

## COLLEGE TRANSITION SPECIALIST

### Job Description

**CATEGORY:** CLERICAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** NON-EXEMPT  
**SALARY CODE:** 32  
**REPORT TO:** EARLY COLLEGE HIGH SCHOOL LIAISON  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

Collaborates with school districts and community partners to promote a college-going culture and facilitate the recruitment and transition of high school graduates. Facilitates the dual enrollment registration and enrollment processes.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides academic advisement, financial aid application, and admission application assistance to high school students and their families.
- Builds and maintains a collaborative relationship with primary and secondary school administrators, counselors and teachers.
- Utilizes in-person, written and web-based communication to provide information and guidance to primary and secondary school teachers, counselors, students, students' families and other agencies regarding the college application process, financial aid, placement testing, career exploration, degree planning and general "college-knowledge."
- Participates and provides staffing for promotional booths, exhibits and displays at primary and secondary school functions and community events including financial aid/college nights, career days and other related events.
- Assists in the planning and delivery of programs for primary and secondary school students including summer bridge programs, seminars/workshops and campus visits.
- Facilitates application and registration processes and adheres to registration, admission and program policies and procedures as they relate to the College programs and populations.
- Travels daily to various locations in Cameron and Willacy counties to fulfill position responsibilities.
- Assists with preparation and production of new student convocation and College commencement exercises.
- Maintains awareness of best practices, emerging trends and new legislation relating to College Transition functional area.
- Participates in the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.

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- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Cooperation team player in a diverse working environment.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- A strong commitment to the mission of Texas Southmost College.
- Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to perform and excel in a high-tech all-digital environment.

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### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university with (1) year of direct experience in the advising/retention functional area at a college or university or related educational setting OR an associate's degree with three (3) years of experience in the advising/retention functional area at a college or university or related educational setting.
- Experience working effectively in a team environment with a customer service focus.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Bilingual, English-Spanish.

### **CERTIFICATES AND LICENSURES**

- Valid Texas driver's license or ability to obtain within ninety (90) days.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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**Disclaimer:**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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## Posting Specific Questions

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas / Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a Bachelor's degree from an accredited college or university with (1) year of direct experience in the advising/retention functional area at a college or university or related educational setting OR an associate's Degree with three (3) years of experience in the advising/retention functional area at a college or university or related educational setting?
  - Yes
  - No
3. \*Do you have experience working effectively in a team environment with a customer service focus?
  - Yes
  - No
4. Do you have experience working with and advising/recruiting students in an educational setting?
  - Yes
  - No
5. Are you bilingual in English-Spanish?
  - Yes
  - No
6. \*Do you have a valid Texas driver's license or ability to obtain within ninety (90) days?
  - Yes
  - No