



TC Project Assistant Position Annou...

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Fullerton College
EMPLOYMENT OPPORTUNITY

321 E. Chapman Ave, Transfer Center, Rm. 212, Fullerton, CA 92832
 Telephone: (714) 992-7086 E-Mail Address: transfer@fullcoll.edu
 Websites: <http://transfer.fullcoll.edu>



Transfer Projects Assistant

Part-time, Temporary Position, \$20.00 per hour, up to 26 hours per week
Contracted up to a possible maximum of 38.5 weeks within an Academic Year (July 1-June 30).

DATE POSTED: Monday, March 3, 2025
CLOSING DATE: Thursday, March 13, 2025 (12:00 noon) - Late applications may not be considered.
POSITION LOCATION: Fullerton College, Transfer Center
OFFICE HOURS: Please visit us at [\[website\]](#) to review our office hours.
EMPLOYMENT SHIFTS: Must be available for in-person work Monday-Thursday (9:30am-5pm)
 Hours subject to change per department needs.
STARTING DATE: Monday, May 5, 2025 – District HR approval provided.

TYPICAL DUTIES

This position is responsible for performing a variety of duties associated with the implementation of Transfer Center projects. Primary duties include answering phones and emails; following up with and scheduling cohort students for center services; assisting staff with data collection related to transfer cohort projects; and sharing general transfer information, deadlines, and updates with students.

QUALIFICATIONS

Applicants are screened for **strong communication skills, a friendly disposition**, and proficiency in the use of computers, the internet, Microsoft Office applications and Zoom.com, as evidence through an interview process. Strong customer service experience and skills are required.

DESIRABLE QUALIFICATIONS

- Experience working in a community college setting.
- Proficiency in the use of online platforms (Microsoft Teams, Zoom, Facebook, Instagram, etc.)
- Proficiency in communicating with individual and groups of students
- Excellent customer (student) service skills
- Exhibit a sensitivity and awareness of diversity & cultural issues, including race, ethnicity, social class, gender, sexual orientation, religion, age, ability, immigration status, veteran status, etc.

WORKING RELATIONSHIPS

This position maintains frequent contact with various college departments, personnel, faculty, students, and the public.

WORKING CONDITIONS

College office environment; subject to constant interruptions and frequent interaction with others; sitting for extended periods at a time (up to 2-4 hours); repetitive use of upper extremities including hand coordination activities. Some light lifting is required.

TO APPLY: All applicants must complete our [online application](#) and upload a current resume and cover letter. Applicants will be screened for minimum qualifications and applying may not guarantee an interview. Reasonable accommodation for applicants with disabilities may be requested by calling (714) 992-7086.

IF SELECTED FOR AN INTERVIEW

Selected applicants will be offered the chance to interview on Friday, March 21, 2025.

IF HIRED

If hired, all staff are required to attend mandatory training and monthly staff meetings.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.

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