



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Manager Transfer Center
POSITION NO.	502871
LOCATION	Warwick
REPORTS TO	Dean Enrollment Management
GRADE	PSA 13
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional and clerical staff
LIMITATION (if applicable)	N/A
REVISION DATE	December 2022

JOB SUMMARY:

The Coordinator, Student Transfers is responsible for assisting students who are looking to transfer to four-year colleges/universities. Duties include transfer student advising, supporting the Joint Admissions Agreement, collaborate with Faculty and developing further transfer support services, The Coordinator will provide strategic direction and oversight for policies and practices related to successful transition of CCRI students transferring to four-year colleges and universities.

The Coordinator will serve as the liaison to students, staff, and faculty, regarding transfer steps and requirements for students seeking to transfer to a four-year college/university. Additionally, the Coordinator will provide a broad range of developmental and educational support to students including, but not limited to academic advising, testing and assessment, new, continuing student advising and registration. The Coordinator will also work with Academic Affairs to develop course to course transfer with other colleges and universities.

DUTIES AND RESPONSIBILITIES:

Transfer Coordination:

- Plan campus events such as transfer fairs, workshops, and info sessions, and communications to inform students of transfer opportunities.
- Provide a range of high-quality services to individuals and small groups of students to assist them in the transfer process. Support students in gaining the necessary information, developing the skills and competencies, and developing clear plans to achieve their transfer goals.
- Lead proactive outreach campaigns to ensure potential transfer students are aware of transfer opportunities and resources.
- Develop and maintain a comprehensive knowledge of academic, degree, and transfer requirements, policies and procedures for use in servicing the student population. Conduct ongoing evaluation of CCRI students' experience in transferring to four- year colleges/universities.
- Maintain a body of current resources on transfer students' needs and demographic evidence.
- Assist in all functions of the Joint Admissions Agreement (JAA) program and JAA Days.
- Create and maintain an effective web site for CCRI students planning to transfer.
- Evaluate transfer-related policies and practices for continuous program improvement. Work with state partners to facilitate transfer meetings for departments and college-wide faculty and staff meetings.
- Operate the transfer center to assist students with transfer information, scholarship information, and help them achieve their transfer goals.

General Advising and Student Support:

- Maintain professional and effective relationships with students, faculty, administration and staff in order to assist students with the various aspects of registration, curriculum requirements, testing, challenge exams, career development and transfer.
- Assist CCRI students by providing academic advising for CCRI degree requirements, and helping to facilitate the transfer process.
- Assist students who are not meeting SAP with the financial aid appeals process.
- Work specifically with assigned cohorts and caseloads of students as required.

- Assist in identifying the needs of students; develop implement and deliver developmental and educational services and activities designed to meet those needs,
- Provide outreach to students related to enrollment, degree completion, SAP, academic status, and other related enrollment issues.
- Support student information system (Banner) to obtain and track retention data. Maintain confidential student records.
- Prepare various reports as directed,
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Select, evaluate, and supervise office staff.
- Other related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree required
- At least three years of experience in an educational setting working with students preferred.
- Knowledge of federal financial aid requirements, including Satisfactory Academic Progress (SAP)

PREFERRED QUALIFICATIONS:

- Master's Degree in Psychology or other related field preferred
- A working knowledge of the principles, practices and techniques of academic advising as applied to student educational and developmental needs.
- Knowledge of learning styles as well as the ability to incorporate modern tools and methodologies to maximize potential success across diverse student populations.
- Excellent interpersonal and communications skills.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.