

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: TAP COORDINATOR

SALARY TABLE: 29

SALARY RANGE: 32

BASIC FUNCTION:

Under the direction of the Director-Transfer Center, plan, organize, coordinate and implement the operations, services and activities of the Transfer Achievement Program (TAP) to facilitate and enhance the transfer of underrepresented students to four year universities; coordinate promotional activities, outreach functions, communications and information to assist identified students in establishing, pursuing and meeting transfer goals and objectives.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and implement TAP operations, services and activities to facilitate and enhance the transfer of underrepresented students to four year universities; assist in establishing and maintaining related time lines and priorities; monitor and adjust TAP activities in response to student transfer rates.

Coordinate promotional activities, outreach functions, communications and information to assist identified students in establishing, pursuing and meeting transfer goals and objectives; oversee the development and implementation of TAP plans, strategies, projects, services and activities; assure proper and timely resolution of related issues and conflicts.

Direct activities to provide advice, support and assistance to students in researching, and applying and transferring to universities; coordinate TAP services to facilitate student understanding of the college-to-university transfer process and enhance student involvement in academic and student support services at the College and other educational resources.

Provide consultation to students concerning TAP, articulation and the college-to-university transfer process; respond to inquiries and provide detailed and technical information concerning related services, opportunities, colleges, universities, standards, practices, requirements, policies and procedures; refer students to outside resources as appropriate.

Assist individual students with planning, developing and implementing short-term and long-term transfer goals and objectives; oversee and participate in monitoring and following up on student Program participation and academic and transfer progress.

July 2021

Ewing Consulting Services

Develop and implement marketing and outreach activities for TAP; oversee and participate in the preparation and distribution of promotional and informational materials and correspondence.

Monitor and evaluate TAP activities for educational effectiveness; participate in the development and implementation of services, tools and procedures to enhance student transfer rates and student skill and independence in transferring to universities.

Train and provide work direction and guidance to assigned hourly staff; assign duties and review work to assure accuracy, completeness and compliance with established requirements; assist with recruitment activities as directed.

Plan, develop, implement and conduct a variety of special events and activities in support of TAP such as campus trips and work shops; develop and implement interventions in support of at-risk students as needed.

Assist in the development and preparation of the annual preliminary TAP budget; review and evaluate budgetary and financial data; monitor expenditures to assure they do not exceed established limitations; research, obtain and maintain grants and other funding sources as directed.

Coordinate TAP communications, information and services between College personnel, faculty, administrators, educational organizations, students, various outside agencies and the public; establish and maintain contact with organizations providing services useful to potential transfer students.

Compile and evaluate a variety of information and data related to student transfers; prepare and maintain a variety of records, reports and files related to students, transfers, employees, TAP activities, demographics and assigned duties.

Operate a variety of office equipment including a computer and assigned software; oversee the development of technological systems providing transfer assistance to students as directed; drive a vehicle to conduct work.

Attend, conduct and participate in a variety of meetings, conferences and committees as assigned; prepare and deliver related oral presentations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization, coordination and implementation of TAP operations, services and activities. Practices, procedures, standards, requirements and techniques involved in the transfer of students from colleges to four year universities.

Educational programs, services and resources related to underrepresented students and related transfer functions.

Policies, goals and objectives of assigned programs, services and activities.

July 2021**Ewing Consulting Services**

College, State and federal standards and requirements governing assigned programs and services.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of college students.
Special needs of underrepresented students and related marketing and outreach strategies.
Oral and written communication skills.
Basic budget preparation and control.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Public speaking techniques.
Basic public relations techniques.

ABILITY TO:

Plan, organize, coordinate and implement TAP operations, services and activities to facilitate and enhance the transfer of underrepresented students to four year universities.
Coordinate promotional activities, outreach functions, communications and information to assist identified students in establishing, pursuing and meeting transfer goals and objectives.
Direct activities to provide advice, support and assistance to students in researching, applying and transferring to universities.
Provide consultation and technical assistance to students concerning TAP, articulation and the college-to-university transfer process.
Develop and implement services, tools and procedures to enhance student transfer rates and student skill and independence in transferring to universities.
Prepare and deliver oral presentations.
Interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain a variety of records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and two years high school, college, university or related experience involving work with student transfer functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.