Transfer Center Intern Description

SUMMARY OF POSITION

Under the supervision of the Transfer Center Coordinator, provide specialized support to students within the Transfer Center and Career Services offices at Golden West College. Evening and weekend work may be required occasionally. The internship is one academic year in length (Fall and Spring semesters).

REQUIRED EDUCATION:

Completion of a bachelor’s degree from an accredited college or university. Current enrollment in a Master’s program in: Counseling, college counseling, rehabilitation counseling, counseling psychology, guidance counseling, educational counseling, social work, or career development OR the equivalent.

IDEAL CANDIDATE:

- Strong student-focused perspective and ability to enthusiastically and effectively assist students in individual and group settings.
- Ability to clearly organize and maintain files and documents in digital and printed formats.
- Knowledge of the transfer process between California Community Colleges and four-year universities.
- Ability to research admissions procedures and policies at four year colleges/universities.
- Ability to communicate and access information through the internet and social media
- Awareness of on-campus support services for students.
- Strong work ethic and ability to prioritize multiple tasks and follow through in a timely manner
- Ability to work with a diverse student population.
- Ability to work closely and collaborate with the Transfer Center Coordinator, and other department faculty and staff.
- Experience with assistance in planning / organizing events
- Excellent listening, strong written and verbal communication skills.
- Proficiency in MS office, and comfort with a variety of computerized programs.
- Participate in cross-training in Career Services and assist with career exploration materials.

ESSENTIAL DUTIES:

- Answer student’s transfer questions, including assisting with transfer research using online and print resources.
- Assist students with university applications in individual and group settings
- Assist with organization of activities and events, including workshops, transfer fairs, university visits, tours, and other transfer functions.
• Assist with updating transfer resources, such as major guide sheets and GE Certification forms as needed.
• Assist with tracking and compilation of evaluative data for reporting purposes.
• Schedule student appointments and assist university representatives with student files as needed.
• Present transfer-based workshops as needed.
• Conduct classroom presentations as needed.
• Provide class orientations to Transfer and Career services as needed.
• Referrals to counseling and other campus services as appropriate.
• Participate in department training and attend required meetings and conferences as requested.
• Other duties as assigned.

DESIRABLE QUALIFICATIONS:

Coursework in student development, community college leadership, career counseling, higher education, diversity.