

Transfer Center Specialist
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257966>

Downloaded On: Jul. 30, 2025 7:21am

Posted Jun. 5, 2025, set to expire Jan. 28, 2026

Job Title Transfer Center Specialist

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Jun. 5, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4964283/transfer-center-specialist>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

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- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from assigned supervisory or management staff, performs a variety of specialized clerical and administrative duties related to the operations and services of the assigned Transfer Center; provides technical information to students and staff regarding transfer

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to universities, colleges, and technical/vocational schools; provides resources and assistance to students in accessing appropriate resources; and coordinates a variety of transfer events and related programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide technical information to students and staff regarding transfer to universities, colleges, and technical/vocational schools; provide information regarding various program and admission requirements.
2. Conduct orientations for students to explain the functions of the Transfer Center; direct students to appropriate resources including college catalogs, college reference guides, and computer programs/systems; provide directions and assistance to students in accessing information in various computer programs/systems including ASSIST, College Source, CSU Mentor, FinAid, and related systems; assist students in locating specific major and career information; assist students in facilitating transfer.
3. Maintain and display current reference and resource material including college catalogs, supplementary brochures, and financial aid/scholarship information; ensure that the information provided to students and staff is current; assume responsibility for selecting and purchasing reference books and computer software programs as necessary.
4. Assist students in the application process to transfer to a college or university; assist in providing workshops for completing applications; provide technical instruction and assistance regarding applications available on-line; proofread and offer suggestions regarding application content.
5. Coordinate various Transfer Center events and programs including Transfer Fairs, Transfer Celebration event, outreach programs, and various workshops; correspond with event participants to ensure participation; organize marketing strategies; advertise and promote events; plan for refreshments; coordinate the set up of adequate tables and canopies; distribute parking passes for event; coordinate other components of events.
6. Serve as referral source for students who have complicated transfer issues; serve as an advocate for students who were denied transfer admission and refer to appropriate sources.
7. Coordinate visits from representatives from other colleges and universities; arrange and schedule appointments for students to meet with representatives from other colleges and universities; coordinate tours of other colleges and universities for students.
8. Maintain a variety of records and files; collect, maintain, and tabulate information regarding the number of students accessing and utilizing the Center and its resources; maintain records of

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the number of transfer students and documentation regarding where they transfer to and intended major; provide statistical information and reports to administrators.

9. Promote various College transfer programs including the Guaranteed Transfer Programs; screen and refer students to appropriate university admission counselor.
10. Plan, prioritize, assign, supervise, and review the work of student assistants and staff involved in Transfer Center functions and activities; provide training to other staff.
11. Assist in the development of the transfer newsletter; provide pertinent and updated information; proofread content and ensure accuracy.
12. Perform a variety of general clerical duties as required; answer phones; schedule appointments; provide assistance to students; answer questions from the general public; prepare letters and reports.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Pertinent federal, state, and local laws, codes, and regulations including those related to the transfer of students.
- College matriculation requirements.
- Confidentiality requirements when dealing with personal and sensitive student information.
- Data collection and basic research principles and practices.
- Basic mathematical and statistical principles.
- Principles, practices, and procedures of business letter writing and report preparation.
- Record keeping methods and procedures.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Work organization principles and practices.
- Principles and techniques used in public relations.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, work direction, and guidance to lower-level office

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staff and student workers.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Provide specialized assistance and information to students and others concerning transfer requirements and Center resources; work with students to facilitate completion of transfer applications.

Assess student needs and make appropriate referrals.

Maintain current knowledge of transfer requirements for colleges and universities; maintain inventory of information.

Understand the organization and operation of the College as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Understand articulation systems.

Perform responsible and difficult clerical and administrative duties involving the use of independent judgment and personal initiative.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Implement and maintain filing and record-keeping systems.

Independently compose and prepare correspondence and memoranda.

Plan and organize work to meet schedules and changing deadlines.

Work within the policies, functions, and requirements of area of assignment.

Provide lead supervision and training to assigned staff.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Type or enter data at a speed necessary for successful job performance.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work independently and effectively in the absence of supervision

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in education or a related field.

Experience:

Two years of increasingly responsible clerical and administrative experience working with students, preferably related to transfer activities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

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Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

Range **123** of the **CSEA** Salary Schedule

Work schedule: **Monday (10 AM - 3 PM), Tuesday (2 PM - 7 PM), Wednesday (10 AM - 3 PM), Thursday (2 PM - 7 PM)**

Schedule and shift are subject to change in accordance with the department's needs.

Required Documents: **Resume & Cover letter**

Applications missing the required documents will not be considered.

Hours Per Week: **20 (50% of Full-Time)**

Months: **12**

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept

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employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the

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job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

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