

**JOB TITLE:** Articulation Officer  
**PAY GRADE:** CL 25  
**LAST REVISED:** July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **SUMMARY DESCRIPTION**

Under general supervision from assigned manager, performs duties related to articulation and curriculum functions and services; coordinates articulation of District courses and educational programs; provides 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 for stakeholders.

### **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. Assesses and reviews District curriculum for consistency and articulation applicability; recommends transferability and general education areas to the California State University (CSU) and University of California (UC) systems.
2. Serves as a standing member of the Curriculum Committee, informing and advising regarding articulation applicability, procedures, and issues.
3. Prepares, develops, and maintains official articulation agreements, CSU Baccalaureate Level course listings, transfer course agreements, CSU and UC for general education course requirements and transfer eligibility; ensures accuracy of District course information on statewide Articulation System Stimulating Interinstitutional Student Transfer (ASSIST); communicates annual transferable curriculum updates to external articulation community to ensure student transfer success; collaborates on private/independent college and university articulations on an individual basis.
4. Reviews and evaluates revisions to college curriculum and to federal, state, and institutional requirements, including accreditation matters pertaining to articulation, curriculum, and the course catalog; communicates pertinent information to appropriate District employees and committees to ensure compliance.
5. Reviews, edits, and prepares final draft of the District's course catalog(s); ensures compliance with federal and state requirements, as well compliance with the Accrediting Commission for Community and Junior Colleges (ACCJC); coordinates with online catalog vendor to ensure timely and accurate publication; communicates catalog updates and publication information with the District and to external partners; coordinates with appropriate employees and committees in the preparation and distribution of the college catalog; informs and advises the Curriculum Committee regarding catalog issues; develops timelines and maintains publication schedules.
6. Serves as a technical resource in the areas of articulation, transfer, and general education 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 faculty with assistance regarding curriculum review processes;

researches statewide articulation practices to meet needs of faculty and students; reviews proposed legislation affecting curriculum, articulation, and student success; researches and implements various methods for computerization of articulation processes.

7. Collaborates with District employees 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.
8. Coordinates the Associate Degree for Transfer (ADT) program by providing subject area expertise related to CSU requirements and C-ID; communicates ADT requirement updates to stakeholders; assists faculty to ensure currency and accuracy of ADT programs within a discipline.
9. Coordinates and updates the student award audit software; troubleshoots issues with the audit system, as needed.
10. Partners with the appropriate manager(s) regarding high school dual enrollment and articulation to ensure compliance with federal, state, and local requirements.
11. Attends and participates in local, regional, and state conferences and meetings, as required, to stay current with curriculum and articulation trends, including State Articulation Officer meetings, Academic Senate for California Community Colleges (ASCCC) Curriculum Institute, and software specific conferences.
12. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees; may train or provide work direction to other Classified professionals, as needed.
13. Performs related duties that support the overall objective of the position.

**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:**

- Curriculum standards, policies, procedures, and guidelines for California general education requirements, transfer course agreements, Articulation System Stimulating Interinstitutional Student Transfer (ASSIST), and Transfer Model Curriculum (TMC).
- Federal, state, and local laws, codes, and regulations regarding curriculum management and articulation, including District and Board policies and procedures, applicable sections of the State Education Code, and the California Code of Regulations-Title 5.
- Data collection and basic research principles and practices.
- Principles and techniques used in public relations.
- Principles, practices, and procedures of business writing and report preparation.
- Basic mathematical, accounting, and statistical principles.
- English usage, grammar, spelling, punctuation, and vocabulary, including proofreading and formatting techniques.

**Ability to:**

- Perform a variety of programmatic and administrative work related to the operation and function of District curriculum services and articulation.
- Respond to requests and inquiries from students, staff, or the public regarding the interpretation of articulation procedures and policies; effectively communicate information to students, staff, the public, and external partners from the California Community College (CCC), California State University (CSU), and University of California (UC) systems.
- Research, compile, and analyze detailed information and data from a variety of sources.
- Implement and maintain filing and record-keeping systems relating to curriculum and instruction.
- Plan and organize work to meet schedules and changing deadlines.
- Perform arithmetic calculations of average to above-average difficulty.

- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.
- Practice tactful and assertive communication when presenting information of a difficult nature.

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:*

**Education/Training**

- Two years of college with major course work in business, liberal studies, education, or a related field.

**Experience**

- Three to four years of increasingly responsible administrative and programmatic experience in an educational institution, preferably in curriculum, articulation, or transfer-related functions, or a similar position with transferable skills.

**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.

Board Approved: July 15, 2025