

Position: Articulation Specialist	Position Number:
Department: Admissions & Records	FLSA: Non-Exempt
Reports to: Director – Admissions & Records	Salary Grade: 123

Summary

Under the direction of the Director – Admissions & Records, this position coordinates the articulation and faculty review process leading to course acceptance for transfer between College of the Redwoods and other academic institutions; facilitates the articulation transition process for students; assists with review and revision of course outlines and the development of new transferable courses; and develops and maintain articulation information on CR web pages and in District publications.

Essential Duties and Responsibilities

- Researches, develops, and implements course articulation for general education/breadth requirements, major preparation, course-to-course and transferable units/courses with other educational institutions.
- Develops publications regarding articulation agreements, transfer courses, course numbering systems, exam scores and general education worksheets from potential transfer educational institutions.
- Coordinates the delivery of CR course information to the statewide databases in order to track course articulation and course submission requests.
- Promotes use of ASSIST, the intersegmental statewide repository course database, and provides training for faculty and staff.
- Assists faculty in the development and revision of curriculum regarding articulation of courses and approval by external agencies/institutions; consults with faculty who are developing or revising Associate Degree for Transfer (ADT) courses.
- Serves on the Academic Senate Curriculum Committee and serves on the General Education Review Team to review course substitution proposals.
- Maintains the Articulation Module in the student information system in order to track general education approvals for transfer level courses.
- Maintains currency on proposed curriculum changes and serves as the resource for articulation processes; interprets the impact of curricular

Articulation Specialist

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changes of other institutions' requirements for transfer students; assists counseling faculty in the review and resolution of articulation issues.

- Serves as a District representative at local and state articulation and transfer meetings.
- Perform other duties as assigned to support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires knowledge of applicable sections of state and federal educational code and policies, Title 5 and other related laws. Requires problem solving and analytical skills. Must be able to communicate technical and complex information to others.

The skills to:

- Knowledge of procedures and regulations regarding articulation activities in an academic institution.
- Methods in evaluation of course content and California post-secondary education and out of state educational institutions
- Writing and establishing lower division major transfer requirements.
- Use computer applications including Microsoft Excel, Word, PowerPoint applications, ASSIST and other technology and software related to articulation.
- Work independently and collaboratively while under pressure; productively organize, prioritize, and manage multiple concurrent projects; and consistently meet schedules and timelines.
- Communicate effectively, both orally and in writing.
- Promote use and access of information for assessment and decision-making.
- Ability to collaborate effectively with college departments and cross-functional teams.
- Strong interpersonal, oral and written communication skills.

▪ Abilities

Draft and negotiate articulation agreements; communicate effectively both verbally and in writing; perform detailed technical and administrative work; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

Must be able to coordinate, and perform the various tasks and work independently with minimal supervision. Must be able to learn, interpret, explain and apply College and program policies, rules, and objectives. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires

the ability to analyze situations and accurately and adopt an effective course of action. Requires the ability to communicate with students, staff, and the public using tact and courtesy in sometimes confrontational or strained situations

- **Physical Abilities**

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

- **Education and Experience**

Bachelor's degree or equivalent. At least five years of experience in curriculum processes and development or evaluation of student records. Additional higher education may substitute for some experience.

- **Licenses and Certificates**

Requires a valid driver's license.