

ARTICULATION SPECIALIST

SALARY GRADE: [C1-46](#)

DEFINITION:

Under the direction of the Articulation Officer, this specialized position will support the Articulation and Transfer Services Office by providing support, analysis, development, maintenance, and dissemination of articulation and transfer information. Liaison with counselors/advisors, the college community, and inter-segmental institutions. This position supports the development of articulation agreements and transfer resources.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Maintain various internet/intranet web pages.
2. Review statewide articulation database and four year college catalogs to recommend course equivalencies and identify discrepancies. Prepare draft proposals and reports.
3. Serve as liaison with counselors/advisors, the college community, and inter-segmental institutions to support the development of articulation agreements and transfer resources.
4. Develop, prepare, and proof materials, such as transfer course patterns and breadth requirements, for publication. Verify and revise existing agreements.
5. Provide basic articulation and transfer information to students, counselors/advisors, and the College community. Answer counseling questions regarding articulation and transfer.
6. Compile information and prepare articulation reports for students, counselors, other two and four-year colleges, and educational systems. Enter information into a local database and report all changes to existing courses to the state by way of the statewide curriculum database system.
7. Track and process course outlines, as needed. Enter data to the statewide curriculum system.
8. Maintain a master list of courses, their descriptions, content changes, committee decisions, GE status, and required changes for each catalog year.
9. Maintain articulation archive files.
10. Design and develop articulation and transfer materials, such as brochures and newsletters for students, counselors/advisors.
11. Attend select campus, regional, and statewide meetings and provide follow-up reports to the Articulation Officer upon request.
12. Prepare and deliver oral and written articulation/transfer reports (and training sessions) to Division(s).
13. Compile and maintain articulation and transfer statistical reports.
14. Provide support and participate in various aspects of curriculum development and maintenance meetings, as assigned.
15. Assist in editing the College catalog.

16. Participate in transfer/student services events and perform related duties, as assigned.

17. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Policies, procedures and regulations pertaining to College programs, services and instruction.
2. Working knowledge of curriculum development processes, guidelines, and procedures used in the curriculum articulation process for two and four-year colleges, as well as state community college regulations and requirements.
3. Working knowledge of basic transfer-admissions requirements and guidelines for CSU/UC/private, and out-of-state educational institutions.
4. Working knowledge of personal computer-based software programs that support this level of work, including, but not limited to: word processing, spreadsheets, presentation, graphics, database design/maintenance, web page design/maintenance, and desktop publishing.
5. Thorough knowledge of proper English usage, grammar, spelling, and punctuation. Ability to compose letters/memos, emails, detailed reports, and informational materials.
6. Basic skills in facilitating small group decision-making processes.
7. Sufficient math skills to interpret statistics and perform a full range of arithmetic calculations.
8. Sufficient human relations skills to convey technical concepts to others and conduct informal presentations.
9. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Fully utilize existing resources and keep pace with technology and support systems.
3. Function effectively in an environment in which the modes of information delivery frequently change.
4. Analyze and communicate articulation information effectively both verbally, and in writing, prepare and deliver oral presentations.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and office equipment.
7. Meet schedules and time lines.
8. Plan and organize work.
9. Maintain current knowledge of trends affecting college enrollment.

Education and Experience

Any combination equivalent to:

1. Associate's degree in a related field.
2. Two (2) years experience in a related field.

Preferred Qualifications:

1. Bachelor's degree.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Driving a vehicle to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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