

Specialist, Transfer Academy

FLSA Status: Exempt

Pay Grade: 13

Job Title ID: 121501

Job Series/Job Family: Student Support & Success Series / Campus Deans of Student Services Family

Reports To

Dean of Student Services

Job Purpose

To coordinate the development and implementation of the ACC Transfer Academy college-wide grant and meet the stated goals of ACC's new College Connection 2+2+2 Grant.

Description of Duties and Tasks

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

Required

1. Advises students on various aspects of college programs including majors, course selection, transferability, and prerequisites for degree plans.
2. Ensures consistency with the implementation of the Transfer Academy college-wide.
3. Serves as liaison to campuses conducting the Transfer Academy.
4. Works with student services personnel and others to develop and maintain the college-wide calendar of events for the Transfer Academy.
5. Maintains the Transfer Academy website and online registration for the Transfer Academy.
6. Serves as point of contact for university advisors and recruiters participating in the Transfer Academy events and on-campus advising.
7. Serves as an active member of the college-wide Transfer Service Committee.
8. Works closely with the College Connection office to provide on-going documentation and reporting of project deliverables regarding the Transfer Academy.
9. Works closely with other departments of the college including the Articulation Office to stay current on ACC's articulation agreements and the Marketing Department to develop recruitment material for the Transfer Academy.
10. Actively participates in the Transfer Academy including full participation during advisory sessions.

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

- Admissions procedures for two-year and four-year higher education programs and related course requirements.
- Multicultural education programs and systems.
- Student database systems.

Preferred

- Articulation agreement processes.

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 an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Disseminating complex information.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications including word processing, spreadsheets, power point, and web-based software.

Physical Requirements

Required

- Work is routinely performed in office environments
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 20 pounds

Work Experience

Required

- One year work experience in academic advising.

Education

Required

- Bachelor's degree.

Other

Required

- Reliable transportation for local Austin area 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.