



Job Description

JOB TITLE: Articulation Officer

PAY GRADE: CL 25

LAST REVISED: 06/01/07

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under direction of the District's chief instructional officer, independently performs a variety of duties related to articulation and curriculum functions and services; coordinates articulation of District courses and educational programs; provides a variety of technical and analytical support to facilitate the transfer of students to other universities and colleges; participates in the development, maintenance, and dissemination of formal written articulation and transfer agreements with colleges, universities, and statewide agencies; and serves as liaison between the Articulation Office and other District departments and divisions and statewide academic agencies and institutions.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Initiates, develops, maintains, and disseminates approved general education/breadth, major preparation, course-by-course, and transferable course articulation agreements with state college and university systems and private institutions.
2. Assesses and reviews District curriculum for consistency and articulation applicability; recommends transferability and general education areas to the state university systems.
3. Serves as a standing member of the Curriculum Committee and the Educational Requirements Committee, informing and advising regarding articulation applicability, procedures, and issues.
4. Prepares and maintains official articulation agreements, California State University (CSU) Baccalaureate Level course listings, University to California (UC) Transfer Course Agreements, CSU General Education-Breadth listings, CSU History, Constitution, and American Ideals course listings, and CSU UC Inter-segmental General Education Transfer Curriculum (IGETC) course listings; ensures accuracy of District course information on statewide Articulation System Stimulating Inter-institutional Student Transfer (ASSIST).
5. Studies and evaluates revisions to college curriculum and to state and/or national institutional requirements; communicates pertinent information to appropriate District managers, faculty, staff, and committees to ensure District compliance.
6. Utilizes database management computer software packages/applications to maintain the District Master Course Outlines; inputs, updates, and maintains course information for MIS reporting to the California Community College Chancellor's Office and for publication in the college catalog and class schedule.
7. Coordinates with appropriate managers, faculty, staff, and committees for the preparation and distribution of the college catalog; informs and advises the Educational Requirements Committee and the Curriculum Committee regarding catalog issues; develops timelines and maintains publication

Job Description

schedules; prepares catalog production bid specifications; works with printing contractor to ensure specifications have been met; distributes catalogs across campus and throughout the state to high schools, colleges, and universities.

8. Oversees consultant for the 2+2 Articulation program with high schools, adult schools, and ROP programs; coordinates 2+2 articulation projects.
9. Functions as an expert resource to research new academic programs and curriculum offerings; reviews statewide course offerings and presents information to appropriate deans and faculty members for consideration; researches statewide curriculum offerings to provide District faculty members with assistance regarding curriculum review processes; researches statewide articulation practices to meet needs of District faculty members and students; reviews proposed legislation affecting curriculum, articulation, and matriculation; researches and implements various methods for computerization of articulation processes.
10. Functions as liaison with District administrators, faculty, counselors, and staff and committees to facilitate and coordinate articulation of District curriculum; coordinates District efforts to address various statewide projects and initiatives; interprets, communicates, and applies laws, regulations, and District policies and procedures.
11. Attends and participates in local, regional, and state conferences and meetings as required.
12. May train and provide work direction to assigned student workers and temporary help as assigned.
13. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Local campus and statewide curriculum and articulation policies, procedures, regulations, and resources.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and the California Code of Regulations-Title 5.

Data collection and basic research principles and practices.

Basic mathematical, accounting, and statistical principles.

Principles, practices, and procedures of business letter writing and report preparation.

Record keeping methods and procedures.

Principles and practices used to establish and maintain files and information retrieval systems.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Work organization principles and practices.

Methods and techniques of proper phone etiquette.

Principles and techniques used in public relations.

Interpersonal skills using tact, patience, and courtesy.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Understand the organization and operation of the College and statewide agencies as necessary to assume assigned responsibilities.

Understand and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment, critical thinking, and personal initiative.

Job Description

Research, compile, and analyze detailed information and data from a variety of sources.
Understand and apply system-wide articulation policies and procedures.
Respond to requests and inquiries from students, staff, or the public regarding the interpretation of articulation procedures and policies; effectively present information in person, in writing, or on the telephone to students, staff, or the public.
Implement and maintain filing and record-keeping systems.
Independently compose and prepare correspondence and memoranda.
Plan and organize work to meet schedules and changing deadlines.
Work within the policies, functions, and requirements of area of assignment.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Type or enter data at a speed necessary for successful job performance.
Use correct English usage, grammar, spelling, punctuation, and vocabulary.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work independently and effectively in the absence of supervision.
Perform arithmetic calculations of average to above-average difficulty.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provides the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

Education/Training:

Bachelor's degree from an accredited college or university with major course work in liberal studies, education, or a related field.

Experience:

Two years of increasingly responsible administrative and programmatic experience in an educational institution preferably in curriculum, articulation, or transfer-related functions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.