



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ARTICULATION SPECIALIST	CLASSIFIED	GRADE: O MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

**JOB DESCRIPTION:**

Under direction, develop and implement the process of faculty review leading to courses being accepted for transfer between SRJC and other academic institutions; coordinate the articulation function between SRJC, CSU, UC, independent and out-of-state four-year institutions and other community colleges; promote and support intersegmental cooperation to facilitate the transition of students; assist the Curriculum Review Committee and College departments with review and revision of course outlines and the development of new transferable courses; create, review, and revise articulation information on the SRJC web site and in official College publications; and perform related work as required.

**SCOPE:**

The Articulation Specialist develops and implements the process of continuous maintenance of curriculum equivalency agreements between SRJC and other academic institutions.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Initiates, develops, implements and disseminates written approved course articulation for general education/breadth requirements, major preparation, course-to-course and transferable units/courses with the California State University, University of California, independent California and out-of-state colleges and universities, and other California community colleges and ensures that supporting documentation is available.
2. Develops and monitors a computerized articulation system making information easily accessible to students, counselors, evaluators and faculty.
3. Coordinates the delivery of the SRJC course database information to the ASSIST (Intersegmental Statewide Repository Course Database) coordination site.
4. Promotes uses of ASSIST on campus and provides in-service training programs for instructors and counselors.
5. Represents SRJC in its efforts to address statewide initiatives and projects with appropriate institutional programs.
6. Assists faculty in the development of curriculum regarding articulation of courses.
7. Serves on the curriculum committee of the Academic Senate and chairs the General Education curriculum subcommittee of the Academic Senate.
8. Keeps abreast of proposed curriculum changes, appraises others and advises on articulation issues and activities; interprets the impact of curricular changes of other institutions' requirements for transfer students.
9. Assists counseling faculty in the review of articulation issues and assists in the resolution of student transfer problems.
10. Serves as College representative at local and state articulation and transfer meetings.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Draft and negotiate articulation agreements; communicate effectively both verbally and in writing; pay attention to detail yet maintain a global perspective; and consistently perform under pressure of deadlines and other administrative needs; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Policies and procedures regarding articulation activities in an academic institution; methods in evaluation of course content; California post-secondary education and out-of-state educational institutions; writing and establishing lower division major transfer requirements; and technology and software related to articulation.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Bachelor's degree.

#### *Experience:*

Increasingly responsible experience, including one year of experience directly related to working with college level articulation.