

TRANSFER CENTER SPECIALIST

CLASS SUMMARY

Under direction and supervision advise and assist student on transfer requirements, general education, major preparation and other transfer related issues; assists in developing programs to meet students needs and to ensure provision of updated transfer, university and college information to students, faculty, staff and RSCCD community; performs related duties as required.

REPRESENTATIVE DUTIES

Advise and assist students on transfer requirements, general education, major preparation, applications process and other transfer related issues; assist in developing, organizing and conducting programs and activities that promote recruitment and assist students in the transfer process; assist students with resources and research tools in the research of schools and/or major; maintain and update calendar for all events, create and distribute promotional/informational flyers; orders, reviews, catalogs, inventories, and maintains a wide variety of educational and transfer related material; prepares and updates information and resources available in the Transfer Center for use by students and faculty; arranges for speakers, tours, and university application and financial aid workshops; coordinates and conducts tours of the Transfer Center and visitations to university campuses; performs a variety of complex clerical duties, including providing information on-site or over the telephone, making appointments, maintaining counselors' schedules, typing and correspondence, filing, maintaining weekly and monthly statistical records, compiling statistical reports and other related duties as required.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator. The Transfer Center Specialist will direct the work of student aides and part-time classified staff.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or education equivalent to an associate degree and one year of experience assisting a multi-cultural population.

TRANSFER CENTER SPECIALIST (continued)

Knowledge and Abilities

Good Knowledge of: sources and types of transfer information and material, including university admissions criteria ; problem-solving techniques and knowledge of resources for area of concern such as financial aid, housing, and availability of special programs and services at universities, student service resources and criteria for referring people for additional assistance; office procedures and telephone techniques.

Knowledge of: computer software applications; English language, written and oral; general office equipment.

Ability to: make presentation and direct groups; research necessary material and resources on own initiative; prioritize time, space, and expenditures; evaluate and critique usefulness of a wide variety of transfer material; work with individuals from various socio-economic/cultural backgrounds.