

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### TRANSFER CENTER TECHNICIAN

Salary Range 13

#### **BASIC FUNCTION:**

Under the direction of the Dean of Counseling & Matriculation, provides basic transfer education/articulation guidance services to students, staff, and visitors; interviews, assists, and advises students regarding transfer programs and requirements; performs a variety of support and records maintenance duties related to transfer/articulation information and assistance; administer computer-assisted and on-line programs; encodes, debugs, maintains and oversee the implementation of the Curriculum Advising & Program Planning module in SCT Banner; conducts campus orientations/workshops/classroom visits; performs other related duties as may be assigned.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Assists students in research of academic programs, colleges, grants, scholarships, and other financial resources, educational and training programs; guides and instruct students in the operation and use of transfer center facilities and equipment. (E)
- Assists in the scheduling, coordination, and use of transfer center resources; assists students in utilization of automated equipment and software to review, extract, and assemble related academic programs, articulation, and educational information. (E)
- Maintains and updates articulation records. (E)
- Orients students, staff, and other individually, or in groups, in the use and content of transfer center resources and materials; operates and instructs others in the use of center equipment and computerized systems. (E)
- Conducts campus orientations/workshops/classroom visits. (E)
- Interviews, assists, and advises students regarding transfer programs and requirements. (E)
- Provides information about academic programs, educational, and training opportunities. (E)
- Accompanies students on scheduled campus tours to regional universities; coordinates and conducts campus tours. (E)
- Coordinates and hosts annual transfer day activities. (E)
- Performs a variety of office/secretarial/clerical support tasks to facilitate operation of the transfer center. (E)
- Attends a variety of meetings and conferences representing the department.
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and two years of office support experience, including the use of automated equipment and software and extensive public contact.

#### **KNOWLEDGE OF:**

Basic objectives and policies of general education, transfer education, and matriculation.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Modern office practices, procedures, and equipment.

Standard office machines and equipment, including basic operation of computer terminals.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

**ABILITY TO:**

Apply basic academic guidance and educational counseling programs concepts and practices.  
Perform a wide variety of office assistance and support work with minimal guidance and supervision.  
Operate office equipment and computers.  
Apply rules, policies, and precedents in different situations.  
Understand and follow oral and written directions.  
Communicate effectively, both orally and in writing.  
Type at an acceptable rate of speed.  
Deal tactfully and courteously with the public and other District staff when providing information.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, other departmental staff, students, parents, vendors, contractors, and the general public.

**PHYSICAL EFFORT:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Lifting light objects.  
Reaching to file and retrieve records.

**WORKING CONDITIONS:**

Transfer Center environment.  
Constant interruptions and frequent interaction with students and staff.  
Some evening hours will be required.