

Director, Transfer Center
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=143894>

Downloaded On: Oct. 1, 2020 4:53am

Posted Jul. 7, 2020, set to expire Nov. 3, 2020

Job Title	Director, Transfer Center
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jul. 7, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/1946915

Apply By Email

Job Description

Director, Transfer Center

Position Number: 2013141057

Department: Counseling

Job Category: Management

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Friday, 8:00 a.m - 5:00 p.m.

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Salary Range: M-13

Salary: Steps 1-6: \$118,488 - \$131,760 annual

Shift Differential:

Open Date: 12/20/2019

Initial Screening Date:

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees Retirement System (PERS), State Teachers

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Retirement System (STRS) retirement programs, and National Benefit Services.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for all College functions and activities related to assisting students to transfer to institutions of higher learning, including administrative oversight of the Transfer Center; coordinates assigned activities with other College departments, officials, and outside agencies; provides highly responsible and complex professional assistance in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Director classification that oversees, directs, and participates in all activities of the Transfer Center under the Counseling Department, including planning and development and administration of departmental policies, procedures, and services. This class provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. Successful performance of the work requires knowledge of education policy and College functions, activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. This class is distinguished from the Dean, Counseling in that the latter oversees the programming and administration of the College's entire Counseling Department.

Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes full management responsibility for all College-wide transfer-focused programs, services, and activities through the Transfer Center.
2. Directs, develops, and coordinates the implementation of goals, objectives, policies, procedures,

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and work standards for the department; establishes, within College policy, appropriate budget, service, and staffing levels.

3. Manages and participates in the development and administration of the departments annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

4. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

5. Develops and establishes innovative transfer programs with transfer institutions; establishes partnerships with universities; develops transfer-focused scholarships.

6. Develops and implements an equity-focused Transfer Plan based on emerging practices and success strategies for equity student populations; collaborates and coordinates efforts to increase transfer awareness and completion for underrepresented and underserved students; develops transfer acceptance follow through processes and interventions.

7. Leads the development of College-wide transfer efforts including transfer week, workshops, presentations, and seminars; collaborates with Academic Senate in developing roles for faculty to encourage transfer; collaborates with counseling faculty and instructional faculty to enhance transfer awareness and course/program equivalencies; guides and coaches staff in diversity and inclusion practices.

8. Collaborates in the development of articulation agreements and processes related to Associate Degrees for Transfer (ADT), transfer course/program equivalences, state initiatives related to transfer; advises and provides guidance on issues and programs pertaining to transfer services; provides transfer advising to students as needed.

9. Develops, reviews, and implements policies and procedures to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement.

10. Develops marketing strategies for department services, activities, projects, programs, and events, including flyers, brochures, and other publications, social media, and internet marketing.

11. Assesses effectiveness of departmental services and programs by developing and implementing surveys, student learning outcomes (SLO), and statistical analyses; prepares and presents statistical data and reports on employment and transfer of College students for campus-wide and statewide distribution.

12. Coordinates the registration assistance center for students at the beginning of each semester; trains and schedules staff to assist students with registration and matriculation processes.

13. Collaborates and communicates with universities/colleges, employers, government and community agencies, faculty, administrators, and staff, to coordinate and develop services, programs, and

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agreements for transfer.

14. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.

Other Duties:

Performs related duties as assigned.

Knowledge Of:

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
2. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
3. Principles and practices of employee supervision, including work planning, assignment, review, evaluation, and the training of staff in work procedures.
4. Principles, practices, regulations, codes, laws and requirements related to transfer agreements and policies both within the state of California as well as across the nation.
5. Research and tracking methods using statewide and national databases and systems to determine transfer rates and baccalaureate completion rates, including articulation systems that track course, program and degree equivalency between community colleges and baccalaureate-granting institutions.
6. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills and Abilities:

Skills and Abilities to:

1. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations applying to transfer; implements, interprets, and updates student policies and

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procedures.

2. Collaborates and communicates with universities/colleges, employers, government and community agencies, faculty, administrators, and staff, to coordinate and develop services, programs, and agreements for transfer.
3. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
4. Research, analyze, and evaluate new service delivery methods, procedures, and techniques; compile data, track outcomes, analyze and prepare reports and presentations related to transfer patterns and statistics.
5. Effectively represent the College and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
6. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
7. Develop systems, practices, and policies that support and improve the transfer mission for under-served and under-represented students.
8. Establish and maintain a variety of filing, record keeping, and tracking systems.
9. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
10. Use English effectively to communicate in person, over the telephone, and in writing.
11. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Understand scope of authority in making independent decisions; review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

Minimum Qualifications/Education & Experience:

Education and Experience:

Equivalent to a Masters degree from a regionally accredited college or university with major coursework in counseling, education, educational leadership, human services, organizational leadership, public administration, or a related field and two (2) full time equivalent years of progressive leadership or administrative experience within education focusing on university admissions and/or community college transfer services.

Equivalencies:

Preferred Qualifications:

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License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.



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As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

https://www.mtsac.edu/safety/pdf/ASR_2017.pdf

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.).

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

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Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The committee will recommend finalists to the President/CEO and/or his designee for a second interview. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees approval. The start date will follow Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation

The required letters of recommendation are not required to be confidential but if your reference prefers to send a confidential letter, please follow these instructions and notify your reference directly. To obtain a confidential letter of recommendation, you must enter the references name and email address in the fields provided under the Confidential References section of the application.

NOTICE: In order for your reference to receive an email with a link to attach a confidential reference letter, you must complete your application and reach the status of Under Review by HR. It is recommended that you complete your application and reach this status well in advance of the deadline to provide your reference ample time to attach the letter.

It is the sole responsibility of the applicant to assure that all required and any optional documents are attached by no later than 11:59 PM PST of the initial screening date shown on the job posting.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications



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from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.

To apply, visit [url=<https://apptrkr.com/1946915>]<https://hrjobs.mtsac.edu/postings/7652>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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