

**Transfer Center Specialist**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=238238>

Downloaded On: Jun. 30, 2024 10:17am

Posted Jun. 27, 2024, set to expire Jul. 8, 2024

**Job Title** Transfer Center Specialist  
**Department** Counseling and Student Support Services  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Jun. 27, 2024

**Application Deadline** 07/08/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/5359035>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Transfer Center Specialist**

**Rancho Santiago Community College District**

**Salary Range:** Grade 11: \$58,942.95 - \$75,279.16/year

**Job Type:** Full Time

**Job Number:** CL24-00961

Transfer Center Specialist  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238238>

Downloaded On: Jun. 30, 2024 10:17am

Posted Jun. 27, 2024, set to expire Jul. 8, 2024

**Location:** Orange, CA

**Division:** SCC Counseling and Student Support Services

**Closing:** 7/8/2024 5:00 PM Pacific

## Job Description

### **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.

### **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

## Transfer Center Specialist Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238238>

Downloaded On: Jun. 30, 2024 10:17am

Posted Jun. 27, 2024, set to expire Jul. 8, 2024

usefulness of a wide variety of transfer material; work with individuals from various socio-economic/cultural backgrounds.

### Job Qualifications

#### **MINIMUM QUALIFICATIONS**

##### **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.

#### **ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

#### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

**SELECTION CRITERIA****Application Screening**In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability if applicable

## Transfer Center Specialist Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238238>

Downloaded On: Jun. 30, 2024 10:17am

Posted Jun. 27, 2024, set to expire Jul. 8, 2024

- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance. **Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Transfer Center Specialist  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238238>

Downloaded On: Jun. 30, 2024 10:17am

Posted Jun. 27, 2024, set to expire Jul. 8, 2024

**Conditions of Employment** The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4542182/transfer-center-specialist>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Counseling and Student Support Services  
Rancho Santiago Community College District