

**Senior Student Support Specialist-Articulation, 45%
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=260319>

Downloaded On: Jul. 29, 2025 7:53am

Posted Jul. 28, 2025, set to expire Aug. 12, 2025

Job Title Senior Student Support Specialist-Articulation, 45%
Department Instruction
Institution Cabrillo College
Aptos, California

Date Posted Jul. 28, 2025

Application Deadline 08/12/2025

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Student Affairs
Administration - Other

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Job Description

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Senior Student Support Specialist-Articulation, 45%

Cabrillo College

Salary: See Position Description

Job Type: Hourly (1%-49%)

Job Number: 2025-02024

Closing:

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8/12/2025 11:59 PM Pacific

Location: Aptos, CA

Department: Instruction

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This Part-time (45%, 18 hours per week) 11-months per year position assists with the planning and implementation of Articulation program specific duties; assists students and the public to understand and complete matriculation, educational plan, graduation or transfer requirements, applications and/or forms; performs administrative support duties including maintaining records and databases; may handle escalated issues at a front counter or over the phone; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. For the 2024 Academic Year, 61% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (3%), Black Non-Hispanic (1%), Filipino (<1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Starting Salary Range: \$28.41 to \$38.07 per hour, plus 5% annual increases up to step 7, maximum initial salary step placement on the [classified salary schedule](#) is step 4.

This part-time (45%, 18 hours per week) assignment, 11 months per year Senior Support Specialist position in Articulation has hours that are somewhat flexible/negotiable. A general example would be Monday through Thursday four (4) hours per day and Friday two (2) hours. Position scheduled to begin as soon as possible, pending continued funding and Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits:

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1. This part-time assignment is not eligible for insurance-related benefits or PERS retirement benefits.

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Facilitates the day-to-day operation of Articulation; participates in front-desk coverage; explains service processes, procedures, rules and guidelines and screens students for a variety of services; assists students with understanding and completing applications and/or forms; assists students in accessing student services such as attending events and workshops, requesting accommodations, accessing materials and performing transfer and career research.
- Directly assists students with access to academic and support services; schedules and presents workshops to assist students in career, transfer, and educational plan completion; acts as a liaison between student, other campus programs and departments and refers students to counselors and as needed to community resources.
- Serves as the functional specialist for department-specific electronic databases and software; facilitates student, Counselor, and staff use of systems and programs; tracks and inputs program statistical and student data into appropriate systems often requiring independent decision making on coding; processes various documents, certificates, grades, transcripts and forms that support students' educational plans and academic progress; prepares for review and submits statistical records and reports; assists in data collection for department audits.
- Oversees logistics of major events including liaison work with other campus departments and facilities, event participants, vendors and sponsors; oversees logistics for and participates in outreach and matriculation programs, campus tours, cultural experiences and academic support/tutoring programs; may accompany students on tours of four-year colleges and universities.
- Assesses student records; reviews transcripts and course equivalency information, graduation articulation requirements and transfer information; provides students with transfer information

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including deadlines, restrictions and articulation agreements; provides guidance on University of California (UC), California State University (CSU), and international and vocational schools' transfer requirements; assists students in preparing transfer applications; explains basis for evaluation, researches student complaints, resolves problems and makes corrections as needed.

As assigned:

- Provides information and technical assistance to other colleges, universities and institutions outside of the District regarding course transfers, course equivalencies, course content and other evaluation-related requirements; may assist with tracking high school articulation agreements.
- Provides technical guidance and assistance to articulation staff and information to counselors, faculty and staff regarding the interpretation of District policies, procedures, and federal/state regulations as it relates to graduation and CSU/UC general education certification; provides recommendations on policy, process and procedures enhancements.
- Provides information to students, faculty and the community on Career Center services, resources, policies and procedures; administers, scores and provides results for career assessments; assists students, faculty, staff and the public on the use of specialized software and the internet for job and career information searches; develops, coordinates and participates in student orientations, workshops and individual assistance; assists students in researching academic and career interests.
- May serve as one of the Designated School Officials (DSO) according to established Homeland Security policies and the Student and Exchange Visitor Program certification.

OTHER DUTIES

- Assists with the recruitment, hiring and training of student employees; monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards.
- May participate on a variety of internal and external committees; interacts with local employers, local high schools, other colleges and academic institutions.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

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Minimum Qualifications

EDUCATION AND EXPERIENCE

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

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Graduation from an associate degree program and coursework applicable to the department **AND** at least three (3) years of progressively responsible experience in student support, articulation and transfer services or career services **OR**
- An equivalent combination of training and experience.

Additional experience as outlined above may be substituted for the education on a year-for-year basis, or additional education may be substituted for the experience on a year-for-year basis up to two (2) years.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods, techniques and sources of information used in analyzing and evaluating student records and transcripts.
- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs.
- General principles, practices and techniques used in customer service, public relations and community outreach.
- Practices, techniques and terminology involved in academic structures, transfer of credit and curriculum interpretation in post-secondary educational institutions.
- District graduation requirements and general education transfer requirements.
- Department goals, objectives, policies, procedures and practices applicable to area of assignment.
- District rules, policies and procedures applicable to departmental and division operations.
- Basic research methods and analysis techniques.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.

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- Applicable sections of the California Education Code, Title V and other applicable laws.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student records.

Skills and Abilities to:

- Provide customer service in person and over the phone.
- Comprehend requests for information or assistance, identify appropriate resources and effectively provide service.
- District course prerequisites and matriculation policies.
- Evaluate student academic records in compliance with the California Education Code, Title 5, board policy, administrative regulations and college catalogs.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Perform mathematical calculations.
- Assist in the planning and implementation of services and activities in assigned department.
- Interpret, explain and apply complex legal mandates, regulations, guidelines, policies and procedures applicable to assigned responsibilities with consistency and a high degree of accuracy.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Maintain confidentiality of District and student files and records.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license or ability to access and use alternative transportation.

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Additional Information

Application Process:

1. Complete the application with a minimum of three (3) professional references and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach all unofficial transcripts for college coursework completed, **if applicable**, displaying any degrees conferred (copies, photos, and downloads are acceptable).

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

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Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4988574/senior-student-support-specialist-articulation-45>

Contact Information

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

Contact

Instruction
Cabrillo College

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