



**Transfer Center/ Transfer Mentor**  
(Career Guidance Counselor Assistant)  
2019-2020 Academic Year

**Center Description:**

The East Los Angeles College Transfer Center serves as the focal point by which students, staff, and faculty are informed about the transfer process. The Transfer Center provides a variety of services, resources, and programs designed to assist students in every step of the transfer process.

**Transfer Mentor Description:**

Under the direct supervision of the Transfer Center Director/Transfer Center Counselors, the Transfer Mentor serves a critical role in guiding, monitoring, and mentoring ELAC students during their transfer process. Successful candidates will have strong listening, organizational, presentation, and research skills. Candidates must have initiative, motivation, and a strong desire to help first-generation college students discover their academic, career, and transfer goals. Applicants must be able to work with frequent interruptions in a dynamic, high-volume office.

**Requirements:**

- ❑ Must be enrolled full-time as graduate student in a ACS WASC accredited Master's degree program in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work (MSW) or career development.
- ❑ Must be available to **work 16-19 hours per week** between the hours of 8am-7pm (at least one evening shift) and may include some Saturday mornings.
- ❑ Preferred, but not required: completion of courses in Counseling Theory, Student Development Theory, and/or Career Counseling Theories
- ❑ Skilled and proficient in using MS Word, Excel, PowerPoint, Google Docs, and other publishing software.

**Job Duties:**

- ❑ Develop, update, and facilitate transfer related workshops and in-class presentations.
- ❑ Provide drop-in advising support for students seeking transfer guidance.
- ❑ Assist students with their transfer applications (CSU, UC, Private and Out of State) and troubleshoot application portals, and support students with their personal statement development.
- ❑ Assist students in evaluating their transfer options as it relates to their values and interests.
- ❑ Help with collecting data from workshops, applications, and other sources to develop transfer reports.
- ❑ Attend professional development opportunities: UC & CSU transfer conferences
- ❑ Assist the Transfer Center in recruiting students for ELAC's summer transfer residential programs

**Compensation:**

This is a temporary paid position contingent upon funding  
\$20.29 per hour

**Application Process:**

Applicants should email [domingk@elac.edu](mailto:domingk@elac.edu) the following materials:

1. Cover letter
2. Resume (include program graduation date)
3. List of **two references** with contact information
4. Copy of unofficial transcripts (official transcripts will be required if hired)

**Deadline:**

Application Deadline is **June 7th**. Transfer Mentor interviews will take place in Mid June. Review of applications will begin immediately. Qualified candidates will be contacted for an individual interview. Potential start date for this position is **July 1st**.

Please direct any inquiries about this position to:  
Kirby Dominguez ([domingk@elac.edu](mailto:domingk@elac.edu))