**POSITION TITLE**
University Transfer Services Director

**EMPLOYMENT STATUS**
(D-basis Instructor- Special Assignment) (1 FTE- 35 Hours/Week)

**APPLICATION DEADLINE**
Monday, June 27 2011

**DESCRIPTION OF POSITION**
West Los Angeles College is accepting applications for a full-time, twelve months (D-basis) Instructor Special Assignment to serve as the Director of the University Transfer Center and Honor Transfer Program. The assignment will begin on July 1, 2011 and will end on June 30, 2012. Assignment is for 35 hours per week and may require evening and/or weekend hours. Continuation of the position is contingent upon funding.

The position is open to regular faculty members currently employed in the Los Angeles Community College District.

**DEGREES & CERTIFICATE PROGRAMS**
West offers over 65 Associate degrees and certificate programs. Offerings include university transfer courses and career training in high-paying occupations including dental hygiene, paralegal, nursing, aviation technology, computer science, real estate and more.

**HERE TO HELP**
West is committed to student success. We offer a variety of support services to help students reach their goals including educational counseling, a university transfer center, and financial aid. EOP&S, TRIO and CARE are just a few programs to help low income and non-traditional students reach their goals. The Disabled Students Programs & Services (DSPS) office offers assistance to students with learning and physical disabilities.

**ACTIVITIES & ATHLETICS**
In addition to an outstanding education, West students enjoy fun and enriching activities including cultural, social and academic clubs and student government as well as an active athletics programs with competitive teams for both men and women.

9000 Overland Avenue
Culver City, CA 90230
(310) 287-4500
www.wlac.edu

**MAJOR DUTIES AND RESPONSIBILITIES**
Duties and responsibilities include but are not limited to:

- Work in collaboration with the Academic Senate to establish a “transfer culture” on campus. Train faculty to conduct mini-transfer orientations in class. Solicit instructional faculty support to serve as academic advisors.

- Responsible for the daily operation of the University Transfer Center and Honor Transfer Program and supervision of classified and unclassified employees of the Transfer Center.

- Serve as an active member of the Student Success Committee and report on transfer activities and services to the Student Success Committee and Academic Senate regularly.

- Provide educational and academic transfer advisement to current and potential college students.

- Assist students with CSU, UC and private college admission applications.

- Implement, update and revise the College Transfer Plan. Submit an annual program review and any other related reports in relations with the Honor Transfer Program and Transfer Center.

- Monitor the data collection and develop follow-up studies on our transfer students. Work closely with the Campus Researcher to develop benchmarks for transfer.

- Provide educational and academic transfer advisement to current and potential college students.

- Assist students with CSU, UC and private college admission applications.

- Coordinate college-wide activities such as transfer workshops; collaborate with academic and student services programs to host field trips to four-year institutions. Coordinate the on-campus University Transfer Center fair.

- Distribute publicity and informational materials to students and staff about the Center’s services. Speak in classrooms and other campus events regarding the services of the Center.
• Maintain and expand contacts with public and private four-year institutions.
• Plan and design schedule of honors classes each semester. Students contract with instructors for honor’s credit there are no honors classes with honor’s designations as such anymore.
• Work with faculty and admissions to ensure that honor students are properly enrolled and receiving honor credits for their classes.
• Maintain regular and constant communication with honor faculty to ensure honor students progress.
• Responsible for State Transfer Reporting.
• Experience implementing technology to enhance student access.
• Perform other responsibilities as assigned.

MINIMUM DEGREE QUALIFICATIONS
• Minimum qualifications for employment as a faculty member in any discipline or faculty service area at a Los Angeles Community College. Degree(s) must be awarded by an accredited college or university.
• Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college faculty, staff and students.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS, AND EXPERIENCE
• One year or more of experience managing a small to moderate size student services or academic program.
• Experience in working with a wide range of students of culturally and linguistically diverse backgrounds, students in need of remediation and students with learning and physical disabilities who are interested in transferring to a four-year university.
• Experience working as a team member on department committees, campus-wide committees, or in community or professional committees.
• Knowledge and experience in using computer software and other technology to enhance services in the field of transfer advisement.

SALARY AND BENEFITS: The starting salary ranges from $ 4,760 to $7,411 monthly, depending on experience and professional preparation. Benefits include medical/hospital, dental and vision care plans, and a group life insurance policy.

APPLICATION PROCESS
Individuals who wish to apply must submit a letter indicating interest in the position. Interest letter must be accompanied by a resume, reference list with at least three references - name, title, address and phone number- and unofficial transcripts for both undergraduate and graduate degrees.

All letters and accompanying materials must be postmarked by Monday, June 27, 2011. Application materials are to be sent to:
Betsy Regalado  
Vice President of Student Services  
West Los Angeles College  
9000 Overland Drive  
Culver City, CA 90230

For additional information about the position, please call the Office of Student Services at 310) 287-4333.

West Los Angeles College is an Equal Opportunity Employer