

## COORDINATOR OF TRANSFER INFORMATION - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Dean of Academic Affairs, this position facilitates the transfer of Community College students to four-year institutions of higher learning by obtaining, disseminating among the faculty and otherwise publicizing information concerning transfer requirements. Related duties include the arrangement of visits by the representatives of four-year institutions to meet prospective transferees and communicating with admissions officers of those institutions to facilitate the transfers of individual students. Supervision is exercised over one or more clerical or secretarial employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Obtains transfer information, principally from admissions counselors and other representatives of transfer colleges and universities and from Community college students and faculty, who have knowledge of individual students' transfer difficulties;

Provides transfer information to guidance counselors and teaching faculty who advise individual students on transfers;

Communicates and maintains effective relationships with the admissions personnel of four-year colleges and universities, to facilitate the transfer of Community College students;

Arranges visitations of representatives of four-year institutions, in order that they may meet with Community College faculty and prospective transferees;

Assists in the initiation and preparation of transfer agreements with four-year institutions;

Prepares transfer information bulletins and keeps them current;

Prepares the transfer information portions of the Community College catalog;

Assists the Community Relations office in the preparation of public information releases concerning transfers;

Conducts surveys designed to obtain data on transferred students; prepares reports and recommendations based on the surveys.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE: Comprehensive knowledge of the principles and practices of college and university admissions; good knowledge of the principles, practices, and methods of instruction, educational programs and policies of colleges and universities, in general; working knowledge of counseling and guidance techniques; working knowledge of tests, measurement and statistics; ability to elicit the respect and cooperation of faculty and admissions officials; administrative skill; tact; good judgment; initiative; resourcefulness; imagination; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Masters Degree\* in educational administration, student personnel, related specialty, or an academic field and five years of professional experience in educational administration, teaching, student personnel or guidance.

\*SPECIAL NOTE: Education beyond the secondary level must be from an Institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree granting institution.

West. Co.  
J. C.: Unclassified  
ACS

Job Class Code: C0304  
Job Group: XII