

Transition Specialist – California Adult Education Program

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 academic and career benchmarks and follows up with students to reconfirm goals or assist with alternate pathways according to changing student needs and interests. The Transition Specialist recognizes that pathways are student-centered and whenever possible, self-guided. The Transition Specialist will be employed by the Foundation, a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District (GCCCD), and other college and community programs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide students with comprehensive information about education, training and career opportunities.
- Support students in education, training and career planning- including short- and long-term goal setting.
- Develop individualized intervention strategies and help students access the resources needed to obtain their goals and address barriers.
- Monitor student progress and follow-up with students to ensure execution of plans and successful transition to community college, career training programs or the workforce.
- Participate in implementation of outreach, intake, orientation/onboarding, college and career readiness activities.
- Supporting basic needs for students and supporting the consortium food bank.
- Maintain and expand liaison relationships with student services and instructional services across all consortium members, and with community-based organizations.
- Maintain and prepare program reports and student outcome data.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of purpose and function of adult education and andragogy.
- Ability to support students in developing educational plans.
- Ability to support students for full inclusion and accessibility, using cross-cultural competency to support a diverse student body.
- Knowledge of all aspects of California Adult Education Program including workforce development, K12 adult education and community colleges.

- Excellent written, verbal and interpersonal communication skills
- Strong computer skills for communication, scheduling, tracking and reporting.
- Ability to work collaboratively and independently under supervision.

DESIRED QUALIFICATIONS:

Any combination equivalent to: Bachelor's Degree in behavioral science education and one year of experience in student services or with three years of experience in education counseling, career counseling, social services or related fields. Strongly prefer bilingual in Arabic, Dari, Farsi or Pashto or Spanish.

COMPENSATION & BENEFITS:

- The starting salary for this full-time position is \$62,520 (Project Specialist 10 A), with fully covered benefits for employee and dependents.
- Annual salary step increases.
- Membership in CalPERS retirement system (vested after only 5 years).
- Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Office, campus, and off-site environment; driving or ride in a vehicle to conduct work; regular interruptions.

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; heavy lifting and carrying of boxes; travel to various locations for meetings or events.

CONDITION OF EMPLOYMENT:

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work. NOTE: Offers of employment are contingent upon successful fingerprint clearance.

APPLICATION PROCESS:

Please apply by April 14, 2026. To apply, email your resume and cover letter in a **single PDF** to: Auxiliary.Jobs@gcccd.edu. In the cover letter please highlight your qualifications for this position by including any related experience you may have, certifications you've obtained, or foreign language(s) spoken.

You may obtain the job opening notice at <http://www.gcccd.edu/auxiliary/auxiliary-employment/job-opportunities.html>

AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION AND TITLE IX

EMPLOYER