The Transition Specialist provides awareness of college and career pathway options and support services to adult students participating in the East Region Adult Education Consortium. Building on the student's personal and professional goals, the Transition Specialist assists in career planning, goal-setting and developing individualized career/college plans. In addition, the Transition Specialist tracks student progress through identified pathway benchmarks and follows up with students to reconfirm goals or assist with alternate pathways according to changing student needs and interest. The Transition Specialist recognizes that pathways will be student centered and whenever possible, self-guided. The Transition Specialist will be employed by the Grossmont-Cuyamaca College Community College District Auxiliary Organization and will work closely with Grossmont Adult School, Grossmont-Cuyamaca Community College District, and other partners.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide students with comprehensive information about educational pathways and opportunities for career exploration.
- Participate in implementation of outreach, assessment, orientation and career planning activities.
- Assist with development of orientation and career readiness materials and activities.
- Monitor student progress and follow-up with students to ensure execution of educational plans and successful transition to community college or the workforce.
- Develop individualized academic intervention strategies for student success.
- Maintain and expand liaison relationships with student services at community college, instructional services, and community-based organizations.
- Maintain and prepare program reports and student outcome data.
- Refer students to other services.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated understanding of purpose and function of adult education and problems encountered by disadvantaged populations.
- Bi-lingual (Spanish or Arabic)
- Ability to support students in developing educational plans.
- Familiarity with ESL, ABE, and CTE programs.
- Knowledge of workforce development, principles of adult education and community colleges.
- Excellent written, verbal and interpersonal communication skills and high levels of cross-cultural competence.
- Strong computer skills for communication, scheduling, tracking and reporting.
- Ability to provide outreach and assist in development and implementation of student success and related projects.
- Ability to work collaboratively and independently under the supervision of the Sr. Transition Coordinator and the Grant Manager.
- Knowledge of college systems and Career Technical Education programs in the county.

**DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**
Any combination equivalent to Bachelor’s Degree in behavioral science or education with three years of experience in education counseling, career counseling, social services or related fields. Master’s degree preferred.

**WORKING CONDITIONS:**
ENVIRONMENT: Work will take place primarily at Grossmont Adult School campuses but with frequent activities on Grossmont-Cuyamaca Community College District campuses. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Some work assignments in the evening and on weekends.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

**COMPENSATION:**
For this full-time position with benefits, the starting salary is $50,868 (CL 38). Benefits include medical, dental, vision and enrollment in the PERS retirement system.

**APPLICATION PROCESS**
You may obtain the job opening notice at [http://www.gcccd.edu/auxiliary/auxiliary-employment/job-opportunities.html](http://www.gcccd.edu/auxiliary/auxiliary-employment/job-opportunities.html). The position will be open until filled. To apply you must submit a cover letter and a resume in a single e-mail to: [Auxiliary.Jobs@gcccd.edu](mailto:Auxiliary.Jobs@gcccd.edu). In the cover letter, highlight your qualifications for this position and length of service in relevant positions.