

Foundation for Grossmont & Cuyamaca Colleges

8800 Grossmont College Drive, El Cajon, CA 92020

A 501 (c)(3) Charitable Organization in Support of Academic Excellence

TRANSITION COORDINATOR-PT 3

ADULT EDUCATION CONSORTIUM

The Transition Coordinator provides awareness of college and career healthcare pathway options and support services to students who are English Language Learners participating in the East Region Adult Education Consortium. Building on the student's personal and professional goals, the Transition Coordinator assists in career planning, goal setting and developing individualized career/college plans. The Transition Coordinator 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 Coordinator recognizes that pathways are student-centered and whenever possible, self-guided. The Transition Coordinator 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. Maintain expertise in healthcare pathways and foreign degree evaluation options for Adult Education students to college and career.
- Maintain a caseload of 75-100 students and keep notes and data tracking on student progress in the data tracking tool. Lead orientation presentations and participate in community outreach activities.
- 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.
- 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 FOR EDUCATION AND EXPERIENCE:

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:

The starting salary for this full-time position is \$72,492 (Project Staff Salary Schedule 15), with fully covered benefits for employee and dependents.

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: Work will take place primarily at the Health Occupations Center campus but with frequent activities on Grossmont-Cuyamaca Community College District and Grossmont Adult Education campuses. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; 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.

Work under the supervision of the ELL Healthcare Grant Program Coordinator .

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

Under Federal Law, employers are required to verify that all new employees are eligible for employment in the United States. Prior to appointment to a position, you must present acceptable proof of your identity and current authorization to work in the United States.

**THE FOUNDATION FOR GROSSMONT AND CUYAMACA COLLEGES
IS AN EQUAL OPPORTUNITY EMPLOYER.**

The Foundation for Grossmont and Cuyamaca Colleges is committed to the principles of equal employment opportunity. All qualified applicants for employment and employees shall have full and equal access to employment opportunities. The Foundation for Grossmont and Cuyamaca Colleges prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

The district encourages candidates who are equity-minded and who value equity, diversity, and inclusion to apply. We actively seek to attract candidates from underrepresented groups.

APPLICATION PROCESS:

Please apply by August 21, 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.