

**Contra Costa Community College District  
Classification Specification**

**TRANSFER CENTER COORDINATOR**

| Class Code | OT Status  | EEO Category     | Represented Status | Salary Grade | Effective Date | Status     | Pages  |
|------------|------------|------------------|--------------------|--------------|----------------|------------|--------|
|            | Non-exempt | Paraprofessional | Local 1            | 65           | 12/09/10       | Classified | 1 of 2 |

**DEFINITION:** The Transfer Center Coordinator fosters the successful and expeditious transfer of students into 4-year (baccalaureate degree granting) institutions and particularly the transfer of low-income, underserved, disabled, and other disadvantaged populations of students. The Transfer Center Coordinator creates programs, policies and processes to connect students to information and services; to facilitate successful transfers.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Coordinates transfer programs with Student Services departments and coordinates activities and programs with off-campus constituencies (4-year college representative visits and programming; high schools, community service groups).
- Plans annual Transfer Center plan, major events (Transfer Conference, Transfer Days, Career & Majors Day, Transfer Reception).
- Attends workflow and budget planning meetings.
- Conducts in-reach to current students to facilitate transfer.
- Designs and distributes materials about Transfer Center programs and events; publicizes transfer-related programs, services and events including college reps visits, workshops, and presentations.
- Designs and oversees production and promotion of now-annual "Transfer Conference" for students.
- Oversees production and promotion of annual "Transfer Reception;" oversees production and promotion of the semi-annual Transfer Days
- Co-designs and co-produces "Careers and Majors Day" with Career Services Center.
- Solicits off-campus funding for events, publications and mailing costs.
- Collaborates with other Student Services departments to ensure transfer programming.
- Fosters relations with on-campus constituencies to support transfer, including Counseling Department and associated committees.
- Fosters relations with other institutions in support of transfer, including high schools and 4-year institutions.
- Tracks, analyzes and makes recommendations regarding transfer trends.
- Provides liaison with the State Chancellor's Office on transfer issues.
- Provides face-to-face information services to Transfer Center customers (students, parents, faculty, etc.)

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Customer service practices and the ability to train others in these practices; college admissions procedures and practices; college funding (financial aid and beyond) procedures; marketing and outreach methods, practices and procedures; relevant federal and state laws; Title 5 Minimum Program Standards for Transfer Center operations at California Community Colleges; office equipment, procedures and practices; budget development and expenditure tracking; basic research and planning skills; complex business report writing.

**Ability To:** Forge and sustain productive long-term collaborative relationships with colleagues and off-campus constituent groups; ability to communicate effectively and credibly with target populations. Ability to explain complex transfer processes and systems simply and clearly; ability to identify, obtain, and interpret appropriate data in order to create effective strategies to reach targeted populations; ability to plan programs,

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processes and events; ability to use applicable software programs.

**Education/Training:** Bachelors degree from an accredited institution.

**Experience:** Two years experience in a position that required large-scale event planning, communications planning, significant computer work (e.g.: mass e-mail, publications, spreadsheets, database access and extracts) high school and college presentations and evaluation of applications.

**License/Certification:** Possession of, or ability to obtain, a valid California Driver's License.

Adopted: 10/01/07; Revised 12/09/10.