

## CAREER TRANSFER SPECIALIST

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### **DEFINITION:**

Under general supervision, to implement, coordinate and provide transfer and career development services to students and campus community members; to assist in monitoring and maintaining the career transfer center budget; to coordinate special events related to career and transfer services; and to perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single position classification providing services to students and others in the areas of career exploration, and articulation, application and other matters related to transfer to baccalaureate institutions.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Directs and assists students in the processes of transfer, application to baccalaureate institutions, and articulation agreements;
- Works closely with baccalaureate colleges, vocational schools and others to coordinate visits and services for transfer-directed students;
- Directs and assists Gavilan College students, high school students and others in career exploration, use of career guidance software and resources for school and career research, and application of assessment and testing results to career and college decisions;
- Refers students to other relevant campus resources including instructional and student services areas; coordinates closely with resource/referral/services on campus and at other colleges;
- Coordinates and implements special events including Transfer Day/ College Fair, and Career Day, including arranging presenters/exhibitors, advertising, recruiting attendance, and all logistics;
- Obtains and maintains materials for the career and transfer center library;
- Initiates, schedules and coordinates special workshops and assistance from/for faculty and others to assist students in preparing for transfer;
- Identifies needs and provides specialized transfer support services to targeted student populations;
- Develops and implements marketing programs to inform students of program services, developing materials, placing advertisements, and making presentations;
- Supervises, trains and evaluates student assistants;
- Monitors budget expenditures and makes fund transfers as approved;
- Attends and participates in a variety of expositions, committees, and meetings;

- Maintains records and prepares reports;
- Provides clerical/office support including maintaining supplies, reception, telephones, duplicating, mail and related.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

Basic principles, practices and resources used in career development including application of assessment results to career exploration.

Methods, policies and software for inter-college course articulation.

Business arithmetic and budget tracking.

Campus, baccalaureate institution, and community resources for students as pertains to career/transfer center activities.

English grammar, spelling and punctuation.

Skill in:

Assisting students and others in career exploration and transfer processes.

Coordinating with faculty, student services, other colleges and other agencies on transfer and career matters.

Preparing and maintaining a variety of reports, records, logs and forms.

Collecting, organizing, and analyzing data, information and resource materials.

Planning and coordinating major events including presenters, exhibitors, scheduling and logistics.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be able to work outside of normal work hours for special events.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree with major course work in career development, counseling or a related area, and two years of experience in career planning, articulation, or a closely related area.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Speech and hearing to give and receive instructions, information and presentations; vision to read text and computer screens; manual dexterity to use standard office equipment. This work is performed primarily in an indoor setting.