

Position: Director, Career and Transfer Services

Grade: 37

Plans, supervises, assesses, and evaluates the Career Center and Transfer Center, integrating career and job placement services, student employment, job and prerequisite assessment, and re-entry education and training programs and services in the division that meet the needs of a highly diverse urban student population. They are responsible for directing equity-based services that connect students to major and career exploration and provide intentional transfer strategies and programming. The position also provides complex administrative support to the Dean of Counseling.

Distinguishing Career Features

The Director, Career and Transfer Services reports to the Dean, Counseling Services and is responsible for integrating career assessment and counseling. They are responsible for directing equity-based services that connect students to major and career exploration and provide intentional transfer strategies and programming. Organizing an office for optimum service and student goal achievements and success.

Essential Duties and Responsibilities

- Oversees the planning, development and scheduling of both Transfer and Career Center events, activities, and workshops for adult re-entry students, first generation, student employment, internships, such as but not limited to University Fairs, Career Fairs, Transfer Conference.
- Oversees the daily operations, activities and services of the Career and Transfer Center. Provides information to students, employers and community-based agencies about services and resources.
- Collaborates with faculty coordinators in Transfer Center to organize transfer specific programming such as Transfer Academy and Scholars Honors Program.
- Collaborates with administrators, faculty, and staff to develop and coordinate programs and services and provide integrated instructional and student services that meet the needs of and promote the success of a diverse student population.
- Provides leadership in the new and emerging technologies in support of student services.
- Leads, trains, supervises, evaluates and provides information to staff to enhance their ability to accomplish the unit's objectives, vision, and mission. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Develops required plans and reports such as Transfer Center Plan every two years, unit plans, and program review.
- Oversees planning of programs and activities for career services sections such as, but not limited to those for re-entry programs, assessment, career services, and student employment.
- Plans, develops, coordinates, and schedules Center events, activities, and workshops. Develops

and supervises off-site assessment and other services designed to support the District's student success and enrollment management goals and objectives. Oversees, develops, and distributes correspondence, flyers, mailers and other materials to publicize events, services, resources, orientations, workshops and other Center activities.

- Ensures an up-to-date inventory of resources and materials for student and faculty access. Conducts research, reviews, and seeks new sources of career information and job referral opportunities.
- Creates a robust plan to engage students with employers and university representatives to build up internships, degree to career path programming, and transfer path programming.
- Stays current on job openings, employment trends, emerging careers and their educational requirements. Plans, organizes, coordinates and conducts campus and community outreach career and job services efforts.
- Stays current on transfer information, employment trends, emerging careers and their educational requirements
- Develops and maintains positive relationships and partners with community agencies, local employers, faculty and staff. Markets and provides information on campus recruiting, posting job announcements and working with the Career and Transfer Centers.
- Ensures student files are up-to-date and participates in tracking student progress. Interviews students to determine career guidance needs. Refers students to counseling staff or other resources.
- Establishes and implements resources and training for students, faculty, staff and the public, including the use of specialized software and the internet for job and career information searches.
- Develops, prepares, and conducts classroom and workshop presentations on a variety of career and job services topics and Center resources and services.
- Develops and monitors budgets and maximizes financial resources.
- Monitors budget expenditures, transfers and online reporting including making recommendations for changes to budget, staffing, facilities, supplies and equipment.
- Pursues additional funding sources as appropriate for both departments.
- Develops and implements programs and services for new state and federal initiatives and/or grants related to career competencies and skill development or transfer to four-year universities for students.
- Participates on or chairs committees, task forces, and special assignments.
- Ensures accuracy of print and online publications related to the area of responsibility.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.

- Responsible for providing leadership of administrative duties such as payroll, budget management, applying terms and provisions of applicable collective bargaining agreement, state and federal law and District Board Policies and Administrative Procedures.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Work with IERPG to capture and compile accurate and timely data and statistics for both Career Services and the Transfer Center.
- Performs other related duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience

Requires a master's degree in Counseling, Psychology, Student Personnel, or related field and a minimum of one year of leadership, formal training, or internship, or experience reasonably related to this administrative assignment. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Knowledge and Skills

The position requires professional knowledge of:

- Theories, principles, and practices associated with higher education counseling, curriculum and instruction, matriculation, career development, transfer process, and student services.
- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college and Guided Pathways.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Learning and student success process, assessment, student learning outcomes, learning communities and application of technology.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Equity-minded practices for programing and student services.

The position requires demonstrated skill in:

- Career and transfer theory and process.
- Developing assessment, teaching, and learning processes that enhance student success and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

Abilities

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze

- outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.

Physical Abilities

This position requires the ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The person in this position frequently communicates with members of the campus community through various modalities. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Revised: August 11, 2011
April 12, 2023