

Specialist, Transfer
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260312>

Downloaded On: Jul. 29, 2025 7:54am

Posted Jul. 28, 2025, set to expire Nov. 29, 2025

Job Title	Specialist, Transfer
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Jul. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Specialist, Transfer

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. [-AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Specialist, Transfer

Job Description Summary:

Supports student persistence and completion by providing transfer services consistent with the Austin Community College (ACC) mission and goals. Working knowledge of university transfer pathways, transfer and university admissions policies, transfer resources, and ACC's programs are applied to support individuals in identifying academic/career pathways and implementing a plan to achieve identified goals.

Job Description:

Description of Duties and Tasks Essential duties and responsibilities include the following. Other duties may be assigned.

1) Provided transfer exploration and university application related services with specialized strategies to help students, alumni, and entering student applicants select a career and/or an academic pathway and implement a plan to achieve their identified goals including graduation and transfer. Services are

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delivered in-person or virtually to individuals or groups.

2) Assists students with preparation for, and execution of, university transfer.

3) Maintains expertise regarding course and ACC program/credential transferability, transfer resources, special initiatives, and relevant student and academic services in order to support students, alumni, prospective students, faculty, and staff to make informed decisions regarding transfer pathways and corresponding educational options.

4) Applies specialized coaching expertise to meet the unique needs of identified populations such as veterans, students with disabilities, and students with a variety of academic backgrounds.

5) Creates, coordinates, and delivers workshops and presentations aimed at supporting students' transfer and educational goal attainment. Collaborates with college departments including office of multicultural academic support, student life, academic departments, and alumni association to design and deliver transfer related programs and events.

6) Maintains current information on transfer articulation agreements between ACC and other university systems.

7) Collaborates with the director to offer districtwide and local campus events including but not limited to transfer fairs, university recruitment visits, and university tours.

8) Maintains and applies up-to-date knowledge on legislation and state-wide policies that impact student transfer.

9) Provides support for initiatives such as co-enrollment programs, transfer grant initiatives, and all other transfer focused programming at the college.

10) Supports advisors, success coaches, completion counselors, and other Student Affairs staff, as appropriate, in ensuring students transfer-related needs are met.

11) Ensures districtwide consistency of front-line transfer services under the guidance of the Transfer Resources Director.

12) May help produce, maintain, and update webpages and calendar of events, social media, or other resources necessary to promote and engage others in active transfer planning.

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- 13) Trains and supports the college community in areas related to transfer preparation and transition including strategies that support successful transfer, program maps, transfer planning guides, transfer essay writing, academic resume writing, and other applicable areas.
- 14) Collects data and ensures proper tracking is in place for all initiatives, events, and activities, including data entry for future analysis and district service planning. Reviews evaluations/feedback and makes recommendations for continuous improvement in transfer services and resources.
- 15) Represents transfer services on college committees and work groups as assigned by supervisor.
- 16) Support the overall mission, functions, and activities of the Student Experience and Outcomes department, including career services, student life, and research endeavors surrounding efficacy & student outcomes.

Knowledge

- Current best practices in transfer services, advising, and coaching strategies.
- Principles and practices associated with Servant-Leadership.
- Understanding of the importance of cultural competence in promoting student success.
- Understanding of and commitment to the principles and practices associated with student success.

Skills

- Effective application of labor market information to academic programs for advising purposes.
- Ability to disseminate complex information effectively to a variety of audiences.
- Establish and maintain effective working relationships.
- Ability to work with a diverse student population.
- Exhibit cultural competence when working with all students and other members of the community.
- Ability to deliver services in a professional and ethical manner.
- Excellent communication and presentation skills.
- Effective interpersonal skills.
- Ability to maintain an established work schedule, including evenings, and weekends.
- Maintaining confidentiality of work-related information and materials.
- Providing quality customer service.

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Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Three or more years related work experience delivering services to adult populations.

Required Education

- Bachelor's degree.

Other Preferred Qualifications

- Higher education or student affairs coaching certification, comparable college coursework, or sufficient higher education experience to substantiate competency to effectively execute the job duties.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

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Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$47,840 - \$59,000

Please Note: ACC job postings are removed from advertising at 12:00 A.M on the job posting closing date (midnight on the day before the closing date). Please apply prior to the job closing date and time.

Number of Openings:

1

Job Posting Close Date:

August 8, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to



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perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/As-Assigned/Specialist--Transfer_R-7986

Contact Information

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

Contact

Staff

Austin Community College

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