



Non-Instructional Position Request Form
2015-2016

range - 1

2015-18

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Career/Transfer Center Specialist
Division/ Unit: Student Services / Career & Transfer Center

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- New position:
of 40 hours per week, # of 12 months per year.
- Increase an existing funded position:
from: 9, 10, 11 month to: 10, 11, 12 month
from: Click or tap here to enter text.% to: Click or tap here to enter text.%
- New categorically funded position: (will be presented as information only & not ranked)
of Click or tap here to enter text., # of Click or tap here to enter text. months per year.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

The Career/Transfer Center Specialist position is necessary in order to meet Title 5 and CLPCCD mandates while providing appropriate transfer services to meet statewide priorities to enhance student success in an increasingly competitive transfer environment.

Title 5 Section 50127 requires coordination of the "activities of the transfer center" including implementation of "services for transfer students provided by baccalaureate institution staff," and "clerical support for the transfer center" which is no longer provided at Las Positas College. This position would restore these Title 5 mandated transfer services and allow the Transfer Center to maintain regular open hours for students. This position would also re-introduce transfer events (such as Transfer Night and the annual Transfer Reception), introduce new services including field trips to local baccalaureate institutions, and provide our students access to transfer materials and services that are widely available at other California Community Colleges.

In addition, on August 18, 2015, our Board of Trustees approved a contract with UC Davis to provide the Transfer Opportunity Program (TOP) on the LPC campus. As a part of this agreement, LPC is required to "provide administrative support for the TOP adviser in the following ways: appointment scheduling for walk-ins; phone scheduling for calls; publicizing TOP related events and services via CLPCCD campus communication networks" (page 3 of the agreement). We currently have no staff assigned to the Transfer Center to execute these required functions; failure to fill this position would put Las Positas at risk of being in violation of the agreement with UC Davis that our own Board of Trustees just approved.

The individual will work at the front desk in the Career / Transfer Center, Room 1604. This position will report to the Dean of Student Services. This position will use existing facilities and equipment.

There is currently one Counselor/Instructor with 50% reassigned time to oversee the entire LPC transfer program. When funding permits, one part-time student assistant (up to 20 hours per week) is also assigned to the program. (By comparison, Los Medanos College, student population 9000, has a full-time Director, a full-time Coordinator, a full-time Counselor, a paid Intern, and multiple student assistants.)

Source: <http://www.losmedanos.edu/transfer/about.asp>)

Most of the faculty reassigned time is currently spent scheduling and promoting college rep visits, hiring and supervising student assistants, and transfer event coordination. As these responsibilities would now be supported by the Career/Transfer Specialist, faculty reassigned time may be more appropriately utilized to provide leadership, and develop and expand transfer programs to promote the overall growth of Transfer Program and the success of our Transfer Students.

a. Give some historical perspective of the changing workload over a 3-5 year period:

Example: Workload unit 1= # Bio/Chem lab students/semester > 2010=900 2015=1000 Change over time is =11%

Workload unit=LPC Students Seeking Transfer

2010: 5297 (56% of total)

2015: 5526 (63% of total)

Change over that time is 7% increase relative to student population

(Source: LPC Office of Institutional Research & Planning:

http://www.laspositascollege.edu/researchandplanning/Student_StaffChars.php)

To summarize, the above figures prove that, even as LPC headcount has declined, the overall number of LPC students seeking transfer, as well as the overall percentage, has significantly increased.

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-
 - a. your Program Review Increasing staff for Transfer Services has been identified as a primary goal for the last several program review cycles. From the current Program Review: "The primary objective for 2014-2015 is to increase staff support for Transfer Services in order to meet minimum Transfer Center standards as mandated by Title 5 Section 51027" (p. 14). In addition, the Program Review identifies specific new and restored initiatives (p. 3) – including the Virtual Transfer Outreach Project, Transfer Night, and the Transfer Reception – that this position would support.
 - b. our LPC Planning Priorities; This position would support the following priority : "Establish regular and ongoing processes to implement best practices to meet ACCJC standards." The rationale appears in part 2C directly below.
 - c. other requirements or needs detailed in Master Plans or accreditation: The AACJC includes the following under Standard II: Student Learning Programs and Services: "B3: The institution researches and identifies the learning support needs of its student population and **provides appropriate services and programs to address those needs**" (p. 8, emphasis added). Approximately two-thirds of Las Positas College students enroll with transfer as a primary goal. However, there is no dedicated staff coordinating transfer services, despite this high interest in transfer. Due to lack of staff, the Transfer Center remains closed, except for irregular hours when a student assistant is available. This position would allow the Transfer Center to reopen and would provide strong evidence that Las Positas College indeed supports this accreditation standard.
3. What other alternatives have been considered in lieu of this position to meet programmatic demands? Classified staff support for the Transfer Center was eliminated in August 2012. The Counselor/Instructor who oversees the transfer program now spends most reassigned time fulfilling responsibilities that were once carried out by staff assigned to the Transfer Program (see response to #1 above). When funding permits and when a suitable candidate has been identified, a student assistant has been assigned to the Transfer Center, but funding and availability for a student assistant has been highly inconsistent, and the level of support has been limited as a student assistant cannot assume staff-level responsibilities.
4. What is the consequence of not funding this position?
Failure to fund this position would mean that students pursuing transfer from Las Positas College will be at a significant disadvantage when compared to other community colleges who more fully support their

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transfer programs (see Los Medanos example included in response to #1). In addition, LPC will continue to be in violation of Title 5, and at risk of violating the recent CLPCCD board-approved agreement with UC Davis.

5. Has this position or a similar position been presented to RAC previously and in what years? Explain. Yes. After elimination of the transfer position, in 2013, a Transfer Services Coordinator position was presented to RAC. Although it was ranked fourth, it was not filled. In 2014, a Counselor Assistant II with assignment to the Career Transfer Center was presented. It was ranked in the middle and not filled.

For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost:	\$ 50,072.04	**NOTE** Full time = 20-40 hrs. per week or 50%-100%. Regular Hourly= 18 hrs. or less per week (<50%).
Estimate Benefits Cost:	\$ 25,036.32	
(50% of salary)		
Total Cost for Position:	\$ 75,108.36	

Reviewed by & Date 9/21/15 SD
 College Administrative Assistant, Office of Administrative Services

Important request deadlines for 2015/2016 (subject to change):
Mon., Sept. 14, 2015 request to Division Dean by end of business
Wed., Sept. 16, 2015 presented at Division Meeting
Fri., Sept. 18, 2015 due in Administrative Services Office with VP signature
Thu., Oct. 1, 2015 deans will present to Resource Allocation Committee

Signatures:

[Signature] 9/14/2015
 Requestor Date Submitted

Reviewed by:

[Signature] [Signature]
 Dean/ Unit Administrator Vice President

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

CAREER/TRANSFER CENTER SPECIALIST

Las Positas College

DEFINITION

Assist in planning, developing and coordinating the services and activities of the Career/Transfer Center providing transfer programs and career information services in a centralized location.

REPRESENTATIVE DUTIES

1. Assist in coordinating the services and activities of the Career/Transfer Center; participate in the development of processes and procedures for the Center;
2. participate in developing programs to meet students' needs and to ensure provision of updated transfer information to students and staff;
3. assist students in researching educational and career requirements;
4. provide individual and group assistance related to transfer; communicate requirements of various university admission procedures and major requirements as well as Las Positas College's special transfer programs;
5. communicate appropriate information to support student's goals, making appropriate referral to a counselor and/or other resources;
6. coordinate and conduct tours of the Center to visitors and classes at Las Positas College;
7. order, review, catalog, inventory, and maintain a wide variety of educational and career related materials;
8. schedule speakers and workshops, and assist in hosting a variety of programs and events including transfer day, transfer night, and the junior transfer celebration;
9. publicize and market the Center's activities through e-mail, annual newsletters, flyers, and College newspaper;
10. represent the College and the Center in professional organizations, on and off campus; serve as contact for four-year college and university representatives;
11. attend conferences, workshops and regional meetings as appropriate to the Center; represent the College at Regional Transfer Director's meeting;
12. supervise assigned work-study students;

13. perform various administrative support functions including typing, filing, answering phones and providing assistance to office callers; respond to questions and inquiries from students, staff, faculty and the general public; order office supplies; maintain budget; write necessary reports;
14. perform other related tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Pertinent State, District, and College policies, procedures, and regulations;
2. basic operations, services, functions, programs, and activities of a Career/Transfer Center;
3. College transfer processes and deadlines;
4. principles and practices of planning and implementing programs and events;
5. labor market information and resources, specifically the East Bay;
6. library science principles and practices;
7. customer service principles and practices;
8. principles of business letter writing and basic report preparation;
9. principles and practices of filing and record keeping;
10. basic principles and practices of supervision and training;
11. modern office procedures, methods and computer equipment;
12. basic mathematical principles; and
13. English usage, spelling, grammar and punctuation;

Skill to:

1. Operate a variety of office equipment including computers and supporting word processing and spreadsheet applications; and
2. type and enter data at a speed necessary for successful job performance.

Ability to:

1. Participate in coordinating and directing programs, activities, and operations of the Career/Transfer Center;
2. recommend and implement goals and objectives for providing various programs and operations;
3. learn, interpret, and apply applicable policies, procedures, and regulations governing assigned operations and programs;
4. make presentations expressing oneself clearly;
5. research information using own initiative;
6. evaluate and critique usefulness of materials for all backgrounds and programs;
7. manage multiple tasks and duties;
8. schedule time effectively to complete assignments;
9. work with a diverse student population in a large campus setting;
10. respond to requests and inquiries from the general public, students, faculty and staff;

11. supervise, direct and coordinate the work of assigned staff and students;
12. complete required forms and surveys accurately and on -time;
13. communicate clearly and concisely, both orally and in writing; and
14. establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to the completion of the twelfth grade supplemented by college level course work in education, human services, library science, or equivalent and one (1) year experience related to working with students in higher education or equivalent combination of education and experience that indicates possession of the knowledge, skills, and abilities to successfully accomplish the work.

Physical Requirements

Work in a sitting and/or standing position for extended periods of time; function with sufficient static strength, extent flexibility, and manual dexterity at the level required to perform the representative duties.

SPECIAL CHARACTERISTICS

Ability to deal in an effective, tactful manner with the campus population and employees. Good written and verbal communication skills as well as congenial personality to facilitate dealing with employees and the public in general; ability to establish and maintain cooperative working relationships with those contacted in the course of work. Self motivated and assertive individual.

PURPOSE OF CLASS

To coordinate and oversee assigned programs and services of the Career/Transfer Center.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

Adopted by Board of Trustees on June 19, 2001

Effective: July 1, 2001

Job Family: Tech-Paraprofessional

(p:/career tsf ctr spec)