

# Transfer Center Outreach Assistant

## Job Overview

### **Description:**

The purpose of the Transfer Center Outreach Assistant position is to conduct outreach (off campus) and in-reach (on campus) to:

Raise awareness of Skyline's Transfer Center resources for students (current and prospective)

Provide transfer students with timely information and resources they need to effectively plan for their transfer

Enhance communication with local feeder high schools, community organizations, and the general public about transferring to a 4-year university from Skyline College

### **Benefits of being a Transfer Center Outreach Assistant:**

- Opportunity to build leadership and public-speaking skills
- Gain comprehensive knowledge of transfer resources
- Develop relationships with four-year university representatives and community partners

### **Duties and Responsibilities:**

Assist and report to Transfer Center Coordinators

Promote transfer center resources, workshops and events

Serve as a Skyline College Transfer Center representative at various outreach (off campus) events (e.g. high school college fairs and community events)

Conduct Transfer Center in-reach (on campus) activities and events (e.g. classroom announcements and weekly tabling)

Create/update reports, flyers, brochures, correspondence using MSWord, Excel, PowerPoint & Publisher

Assist in the outreach for and coordination of the Transfer Day & Transfer Fair events

Assist Transfer Center staff as assigned (e.g. special projects)

### **Requirements – Mandatory (Must meet all of the below):**

Be enrolled in at least 6 units per semester

Have the goal of transferring to a 4-year university

Be in good academic standing at all colleges attended

Not be involved in any disciplinary actions at Skyline

Have means of transportation to visit outreach (off campus) locations

Commit to working a minimum of one year

### **Preferred Qualifications:**

Bilingual skills

Knowledgeable in the use of social media (Facebook, Twitter, etc.)

Computer skills (Outlook, MS Word, Excel and PowerPoint, BANNER, WebSMART, CCCApply, etc.)

Ability to work occasional evenings

### **Desirable Skills and Abilities:**

Effective communications skills (e.g. public speaking, interpersonal and conduct presentations)

Ability to maintain a professional attitude at all times

Respectful interaction with people from diverse cultures and backgrounds, language groups, and abilities

Ability to maintain strict confidentiality of all student inquiries and sensitive matters

Exhibit excellent leadership skills

Ability to multi-task in a fast-paced environment, meet deadlines, and prioritize workloads

Maintain an effective working relationship with Skyline College faculty, staff, students and other departments (e.g. Counseling Division, EOPS, Admissions & Records Office, Career Center, etc.)

Maintain an effective working relationship with local feeder high schools and community partners

Take initiative to learn about Skyline College and District programs (e.g. transfer services, degree and certificate programs, Learning Communities and Concurrent Enrollment Program)

**Salary:**

New hires will tentatively begin employment March 2012

Salary: Placed at Level C, Step 1 (\$12.00 per hour) on the Student Assistant Salary Schedule

**Work Schedule:**

10 - 15 hours a week (may work up to a maximum of 20 hours per week during peak periods and while classes and/or finals are in session, including summer)

Available to work some evenings and weekends.

**Note:** Initial employment will be through the end of the Spring Semester 2012, with continuation into the Fall 2012 semester as long as Student Assistant eligibility is maintained (looking for minimum one year commitment).

**Required Documents:**

1. Transfer Center Outreach Assistant Employment Application (including typed answers to questions 1-5)
2. Current Student Education Plan (SEP) showing classes through Fall 2012
3. Tentative Spring 2012 Class Schedule

**Application Materials:**

To print an application, please go online to: [www.SkylineCollege.edu/transfer](http://www.SkylineCollege.edu/transfer)

Click on: Transfer Resources

Click on: Transfer Center Outreach Assistant

Print: Transfer Center Outreach Assistant Application Materials

**Deadline**

Completed application and supporting documentation should be submitted to:

The Transfer Center (Building Two, Room 2227) by 12:00 pm on Friday, February 10<sup>th</sup>, 2012

Questions please contact: Dina Valdelomar, Transfer Center Resource Aide via email at [valedomard@smccd.edu](mailto:valedomard@smccd.edu) or (650) 738-4232.

**Equal Employment Opportunity**

The San Mateo County Community College District "SMCCCD" implements the spirit, principles, and laws related to Equal Employment Opportunity, the Americans with Disabilities Act, and related laws and regulations governing the employment of persons without regard to race, gender, disability, marital status, age, religion, or national origin.

**SKYLINE COLLEGE: TRANSFER CENTER OUTREACH ASSISTANT – EMPLOYMENT APPLICATION****APPLICANT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student ID Number: G \_\_\_\_\_

E-mail Address (@my.smccd.edu): \_\_\_\_\_ Cumulative GPA: \_\_\_\_.

Will you be enrolled in at least 6 units in both the Spring 2012 and Fall 2012 semesters? YES  NO What is your overall education goal at Skyline: Certificate  AA/AS  Transfer  AA/AS & Transfer  Other Can you commit to a one year position? YES  NO  If no, reason: \_\_\_\_\_

When do you anticipate completing your educational goal at Skyline: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Are you fluent in any other languages other than English? YES  NO  If yes, which one: \_\_\_\_\_**EDUCATION**

High School Attended: \_\_\_\_\_

**ACTIVITIES – COMMUNITY SERVICE - OUTREACH**Have you been involved in student activities either in high school or college? YES  NO 

If yes, please list: \_\_\_\_\_

**AVAILABILITY – PLEASE LIST THE HOURS YOU ARE AVAILABLE TO WORK:****OFFICE HOURS: MON & THUR 8:00AM-4:30PM; TUE & WED 8:00AM-7:00PM AND FRI 8:00AM-12:00PM**

Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thur: \_\_\_\_\_ Fri: \_\_\_\_\_

**ON A SEPARATE SHEET PLEASE ANSWER THE FOLLOWING QUESTIONS ( ANSWERS MUST BE TYPED):**

1. What special skills have you acquired from employment, previous volunteer work, hobbies or sports that have prepared you to become a Transfer Center Outreach Assistant?

2. What type of involvement in college and/or high school activities have allowed you to develop leadership qualities?

3. Please describe your work style.

4. Transfer Center Outreach Assistants interact with a very diverse student body population. Describe your experiences in dealing with individuals of different cultures other than your own.

5. Why would you like to become a Transfer Center Outreach Assistant?

**APPLICATION CHECKLIST – ALL ITEMS LISTED BELOW MUST BE COMPLETED AND SUBMITTED WITH APPLICATION**

- Completed Application
- Application Questions 1 - 5 (Responses must be typed on a separate sheet of paper)
- Current Student Education Plan "SEP" showing classes through Fall 2012
- Copy of Spring 2012 Class Schedule

**Deadline: Friday, February 10, 2012 by 12:00 p.m.****Submit ALL Application Materials to: The Transfer Center, Bldg. 2 – Room 2237.****Late or Incomplete Applications will NOT be reviewed!**

Questions? Contact: Dina Valdelomar, Transfer Resources Counseling Aide, at valdelomard@smccd.edu or (650) 738-4232.