

Director, Transfer Pathways
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the supervision of the Vice President, Student Affairs, the Director of Transfer Pathways is responsible for the development, coordination, planning, and supervision of transfer initiatives for the college, including: Associate Degree for Transfer, UC Pathways, The Kern Promise, and articulation in accordance with State and Federal codes and regulations, and college and District policies and procedures.

The Director of Transfer Pathways will coordinate a transfer task force of faculty and staff deployed in varied areas of the college to ensure training, monitoring of work, and coordination of reporting functions. Additionally, the Director will be responsible for fostering communication and coordination with transfer partners, including CSU Bakersfield and other four-year universities.

Examples of Duties

1. Manages and provides vision and expertise for all transfer pathways, course articulation agreements, guided pathways to baccalaureate programs to the campus, local schools, and community organizations.
2. Develops, schedules, and coordinates all transfer efforts of the college. Included may be on-campus presentations to faculty and staff, coordinating planning meetings with four-year university partners, and engaging in discipline-specific articulation discussions.
3. Establishes and maintains relationships with four-year university partners to strengthen guided pathways to completion.
4. Supervises and coordinates a campus-based transfer task force in the planning, coordination, and evaluation of transfer work.
5. Develops, implements, and monitors grant and other categorical strategic plans and budget reports; establishes goals and activities, and evaluates program outcomes.

Examples of Duties (continued)

6. Assist in the design and assessment of institutional research focusing on student outcomes; Develop and generate statistical data and reports related to programs supervised
7. Work closely with the Vice President of Academic Affairs, faculty chairs, Student Affairs directors, faculty deans, and other appropriate staff to accomplish the mission and goals of the college and goals of related areas.
8. Participates in workshops, meetings, and conferences at the district, local, regional, and state levels as appropriate to the assigned areas of responsibility.
9. Hires, trains, schedules, supervises, and evaluates the work performance of assigned personnel.
10. Performs other related activities as assigned.
11. Perform other duties as assigned

Minimum Qualifications

- Master's degree from an accredited college/university, preferably in Counseling, Student Affairs, Higher Education, or related area of study
- Five years of full-time experience or the equivalent in the administration of educational programs, including at least three years of leadership experience reasonably related to the administrative assignment
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, racial, and disability backgrounds of community college students and employees

Knowledge and Abilities

- Knowledge of State and Federal codes, statutes, and regulations that govern California community college student developmental and instructional services including:
 - Pertinent sections of Title 5 of the California Code of Regulations
 - Pertinent sections of California Education Code
 - California State Chancellor's Office legal opinions and advisories

Knowledge and Abilities (continued)

- Federal regulations pertaining to the Family Educational Rights and Protection Act
- Knowledge of Principles of student development administration at the community college level; leadership and management principles and techniques
- Ability to exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem-solving
- Knowledge of the mission and philosophy of the California community college system; instructional programs; regulations and policies; principles of employer-employee relations
- Knowledge of accounting, budgeting, and fiscal reporting
- Knowledge of computer operations/data processing systems
- Ability to work as a part of a management team dedicated to collaboration and the college goal of integrating instruction and student affairs as a way to create and maintain a supportive student-learning environment
- Ability to exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem-solving
- Ability to effectively communicate orally and in writing
- Ability to work well with people from diverse economic and ethnic/racial backgrounds
- Ability to manage comprehensive sources of funds in excess of \$8 million annually
- Ability to apply legal and policy provisions/regulations to various problems consistently and correctly
- Ability to establish and maintain cooperative and helping working relationships with students, staff, and others in the course of work

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
 Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

 (Employee's Signature)

 (Date)

 (Supervisor's Signature)

 (Date)