

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **TRANSFER AND CAREER CENTERS SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of the Dean, Student Support Programs and Counseling Services, perform duties necessary to assist students in using the Transfer and Career Centers effectively and efficiently.

#### **REPRESENTATIVE DUTIES**

1. Orient students to the Transfer and Career Centers and provide information on available resources. E
2. Provide direct assistance to students in utilizing the various resources available in the Transfer and Career Centers. E
3. Centers including automated systems. E
4. Advise students on the best resource for their particular search. E
5. Catalog, process and prepare for use a variety of transfer and career materials. E
6. Answer questions from staff, students and the public regarding the Transfer and Career Centers. E
7. Prepare and disseminate information regarding the Transfer and Career Centers; advertise career workshops. E
8. Make appointments for the Transfer and Career Counselors; assist Transfer and Career Counselors with workshop materials; assist in administering diagnostic materials. E
9. Perform clerical and public contact work in support of the Transfer and Career Centers. Operate a variety of office machines including a computer and related software, copier, typewriter, and calculator. E
10. Receive and keep records of any monies collected for Transfer and Career Centers events. E
11. Maintain a variety of records and prepare reports indicated Centers usage and other data; input and maintain student files. E
12. Research and compile data and prepare special reports as requested. E
13. Assist in orientations to students, high school groups, community organizations and the general public. E
14. Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Modern office practices, procedures and equipment including a computer and applicable software including word processing, spreadsheets and email; record-keeping techniques; operation of a computer terminal and data entry techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

**Ability to:** Perform clerical and public contact work in support of the Transfer and Career Centers; operate office machines including a computer and applicable software including word processing, spreadsheets and email; communicate effectively both orally and in writing to exchange information in person and on the telephone; maintain records and prepare reports; understand and work within established policies, guidelines and regulations; communicate information to staff, students and public; prioritize and schedule work; meet schedules and timelines; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student information; work confidentially with discretion; sit or stand for extended periods of time; bend at the waist, kneel or crouch.

#### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school supplemented by two years of office clerical experience.

#### **WORKING CONDITIONS**

**Environment:** Office environment. Constant interruptions.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions

**T&CCS.DOC**

**RANGE 8**

**Adopted 6/98**

**Revised 11/04**