



West Valley - Mission

Community College District

CLASS SPECIFICATION

CAREER AND TRANSFER ADVISOR

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 59

DEFINITION

To organize and operate a career and transfer center on a community college campus; to facilitate the transfer agreement process for students continuing on to other colleges; and to plan and conduct job and college fairs and related events.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Career and Transfer Advisor class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Vice President, Student Services.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide technical assistance to students, faculty, and staff regarding general education and major requirements for state universities, private colleges, and other educational institutions.

Assist students with completion of transfer applications and compiling necessary transcripts and documentation; review college applications and personal statements and provide feedback to students; confer with counselors and university admissions personnel to facilitate the transfer process.

Provide information regarding career choices and objectives, and labor market trends; make referrals to counselors and community organizations and agencies as appropriate.

Maintain a library of college catalogs and career information; assist students in conducting research; prepare and maintain databases of employers, colleges, and businesses.

Research college and career options; advise students regarding choices and appropriate steps.

Develop and conduct workshops regarding career and employment opportunities, resume writing, interview skills, and transfer agreement process components.

Coordinate, market, and participate in a variety of special outreach events related to career and transfer information and opportunities.

Prepare and maintain a variety of statistical databases, records, and reports related to career, recruitment, and transfer activities.

Hire, train and assign work to student workers.

Make presentations to large and small groups of students, on campus or through outside programs and organizations.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

College major, degree, and transfer requirements.

Training and education requirements for a wide variety of careers and occupations.

Current labor market and employment trends; vocational training programs and opportunities.

Principles, methods, and techniques of resume writing, interviewing, and conducting job searches.

Modern office practices and procedures; recordkeeping techniques.

Ability to:

Assist students by providing information on transfer requirements for four-year colleges and universities, and on career choices, vocational training and employment trends.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Plan and conduct workshops, classroom presentations, and special events; coordinate and implement campus visits by representatives of businesses and four-year colleges and universities.

Organize and maintain resource materials in a college career and transfer center.

Evaluate student transcripts and transfer application materials and provide appropriate feedback.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

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

Experience:

Two years of responsible experience in a student services department in a community college.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in general education, business, or a related field.

EEO Category: Clerical/Secretarial

Date Approved: July 1, 2017