

Job Title	Transfer Success Associate
PVN ID	QC-2502-006727
Category	Research
Location	QUEENS COLLEGE
Department	Office of the Associate Provost for Inno
Status	Full Time
Annual Salary	\$42,000.00 - \$54,000.00
Hour(s) a Week	35
Closing Date	May 18, 2025 (Or Until Filled)

## General Description

The Transfer Success Associate will play a key role in supporting transfer students' academic and career pathways at Queens College by managing student success initiatives, coordinating programs, and engaging in recruitment efforts. This position is designed to enhance the transfer student experience by providing comprehensive support, fostering a sense of belonging, and connecting students to resources that promote retention and degree completion.

***The posted salary range reflects a full-year appointment. However, this position is a six-month appointment, with the possibility of renewal every six months, contingent upon available funding. The salary for this appointment will be prorated accordingly.***

## Other Duties

- Assist in developing and implementing programs that support transfer student persistence and graduation.
- Provide direct support to transfer students by connecting them with academic resources, financial aid, career services, and other campus support systems.
- Leverage CUNY Transfer Explorer (T-Rex) to guide transfer students in academic planning, ensuring they understand course equivalencies and credit transfer policies.
- Design and maintain degree maps to provide clear, structured academic pathways for transfer students, aligning coursework with degree requirements.
- Develop STEM-focused and transfer-specific career maps to help students explore career pathways, connect coursework to industry opportunities, and plan for post-graduate success.
- Support the planning and execution of transfer-specific events, including orientation sessions, workshops, peer mentoring programs, and transfer student networking events.
- Assist in managing transfer bridge programs, including creating content, tracking participation, and ensuring effective student engagement.
- Collaborate with faculty, staff, and student organizations to integrate career exploration, academic

development, and professional growth opportunities into programming.

- Support recruitment efforts by engaging with prospective and admitted transfer students through informational sessions, virtual webinars, and community college partnerships.
- Coordinate communication efforts, including emails, newsletters, and social media engagement, to keep transfer students informed about key deadlines, events, and available resources.
- Represent the institution at community colleges through tabling and outreach efforts to support transfer student recruitment.
- Other duties as assigned.

## Qualifications

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- Bachelor's degree required.
- Strong organizational and multitasking skills, with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills to engage with students, faculty, and external partners effectively.
- Proficiency in Microsoft Office Suite, Brightspace, EAB Navigate, Canva, and other student success platforms is a plus.
- Demonstrated ability to work collaboratively in a team environment while effectively following direction from a supervisor and contributing to shared goals.
- Experience working with transfer students, academic advising, or student success initiatives in a higher education setting is preferred.