



## **ARTICULATION SPECIALIST**

### **DEFINITION**

Under general supervision, provides specialized support to the Articulation Officer in the development, maintenance, and dissemination of articulation and transfer services information and resources; interacts frequently with students, staff, faculty, and the general public and explains District policies and procedures, provides articulation and transfer information, and/or directs questions and inquiries to the appropriate staff; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is the journey-level class responsible for supporting the Articulation and Transfer Services Office. Positions at this level perform the full range of duties as assigned, work independently, and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires thorough knowledge of the policies, procedures, and curriculum articulation processes.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Under direction of the Articulation Officer, supports the development, maintenance, and dissemination of articulation agreements and transfer resources.
- Designs, creates, and edits a variety of articulation and transfer documents, including correspondence, guides, brochures, newsletters, and reports, for students, counselors, and academic advisors.
- Serves as liaison with counselors and advisors, the college community, and inter-segmental institutions to support the development of articulation agreements and transfer resources and provide information and interpretation of articulation and transfer policies and procedures.
- Researches statewide articulation database and four-year college catalogs to recommend course equivalencies and identify discrepancies; prepares recommendations and reports.
- Researches data and information and prepares articulation and transfer reports for students, counselors, other colleges and universities, and educational systems according to established procedures and practices; researches and reviews information, such as local and statewide transfer course patterns, for publication; reports changes to existing courses to the State.
- Maintains the College's Transfer Planning website; develops and maintains resources for internal use by counselors and academic advisors.
- Maintains a master list of courses, descriptions, content changes, committee decisions, general education (GE) status, and required changes for each catalog year.
- Tracks and processes college course outlines and assists in editing College catalog, as needed, and updates appropriate databases.

- Performs a variety of office support duties such as scheduling meetings with other staff; attending meetings; and serving as back-up to the administrative assistant.
- Learns and applies emerging technologies related to the area of assignment.

## **QUALIFICATIONS**

### **Knowledge of:**

- Curriculum development processes, guidelines, and procedures used in the curriculum articulation process for two- and four-year colleges.
- Basic transfer-admissions requirements and guidelines for in-state and out-of-state educational institutions.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Record keeping and filing systems and methods.
- Principles and practices of data collection and report preparation.
- Basic arithmetic and statistics.
- Business letter writing and the standard format for reports and correspondence.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

- 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.
- Research and interpret transfer and articulation information from a variety of sources.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
- Maintain accurate databases, records, and files.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Compose correspondence and reports independently or from brief instructions.
- Perform arithmetic and statistical computations accurately.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from an accredited college and two (2) years of experience in a college admissions office, counseling office, or other environment dealing with college degree programs, students, or student records.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**Salary Grade:** C1-49

**FLSA:** Non-Exempt

**EEO Code:** H-50

**Board Approved:** April 2021