

College and Career Navigator
College of Lake County

Direct Link: <https://www.AcademicKeys.com/r?job=269306>

Downloaded On: Dec. 11, 2025 4:00pm

Posted Dec. 10, 2025, set to expire Oct. 8, 2026

Job Title College and Career Navigator
Department College & Career Navigation - A Sub Department
Institution College of Lake County
Grayslake, Illinois

Date Posted Dec. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar
Counseling Services
Student Services

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Job Description

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Full Time
REQ-00000632

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Why choose the College of Lake County for your next opportunity?

The College of Lake County (CLC) offers a competitive salary, excellent benefits that includes Blue Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

Position Title:

College and Career Navigator

Department:

College & Career Navigation - A Sub Department

Position Type:

Staff

Job Family:

Specialist

Job Summary:

The College and Career Navigator (CCN)/Military and Veterans Coordinator recruits and engages prospective military and veteran students, their families, and community partners to promote college options and strengthen connections to CLC. The CCN serves as the primary contact for prospective students exploring college and career paths and manages a caseload of incoming military-affiliated students committed to enrolling. They provide personalized, culturally responsive onboarding through holistic support in career exploration, field of interest selection, academic readiness, financial literacy, military benefits, and a successful transition into the first semester.

Posting Date:

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11/17/2025

Expected Start Date:

01/02/2026

Compensation Grade:

B32

Full-Time/Part-Time:

Full time

Location:

Grayslake Campus

Total Hours Per Week:40

Job Description:

Student/Customer Service - 80%

- Lead outreach, recruitment, and onboarding for military, veteran, and military-affiliated students.
- Support new admits from application through the first day; assist with pre-recruitment and first-semester advising.
- Develop and support outreach materials (brochures, fliers, newsletters, social media) and engage assigned caseloads.
- Educate students/families on benefits, pathways, careers, and college programs; tailor messaging for key audiences.
- Connect students to tours, events, and exploration activities; use coaching tools to help them select interests and programs.
- Execute communication strategies through calls, email, text, mail, and appointments; assist with applications and portal access.
- Provide advising using appreciative and teaching-focused approaches; maintain broad program knowledge and training.
- Use Navigate for appointments, notes, academic plans, and registration support.
- Introduce early transfer and career planning; use research tools and coordinator resources.

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- Connect students to financial aid, payment options, scholarships, and literacy resources; support related events.
- Coach students on academic/personal success; identify barriers and refer to supports; promote school-life balance.
- Build culturally responsive relationships and proactively manage a caseload with regular check-ins and interventions.
- Use TargetX, Navigate, Workday, and other tools to track progress, run campaigns, and monitor outcomes.
- Guide onboarding completion, track engagement, and maintain advising data.
- Develop programs, workshops, and centralized resources for military-connected students; support mentoring and peer engagement.
- Collaborate with campus partners to address military-specific needs.

Project and Process Management - 15%

- Support onboarding/advising change initiatives and improvements to case-management processes.
- Serve as Veterans Club Staff Advisor; coordinate Veterans Day/Memorial Day programming.
- Act as liaison to external agencies serving military-connected students and share resource information.
- Collaborate with college departments and community partners to strengthen onboarding and transitions.
- Represent CLC at high schools (testing, IT support, registration, departmental connections).
- Build relationships with FOI teams, ASAs, outreach, financial aid, records, registration, and WOSC; participate in events.
- Suggest process improvements; navigate school/community site expectations.
- Support audits, program reviews, and data requests; submit semester/annual recruitment, onboarding, advising, and retention reports.
- Analyze data and complete Military-Friendly Schools and IBHE Veterans Fiscal Impact reporting.

Other - 5%

- Participate in professional development.
- Support major campus events (Open House, FOI sessions, convocation, fairs).
- Serve on approved committees.
- Perform other duties as assigned.

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Required Qualifications:

- **Experience working with Department of Defense and Veterans Affairs education benefits**, along with strong familiarity with military culture; veteran status or military affiliation is preferred.
- Bachelor's degree, preferably in a related field with two (2) years' experience in higher education or higher education institution, secondary education, and/or human services.
- Strong oral/written communication and interpersonal, presentation, computer (word processing, internet, email, database) and organizational skills.
- Ability to work flexible hours including some evening and weekend hours, consistent with student and program needs
- Required 1 late shift during the week to ensure evening coverage at the Grayslake campus
- Ability to work effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrated sensitivity to and ability to work with diverse academic, socioeconomic, cultural and ethnic backgrounds of high school and community college students, faculty, and staff.
- Must have reliable transportation to visit CLC campuses, local high schools and community organizations

Desired Qualifications:

- Master's Degree in a related field.
- Experience working with community college, and under-represented students. Experience with

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caseload management.

- Demonstrated knowledge of, and prior experience with, predictive analytics and proactive student intervention.
- Bilingual in English and Spanish.

Core Hours:

8:00 a.m.-4:30 p.m., with one evening per week from 11:00 a.m.-7:30 p.m.

Pay:

\$52,878/year

EEO Statement

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

To apply, visit https://clc.wd5.myworkdayjobs.com/en-US/External/job/Grayslake-Campus/College-and-Career-Navigator_REQ-00000632-1

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Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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