

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Career Guidance & Transfer Center Supervisor

**Unit:** Supervisory and Professional

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**Job Code:** D1070  
**Original Date:** 07/2003  
**Last Revision:** 11/2016  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 10

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### DEFINITION

Under the general supervision of a Dean or assigned supervisor or manager, plan, implement, and maintain comprehensive Career Guidance and Transfer programs for students and graduates. Supervise, direct, and oversee assigned classified staff and perform related administrative, analytical, technical, and clerical functions.

### EXAMPLE OF DUTIES

1. Coordinate and supervise the operation of the Career Guidance and Transfer Center and provide career guidance and transfer advisement to students. Coordinate contractual relationships with a variety of government funded programs.
2. Plan, direct, and oversee studies to evaluate vocational/technical student and programs. Perform research and longitudinal studies on students, graduates, transfers, and employers for State reports. Implement job placement services for students and graduates; design programs as part of the curriculum for job-seeking skills and make classroom presentations as requested.
3. Supervise, train, evaluate, and assign office staff; participate in the hiring and disciplinary recommendations of staff, appraise performance, provide for technical direction and guidance, make employment recommendations.
4. Conduct pre-screening of students to verify qualifications. Facilitate the processing and interviewing of students to assist in completion of forms and processes. Respond to more difficult questions as referred by assigned staff; coordinate and perform transfer activities with other colleges/universities. Assist students in resolving problems. Advise students, including career goals, specific requirements, job market trends, proper work habits, and techniques for competing for jobs, effective methods for completing job applications and preparing resumes, and interviewing methods.
5. Contact potential employers, colleges, and universities by telephone, written correspondence, and site visits to identify, develop, and promote the transfer and career center programs of the college.
6. Assist in monitoring budget expenditures for the Admissions Office.
7. Analyze available job market economic data and information. Research job market-trends and employment requirements for a variety of occupations. Supervise the receiving of job orders from employers; match students to jobs and maintain records of students placed in jobs.
8. Prepare and maintain records, reports, files, and statistics as required.
9. Serve as a member of committees concerned with specific program areas and services.
10. Assist in the development and implementation of district job placement and transfer/matriculation procedures. Recommend forms or procedures.
11. Perform special projects and studies as requested.
12. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

Applicable sections of California Education Codes.  
Basic and computerized research and statistical methods.  
College Transfer processes.  
District organization, operations, policies, and objectives.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Federal and State Employment and Compensation laws.  
Government funded programs related to field of specialty.  
Job development and placement methods and techniques.  
Labor market conditions and trends.  
Laws, rules, regulations, policies, and procedures relating to the registration, admission, transfer, and related student services areas of a college student.  
Modern office practices, procedures, and equipment, including computer hardware and software.  
Office methods and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.  
Oral and written communication skills.  
Principles and practices of training and supervision.  
Principles of marketing.  
Principles of public administration and management planning.  
Technical aspects of field of specialty.

**Skills and Abilities:**

Analyze situations accurately and adopt an effective course of action.  
Carry out assignments without detailed instructions.  
Communicate effectively both orally and in writing.  
Conduct research, collect and analyze data, and prepare reports.  
Coordinate student services operations.  
Establish and maintain effective working relationships with staff, student, and the general public.  
Identify key requirements of occupations and skills relative to college and continuing education programs.  
Interpret and apply the rules, regulations, and policies governing registration and admissions and other assigned functions.  
Maintain records and prepare reports.  
Meet schedules and time lines.  
Monitor, develop, and allocate assigned budgets.  
Network within community to publicize and promote offerings of colleges/continuing education through personal presentations.  
Read, interpret, and explain labor laws, affirmative action, and wage and salary regulations.  
Train and supervise others.  
Understand culture, practices, and views of various ethnicities.  
Work independently with little direction.

**Training and Experience:**

Any combination of training and experience equivalent to: Bachelor's degree in Business or any area of Human Resources and either two years of increasingly responsible professional job development and placement experience or two years of supervisory experience. College admissions or specialized student services experience highly desirable.

**License:**

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:  
Category III

Environment:  
Favorable, usually involves an office. Some travel to local labor market and college/university locations.