

## YUBA COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:** TRANSFER/CAREER/VETERANS RESOURCE TECHNICIAN  
**AUTHORIZED POSITION:** CLASSIFIED  
**ASSIGNMENT LOCATION:** YUBA COLLEGE

### **BASIC FUNCTION:**

Under the direction of the Dean, Student Development, operate a Transfer/Career Center which provides a variety of services to both students planning on transferring to four-year colleges and universities, and students involved in career exploration/planning activities. Assist veterans and their dependents by advising them of the rights and benefits entitled to them by law; certify students who are eligible for VA benefits; maintain all documents associated with the certification process.

### **REPRESENTATIVE DUTIES:**

Assist in the development of programs and services to facilitate the successful transfer of students to four-year colleges and universities. Provide individual and group assistance related to transfer issues. (E)

Coordinate transfer-oriented programs and events, such as: College Information Day, university tours, ongoing schedule of visitations by regional university representatives, workshops on transfer application procedures. (E)

Maintain the college catalog reference collection; maintain a wide variety of educational and transfer-related material. (E)

Working in conjunction with the Career Counselor, operate a career center to provide career information and assistance to students, staff and members of the community; coordinate activities of the career center; prepare and provide current labor market information. (E)

Research and provide current information for the career center; prepare, update and maintain lists of materials, information and resources available in the Career Center; maintain a central occupational file system; display appropriate career information and materials. (E)

Coordinate and conduct career planning and job skills workshops; advise patrons concern interviewing techniques; conduct mock interview; assist the Assessment Office in the administration and scoring of various career interest inventories. (E)

Process veterans' applications for benefits and other forms; request transcripts, records and other information needed to determine status of applicants; certify veterans with VA for educational benefit eligibility; provide orientation to VA policies and procedures. (E)

Monitor academic records for changes in status and report changes of status to VA in a timely manner to preclude college liability; assure veterans/dependents are complying with educational goals compatible with VA federal regulations and assure the College is not in violation of those rules and regulations. (E)

Assist veterans by serving as liaison between veterans and college academic divisions, counseling department and administrative offices. Monitor accuracy of college catalog and changes in academic programs that impact students' eligibility. (E)

Coordinate the VA work-study program by placing eligible students; maintaining records and time sheets; submitting appropriate paperwork to the VA; interviewing, hiring and terminating students as needed. (E)

Issue tuition deferrals; coordinate on-time payment of tuition; provide information to veterans regarding availability of tutorial assistance; monitor reporting of assistance to VA regional office; assist veterans by submitting inquiries to VA regarding payment and certification. (E)

Prepare a variety of statistical and other reports and records dealing with transfer, career and veterans operations; maintain operating files; maintain assigned budgets; prepare annual budget recommendations; monitor expenditures. (E)

Perform related duties as assigned.

**KNOWLEDGE OF:**

District organization, operations, policies and objectives  
Applicable sections of the State Education Code and other laws  
Modern office practices, procedures and equipment  
Oral and written communication skills  
Career Assessment procedures and instruments  
Labor Market Trends  
Resource Materials used in a transfer center and a career center  
Transfer concepts, practices and procedures

**ABILITY TO:**

Interpret and explain test results, policies, procedures, rules, laws, vocational requirements, and college and employer requirements  
Interpret and apply State and Federal laws and regulations and District policies and procedures  
Interpret and apply the rules and regulations of the Veterans Administration  
Process a variety of career information and materials  
Develop and present a variety of career related information to students, staff and the public  
Operate a variety of office and Career Center equipment and software applications. Maintain a variety of Excel Databases  
Prepare statistical and analytical reports and maintain records  
While working independently, analyze situations accurately and adopt effective courses of action  
Work with confidential/sensitive information with discretion  
Communicate effectively both orally and in writing  
Speak in public to a variety of groups and lead or facilitate small group workshops  
Learn the principles and practices of operating a Transfer/Career Center  
Learn local, state and federal laws including VA Benefit Code of Federal Regulations, and policies related to veteran benefits, rights and obligations

**EDUCATION AND EXPERIENCE:** Any combination equivalent to an associate's degree with course work in business, psychology, or related field and two years of increasingly responsible student services experience or related area involving contact with the public in an advisory capacity.

**WORKING ENVIRONMENT:**

A high traffic Center facility with frequent interruptions

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations  
Seeing to read a variety of materials  
Dexterity of hands and fingers to operate a computer keyboard  
Lifting and carrying light objects  
Pushing or pulling hand trucks  
Bending at the waist, kneeling and crouching

**HAZARDS:**

Potential contact with dissatisfied or abusive individuals