

## Coordinator, Transfer Resources

**FLSA Status:** Exempt

**Pay Grade:** 17

**Job Title ID:** 110501

**Job Series/Job Family:** Academic Transfer & General & Developmental Education Series / Articulation Family

### Reports To

Director, Articulation and Transfer Resources

### Job Purpose

To coordinate, track, and communicate all transfer processes and procedures to assist students in the effective transfer of ACC lower division courses to four-year educational institutions.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Monitors data and maintains database of transfer students, analyzes data, prepares reports and responds to inquiries. Coordinates database information with the Office of Institutional Effectiveness to develop and maintain a comprehensive student transfer tracking report.
2. Conducts, maintains and reports on student transfer research.
3. Coordinates the development and implementation of appropriate transfer activities, follow-up activities, and evaluation mechanisms including ACC-UT Advisor Networking Forum, recruitment fairs, etc.; creates ACC-Texas State Advisor Networking Forum to obtain accurate transfer information for ACC Advisors and Counselors.
4. Partners with college deans, directors, department chairs, faculty and staff on transfer efforts for all students.
5. Oversees the University Recruitment Visit scheduling process to all ACC campuses.
6. Maintains accurate and current Transfer and Equivalency Guides.
7. Researches and implements communication solutions and provides information to internal and external stakeholders. Meets with students to communicate about the transfer process and activities at ACC campuses, as assigned.
8. Serves as a liaison to all ACC advisors and Counselors to facilitate communication regarding the transfer process; with the ACC Financial Aid Office to clarify scholarship criteria for transfer students; and with other ACC departments and programs, as well as internal and external organizations to facilitate the transfer process.
9. Coordinates with Professional Development to provide workshops for staff and faculty.
10. Coordinates efforts with external institutions, agencies, and academic and workforce programs at four-year institutions in the greater Central Texas region on transfer strategies and programs; and on the development and distribution of promotional materials to increase awareness of transfer services and resources.
11. Assists in developing and implementing plans and strategies to comply with the state-mandated student participation and success goals in the "Closing the Gaps" plan.
12. Assists in creating and maintaining Articulation Agreements.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Data collection and management, and standard report preparation.

- Current practices in transferring students to four-year institutions of higher education.
- Articulation agreements for course work transfers.
- Development and implementation processes for transfer strategies and programs.

## **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### **Required**

- Maintaining confidentiality of work related information and materials.
- Maintaining an established work schedule, including occasional evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, with acute attention to detail, exacting accuracy, and follow-through.
- Prioritizing, implementing and managing multiple projects, activities and due dates.
- Establishing and maintaining effective working relationships and working in a collaborative manner.
- Effectively communicating with a diverse and multi-cultural student body and community groups.
- Researching, analyzing and compiling data, producing accurate reports from complex data sets.

## **Computer Skills**

### **Required**

- Demonstrated proficiency using standard office software applications with desktop and laptop computers.

## **Physical Requirements**

### **Required**

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 10 pounds

## **Work Experience**

### **Required**

- Two years related work experience.

### **Preferred**

- Three years experience in the community college setting and broad knowledge of community college programs, services and strategic directions. More than three years work experience coordinating and implementing student events and programs in a higher education setting, preferably at a community college.

## **Education**

### **Required**

- Bachelor's degree.

### **Preferred**

- Master's degree in Education, Social Science, or related field.

## **Licenses/Certifications**

### **Required**

- Valid Texas driver's license.

## **Other**

### **Required**

- Reliable transportation for ACC District and regional travel.

**Safety**  
***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.