

**RIO HONDO COMMUNITY COLLEGE DISTRICT
DIRECTOR OF TRANSFER AND CAREER SERVICES**

DEFINITION:

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate programs and services related to career counseling services, transfer services, and re-entry education; to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Dean of Counseling.

SUPERVISION EXERCISED:

Exercises direct supervision over professional, technical, faculty, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

1. Provide leadership and direction and assume management responsibility for Career, Transfer and ReEntry programs, services, and activities; oversees the daily operations of the Transfer Center and Center for Career and Re-Entry Services.
2. Develop, assess, and implement annual goals, objectives and priorities for Career, Transfer, and ReEntry programs; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.
3. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Dean of Counseling, and direct the implementation of improvements.
4. Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.
5. Meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
6. Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
7. Develop and maintain positive relationships and partner with community agencies, local employers, transfer institutions, faculty and staff; provides information to students, employers and communitybased agencies about services and resources.
8. Establish and implement resources and training for students, faculty, staff and the public, including the use of specialized software and the internet for career and transfer related information.

9. Provide responsible staff assistance to the Dean of Counseling; prepare and present reports, such as Annual Program Plan/Review and other necessary correspondence.
10. Collaborate with Rio Hondo Community College District Adult Education in transitioning students from non-credit to credit.
11. Perform varied and responsible duties in the development, organization and administration of activities designed to assist students in planning and preparing for transfer to four-year institutions, with special emphasis on increasing the transfer rate of students from traditionally underrepresented populations.
12. Maintain a resource library of career and transfer-related materials, including college catalogs, transfer guides, articulation information, transfer agreements, four-year college and university applications and other transfer-related materials; facilitate student use of electronic database information, such as ASSIST, Career Coach, and college job board.
13. Serve as a liaison between the District and four-year institutions; schedule campus events and individual Transfer Center appointments with representatives from four-year institutions.
14. Plan, implement, and assess, in collaboration with college & university partners, the annual Summer Scholars Transfer Institute; serve as the on-site, manager on duty for the duration of the program.
15. Develop, apply, and evaluate effective approaches to implement the policies of the District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.
16. Attends regional meetings, transfer activity workshops, and local and state conferences to acquire transfer information and maintain current knowledge of critical transfer initiatives and policy changes; distributes transfer information to faculty senate, counselors, faculty and students;
17. Provide effective leadership and direction in recruitment and retention efforts to further workforce diversity policies of the District.
18. Respond to and resolve difficult and sensitive inquiries and complaints. Administer applicable collective bargaining agreements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
- Operational characteristics, services, and activities of career, transfer, and re-entry programs.
- Admissions and transfer processes between community colleges and four-year colleges and universities.

- Organizational and management practices as applied to the analysis and evaluation of career, transfer, and re-entry programs, policies, and operational needs.
- Modern and complex principles and practices of career, transfer, and re-entry program development and administration.
- Methods, trends, and practices pertaining to career, transfer, and re-entry programs.
- Program evaluation, audit results, and reporting procedures.
- Theories, principles, and practices associated with higher education counseling, curriculum and instruction, matriculation, and student services and fostering an environment that promotes student diversity, equity, inclusion and accessibility.
- Learning and student success processes, assessment, student learning outcomes, learning communities and application of technology.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations. Safe driving principles and practices.
- Skill to:
- Organize work and building an effective team to meet the needs of the assigned areas.
- Communicate effectively and professionally, both orally and in writing.
- Examine data, analyze outcomes, and recommend data informed strategies for improvement.
- Operate office hardware and software such as MS Office, Banner, SARS, Tableau, basic website maintenance, job board management, and using career development/exploration software and assessments.
- Operate a motor vehicle safely.

Ability to:

- Learn, interpret, and ensure compliance with local, state and federal laws, Title 5, and other codes and regulations as related to the responsibilities of the position.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to transfer to four-year in-state, out-of-state, and private colleges and universities.
- Organize work and build an effective team to meet the needs of the assigned areas.
- Select, supervise, motivate, counsel, train, and evaluate staff.
- Identify and respond to student, faculty, and staff issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of students.
- Research, analyze, and evaluate new career, transfer, and re-entry program delivery methods, procedures, and techniques.
- Prepare and administer budgets.
- Communicate clearly and concisely, both orally and in writing. Prepare clear and concise administrative reports.
- Establish, maintain, and foster positive and harmonious working relationships with internal and external constituencies.

MINIMUM QUALIFICATIONS:

Experience:

- Two years of responsible related program experience AND one year of leadership, formal training, or internship, or experience reasonably related to this administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Desirable Qualifications:

- Knowledge and experience working with areas served by the career, transfer, and re-entry programs (such as transfer services, college counseling or advising services, career/major exploration, career development, or related functions).

Training:

- Master's degree in Counseling, Psychology, Student Personnel, or related field from a regionally accredited college or university

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 48

Effective Date: 11/8/2023