staffing, business to business sales, career coaching.
- Ability to prioritize and work with minimal supervision, make sound judgments, and take initiative to make decisions/choices
- Strong interpersonal, written, and verbal communication and team-building skills
- Desire to help others be successful in finding employment, utilizing coaching and guidance skills to students and graduates
- Strong ability to solve problems and develop creative solutions based on the needs of the organization and the students
- Ability to adapt in changing conditions
- Excellent customer service skills: to include the ability to handle interruptions and frequent stopping and starting of work to assist with walk-in clients and members of the organization, ability to effectively follow up and follow through with graduates, employers and clients
- Experience working with diverse populations in an education or social service setting.
- Understanding of Native American culture and values.
- Strong internet search and networking skills; proficiency in Microsoft Office and social networks

American Indian OIC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. AIOIC prohibits discrimination against employees or applicants for employment on any legally-recognized basis ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.