



*ASSIGNMENT OPPORTUNITY ANNOUNCEMENT*

**Transfer Center Faculty Coordinator**

*60% Assignment*

**Closing Date: November 7, 2019**

**Description of Assignment:**

The Transfer Center Faculty Coordinator will take the lead in the development and preparation of the campus Transfer Fairs, and information pertaining to, but not limited to arranging TAG workshops, assisting to offer workshops pertaining to applying to 4 year universities, establishing benchmarks for African American, Latin-X, male students of color, and LGBTQ student transfer rates, assisting with the campus Scholars Program, compiling transfer data, managing the transfer center website, liaison for off campus outreach and university recruiters, coordinating Transfer Center bulletin, and duties as assigned.

The overarching goals<sup>1</sup> of the program are:

1. Integration of existing student-success programs and services as it pertains to Transfer Center.
2. Building of capacity at community colleges for data analysis, leadership, planning, and implementation related to institutional change as it pertains to the Transfer Center.
3. Development of clearly structured, coherent transfer center goals and outcomes.
4. Exposing students to multiple opportunities for transfer.
5. Assisting with increasing the number of students that transfer.

**Supervision Exercised and Received:**

This position reports to the Dean of Students Services.

**Tasks and/or Activities Required:**

- Facilitate all Transfer Center programming and strategies for student success.
- Liaise with off campus recruiters and university outreach coordinators.
- Research, generate reports as necessary.
- Co-develop best practices for the implementation of Transfer Center Workshops as assigned.
- Identify the effective use of student success data.
- Make classroom presentations as needed.
- Provide regular progress updates to GCC's Academic Senate, Faculty Meetings, and Board of Trustees meetings as necessary.

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<sup>1</sup> [http://cccgp.cccco.edu/Portals/0/SB85\\_2017-2018%28pgs\\_26-31%29.pdf](http://cccgp.cccco.edu/Portals/0/SB85_2017-2018%28pgs_26-31%29.pdf)

**Minimum Qualifications:**

Master's Degree in Counseling or related field according to Human Resources

**Preferred Qualifications:**

Demonstrated ability to maintain positive and effective working relationships with groups on campus across disciplines and assignments.

Experience with student services.

Experience working with underserved populations (i.e. African American, Latin-X, LGBTQ-X, male students of color, students with disabilities)

Demonstrated knowledge of successful strategies for organizing and ability to stimulate interest and involve faculty and staff in campus-wide events and activities

Demonstrated sensitivity and understanding of diverse backgrounds of community college students

Ability to analyze and explain student success data, including quantitative and qualitative.

Experience working effectively in a team setting and effectively communicating with Classified, faculty, administrators, peers, and students.

Excellent oral and written communication skills.

**Stipend and/or Released Time:**

60% Released Time, plus Winter and Summer intersessions

**Term of Assignment:**

Three years with annual performance evaluation.

**Application Procedure:**

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.*

*This position is subject to availability of continued funding.*

Released Time/Extra Pay Assignment  
Application



<p><i>APPLICATION FORM</i></p> <p><b>Transfer Center Faculty Coordinator</b></p> <p><i>60% Assignment</i></p> <p><b>Closing Date: November 7, 2019</b></p>
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Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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