Position: Transfer & Career Center Coordinator	Salary Grade: 21
Department: Student Services	FLSA: Non-exempt

BASIC FUNCTION

Under the direction of an assigned supervisor, the Transfer & Career Center Coordinator is responsible for developing, planning, and organizing the Center's programs and services, with the goal of facilitating student transfer. The Coordinator will develop processes that support the goals of the college, foster a transfer culture, and increase transfer rates including those of under-represented populations. Directs the daily operations of the Transfer & Career Center in the absence of the Director.

REPRESENTATIVE DUTIES

1. Coordinates and performs a variety of specialized duties to support the transfer initiatives for the college.

2. Collaborates with faculty, student services personnel, community agencies and transfer institutions to design and implement services and activities required to achieve program goals.

3. Assists in planning, organizing, and providing a variety of transfer support services, workshops, and advisory board meetings.

4. Assists with the planning, development and monitoring of Transfer and Student Success and Equity program budgets.

5. Provide targeted retention and completion services to specific student groups including economically disadvantaged, Foster Youth, Veterans, and other at risk populations.

6. Collaborate with local colleges and universities to facilitate Barstow Community College transfers; coordinate recruitment activities, university trips, transfer fairs, career fairs, and college visits.

7. Provides assistance in the planning, development, implementation, evaluation, and coordination of the College's Student Success and Equity Plan and the Transfer Center Master Plan. Assist in data collection and data entry for the assessment of how the College is meeting the objectives within the plans.

8. Provides a variety of career and academic advising services, including the development of educational plans such as general education requirements, major, transfer and college requirements.

9. Organize, prepare, and maintain a variety of records, statistics, and reports related to the Transfer Center.

10. Assist with the collection and analysis of data for program review and assessment of student learning and service area outcomes.

11. Prepares and delivers advertisements, brochures, newsletters, and informational materials and provides oversite of social media, webpages and links to promote interest in the Transfer program.

12. Act as a primary contact for Student Attendance Recording System (SARS), providing SARS user training and coordination with all SARS areas.

13. Participate in regional and state-wide Transfer organizations.

14. Maintain a database of career services and job postings.

15. Attend special events on and off campus related to transfer.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Current practices in the organization and facilitation of a Transfer & Career Center.
- California Community College Certificate and degree requirements.
- Laws, policies, and regulations governing Education Code, and Administrative Code Title V, specifically Sections 55250 through 55257.
- College application and enrollment procedures.
- Career planning and transfer theories and processes.
- Matriculation, and transfer center requirements and competencies in general academic advisement, and education and career planning.
- Title V minimum program standards, specifically section 51027.

Ability to:

- Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.
- Oversee and implement transfer programs.
- Serve as liaison between the Transfer Center, College, local educational institutions, community organizations, student support programs and other organizations regarding Transfer Center functions**.**
- Serve as a technical resource to students, staff, and faculty and outside agencies regarding transfer processes, procedures and requirements.
- Prioritize and execute a wide range of projects simultaneously.
- Work independently, assume responsibility, and take initiative in carrying out assignments
- Design, create, and implement resources.

- Prioritize and execute a wide range of projects simultaneously including the coordination of special events.
- Work independently and take initiative to carry out assignments.
- To research admission procedures and policies of specific campuses and accurately relay this information to students, faculty, and staff.
- Serve as a technical resource to students, staff, faculty, and outside agencies regarding transfer processes, procedures and requirements.
- Ability to establish and maintain a highly collaborative working relationship throughout the college with students, faculty, staff, 4-year university representatives, and employers.

Board Approved: May 15, 2019