

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Cadena/Transfer Center	Range: 16(AC)	Management Schedule
Date Revised:	November 2007, February 2012	Date Approved:	September 1986

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of a college Cadena/Transfer Center, including monitoring student progress toward transfer, providing outreach to target populations, providing transfer information, collaborating with four-year institutions, and coordinating related activities to promote student development opportunities related to cultural diversity and awareness.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Performs 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; works with faculty, staff and students to create campus events which provide student development opportunities related to cultural diversity and awareness.
2.	Works directly with counselors, faculty and students to provide information with respect to general education requirements and other academic planning materials needed for transfer to CSU, UC and private college and universities; provides information regarding the processing of college and university transfer agreements.
3.	Works with matriculation personnel to identify potential transfer students, with special emphasis on identifying students from traditionally underrepresented populations; establishes and maintains procedures for tracking students in order to provide appropriate transfer-related services and referrals to campus support services as needed.
4.	Develops and maintains procedures to monitor student use of campus transfer services; collects and reports data reflecting use of campus transfer services, transfer readiness, and college transfer rates, with special emphasis on monitoring students from traditionally underrepresented populations.
5.	Develops and maintains transfer agreements with four-year institutions; maintains a resource library of transfer-related materials, including college catalogs, transfer guides, articulation information, transfer agreements, four-year college and university applications and other transfer-related materials; facilitates student use of transfer-related electronic database information, such as ASSIST.
6.	Conducts transfer-related and cultural-related workshops on campus; arranges publicity with respect to transfer and cultural activities; coordinates scheduling of events to encourage student and faculty use of the Cadena/Transfer Center services; encourages the participation of instructional faculty in the development, implementation and evaluation of transfer and student development efforts.
7.	Serves as a liaison between the college and four-year institutions to maintain transfer agreements; schedules campus events and individual Transfer Center appointments with representatives from four-year institutions.

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8.	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; develops and maintains community partnerships to enrich the cultural connections between the college and surrounding communities.
9.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
10.	Determines appropriate equipment and supplies for programs and services in accordance with established policies.
11.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
12.	Plans, organizes and arranges appropriate staff development programs and activities for assigned staff; provides orientation for new employees.
13.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
14.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
15.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
17.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
18.	Performs related duties as assigned.

**OTHER FUNCTIONS**

Coordinates a variety of activities and events to promote campus diversity.

**WORKING RELATIONSHIPS**

The Cadena/Transfer Center Director maintains frequent contact with college administrators, faculty, staff and students.

**EDUCATION AND EXPERIENCE**

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## **Minimum Qualifications**

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship, or leadership experience reasonably related to the position.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

## **Desirable Qualifications**

At least one year of supervisory or management experience in a college or university student services environment.

Knowledge of admissions and transfer processes between community colleges and four-year colleges and universities.

Experience with developing and implementing motivational and informational workshops targeting student success and cultural diversity and awareness.

Knowledge of techniques used to recruit, motivate and retain students in college academic programs, with special emphasis on students from traditionally underrepresented populations.

Experience working with students from diverse academic, socioeconomic, cultural and ethnic backgrounds.

Experience working with computer software, databases and other technologies which are utilized in accessing and disseminating transfer-related data.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of state education codes and requirements including Title 5  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of record keeping procedures  
Knowledge of budget preparation and maintenance  
Knowledge of appropriate software and databases  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to assess, analyze, implement and evaluate research project activities  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.

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