

Transfer Center Specialist
(Program Specialist)
Classified Position

Salary Range(33): \$38, 508 - \$48,924
40 hours/week, 12 months/year

THE POSITION

Under the supervision of the Dean of Counseling, provide specialized support for transfer services at Ohlone College. May be assigned to work nights, weekends, and at off-campus locations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Answer student's transfer questions, assisting with transfer research using both online and in-print resources, and referring to counselors as appropriate.

Assist students with their university applications.

Facilitate the organization of all activities and events, chairing specialized committees, sponsored by the Transfer Center (i.e. Transfer Day, end of the year recognition/celebration).

Assemble visits from university representatives including establishment of schedule, campus advertising, scheduling student appointments, and preparation for their arrival (contacting rep with schedule, retrieval of student files/transcripts, etc).

In conjunction with Transfer Director, establish workshop schedule for academic year, followed by arranging of schedule/timing, room reservations, presenters, and all advertising. May be asked to present workshops as well.

Provide class orientations to Transfer Center, its resources and services.

Publish calendar (online and in-print) of Transfer Center activities to inform students and the campus community of on going transfer activities taking place on campus.

Update and maintain transfer website.

Respond to transfer center email inquiries, disseminating to appropriate individuals or campus departments when necessary.

Answer the transfer center phone line and respond to voicemail messages in a timely manner.

Organize college and university tours/visits.

Monitor and track all incoming and outgoing transfer admission agreements which includes maintaining a database of mailed/approved/denied TAAs, and notifying students and counseling faculty of TAA status.

Develop advertising for all Transfer Center activities.

Assist with student tracking and compilation of data for reporting purposes.

Order and organize all transfer resource books and materials.

Supervise student employees

Other duties as assigned

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: College educational programs and courses of study; programs and processes related to transfer; effective recruitment, and retention tools and strategies; techniques of advising, interviewing, decision making; modern office procedures; principles of training; English usage, spelling, grammar and punctuation; principles of data collection and report preparation.

Ability to: Coordinate the activities of an effective program; interpret and explain program and College policies and procedures; respond to requests and inquiries from the public; deliver presentations; plan, organize, and execute program activities; effectively communicate both orally and in writing; carry out tasks in the absence of supervision; be creative, adaptable, and open to new ideas in a changing environment; keep statistical records; prepare clear and concise reports; understand and follow oral and written instructions; establish, maintain, and foster positive and harmonious working relationships with those contracted in the course of work.

Skill to: Operate modern office equipment including computer equipment and software including database programs.

MINIMUM QUALIFICATIONS

1. Education: Bachelor's degree from an accredited college or university.
2. Evidence of sensitivity to diverse student populations including, but not limited to those who are low income, disabled, and first generation students.
3. Ability to work in a standard office environment

DESIREABLE QUALIFICATIONS

Experience: 1-2 years experience in a student services program, advising center, social agency serving students, or related experience.