

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: TRANSFER SPECIALIST COORDINATOR

PAY GRADE: P-2

OVERTIME STATUS: Exempt

### MAJOR RESPONSIBILITY:

To develop, implement and evaluate programs; plan and coordinate all program services relating to transfer (advising, workshops, university/college tours, etc.) activities and services that promote student development; deliver programs or services that promote student learning, including transfer advisement; coordinating tours of four-year institutions and transfer seminars.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Minimum of bachelor's degree required in counseling, education, psychology, social work, adult education, or related field.
2. Years of Experience in field: Minimum of two years' experience in counseling or a related student development field required. Community college/upper level higher education experience preferred. Experience in working with disadvantaged, racially and culturally diverse and high risk students preferred.
3. Special skills or abilities related to position: Excellent interpersonal, communication, leadership and organizational skills. Ability to develop, implement and coordinate learning support and student development programs activities and services. Ability to relate successfully to diverse students and proven experience in overseeing projects and activities. Ability to use informational, assessment and educational technologies to promote and support student access to, and participation in, learning.

ESSENTIAL JOB FUNCTIONS:

1. Develop, implement and coordinate all issues pertaining to transfer advising of the program, including coordinating tours of four-year institutions, transfer seminars and student activities.
2. Provide professional support and referrals for students with personal, social and/or academic concerns that impair learning.
3. Provide academic and transfer advisement and career counseling for students including career path options, assessment evaluation, individual success plans and career and life goals.
4. Provide basic admissions, financial aid, registration, advisement, Veteran's Administration and job placement information and advisement.
5. Maintain current information on transfer articulation agreements between CF and other state university system.
6. Complete the SSS intake/interview process with AA degree-seeking students.
7. Assist with the coordination and supervision of the services and activities for the summer bridge program.
8. Assist with the administration of the Student Support Services supplement grant aid/scholarship selection process.
9. May be required to work flexible schedule.
10. Maintain professional currency.
11. Additional duties as assigned by supervisor.

(These essential job functions are not to be construed as a complete statement of all duties performed. Management retains the right to modify or add duties at any time.)

PHYSICAL DEMANDS:

The physical demands described here 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 with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside on office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director for Student Support Services