

DIRECTOR, TRANSFER

JOB SUMMARY

Under the general direction of the area administrator, responsible for providing leadership and directing the operation of the Transfer Centers for the District. This includes developing and implementing program plans, policies and procedures to support District goals and comply with state and federal mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Identify and increase the number of students who choose to transfer and are prepared to transfer, and ensure the inclusion of low-income, disabled, and first-generation college students; lead campus-wide efforts to identify and remove barriers to the retention and transfer of all students.
2. Work to ensure that the transfer of students is a high priority at the District; work with leadership to ensure that transfer is an integral element of the effort to improve the student pathway to success and completion.
3. In collaboration with pertinent departments and all programs that support transfer students, ensure that students obtain accurate and timely counseling, academic advising, transfer information and services, and to address transfer students' needs.
4. In coordination with the Counseling Department, providing potential transfer students with counseling and academic planning which includes the selection of courses required for university admission, general education options, and major preparation; collaborate with counselors and articulation coordinator to maintain understanding of current transfer requirements.
5. Work with instructional faculty and departments to assist in ensuring curriculum, course content and pedagogy that integrate baccalaureate-level learning outcomes.
6. Develop program-specific goals to support college priorities and comply with applicable state and federal regulations; design and implement procedures, services, and activities required to achieve individual program goals; recommend revisions to District policies and procedures as needed to strengthen and clarify the transfer process.
7. Develop and implement strategies for marketing, recruitment, and outreach to promote transfer as a viable educational goal for all students; regularly inform the college community of new and changing transfer information and requirements.
8. Encourage participation in transfer programs that support academic planning such as Transfer Admission Agreements, cross enrollment at universities, and the utilization of course articulation information to ensure course transferability; work with the campus articulation officer to monitor and encourage the development of articulation agreements and campus participation in articulation efforts.
9. Develop a calendar of Transfer Center activities, providing a library of transfer materials for student and counselor research, and coordinating transfer workshops and university tours; provide

transfer courses, workshops and classroom presentations that include information about university admission requirements, selection criteria, Transfer Admission Agreements, and application processes to baccalaureate-level campuses.

10. Develop and manage operational budgets; recommend specific needs for staffing, facilities, and capital expenditures to support identified program goals; supervise, train, and evaluate assigned personnel.
11. Assist students with their transfer/transition plans, including timely completion and submission of university applications, acquisition of financial aid and housing, and the identification of other available university services, programs and personnel to contact for further assistance in the transition process.
12. Collaborate with local colleges and universities to facilitate transfers and develop/coordinate transfer programs; develop transfer agreements, establish and maintain regular communication with outreach/admissions personnel; coordinate recruitment activities, transfer fairs, and college visits.
13. Establish and oversee procedures for tracking students and monitoring their progress toward transfer; collect, and report data reflecting students' transfer readiness and college transfer rates; comply with state reporting requirements; including the annual Transfer Center Report; develop/maintain/update as appropriate the District's Transfer Plan; prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
14. Serve as the liaison colleges and universities in regards to student admission policies and transfer requirements; Chair Transfer Implementation Team developed to assist in supporting and strengthening transfer activities on campus; participate on district-wide committees, workgroups, or sub committees as appropriate; represent the District and attend external meetings related to assigned responsibilities.
15. Provide updates to the College Governing Board and other campus groups annually on transfer numbers and community college or university trends or policies that are affecting transfer students.
16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. California Community College Transfer Guidelines.
2. Transfer guarantee programs, related opportunities and requirements to universities.
3. Eureka and other software to assist in basic transfer exploration data reporting software.
4. General financial aid information.
5. Community college matriculation processes.
6. Content Management Software.
7. Marketing strategies, including graphic flyers to post to online media.
8. General office software and equipment.
9. Application process and timelines associated with the transfer process.
10. Special programs related to transfer students and California universities.
11. Correct grammar, spelling, and punctuation.

12. Effective oral, and written communication.
13. Office methods, procedures and practices.
14. Operation of word processing/keyboarding, spreadsheets, college database, and budgeting software programs.

Skills in:

N/A

Ability to:

1. Organize in-person and virtual field trips to universities.
2. Develop methods to assess student needs in relation to transferring to universities and career exploration.
3. Recommend the development of programs and workshops.
4. Create and maintain data resources.
5. Make proposals and recommendations to improve transfer resources.
6. Update the Transfer Center website and maintain online documentation on dates and timelines to increase transfer rates and transfer success.
7. Market departmental services on various platforms.
8. Effectively engage and support historically underrepresented groups by addressing issues of equity and improving culturally responsive service-oriented practices.
9. Manage multiple priorities in a complex, highly regulated environment; meet schedules and timelines.
10. Analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations.
11. Effectively communicate orally and in writing with internal and external constituents.
12. Develop and maintain data on student progress in meeting goals for transfer.
13. Establish and maintain cooperative and effective working relationships with others.
14. Effectively use data to inform the development workshops, programs, and trainings.
15. Effectively maintain documentation and records.
16. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Master's degree from an accredited institution in Educational Leadership, Counseling, Education, Human Services, Organizational Leadership, Public Administration, or a related field; AND
2. Three (3) years of full-time, responsible experience in student counseling, higher education transfer center or career services. Related experience must include one (1) year in a leadership or supervisory role; OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential job functions.

BOT APPROVAL DATE: February 12, 2026

FLSA: EXEMPT

Primary function requires sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift carry, push, and/or pull light to moderate amounts of weight up to 20 pounds; to operate office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hear in the normal audio range with or without correction.

Work is performed primarily in a standard office setting with travel from site to site. The incumbent must be able to work in a fast paced office environment with background noise and a high stress level.