

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Academic Services Analyst

**Department:** Student Affairs

**Location:** Evergreen Valley or San Jose City College

**Date:** July 1, 2016

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**POSITION PURPOSE**

Under the direction of Vice President, Student Affairs or assigned administrator, the Academic Services Analyst performs a variety of specialized duties related to articulation and curriculum functions and services; 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 a liaison between the Articulation Officer and other District departments and divisions and statewide academic agencies and institutions.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Supports and participates in various aspects of curriculum development and maintenance meetings. Serves as a technical resource for committee proceedings dealing with course and program articulation.
2. Collects information from faculty and other resources and participates discussion leading to recommendations for certificates and degrees. Makes corrections and amendments to outlines describing degree/certificate requirements from faculty instructions, and prepares final documents for committee approval.
3. Assists in updating degrees, certificates, and program proposals and prepares final documents for committee approval, ultimately state approval.
4. Reviews, enters, and maintains database of new certificates, degrees, programs, and major descriptions, and modifications to existing certificates, degrees, programs, and major descriptions.
5. Compiles information and prepares reports for students, counselors, other two and four year colleges, and educational systems. Reports all changes to existing courses to the state by way of data entry to a state-wide automated curriculum system.
6. Initiates, develops and disseminates written approved course articulation for general education/breadth requirements, major preparation, course-to-course and transferable units/courses with the CSU, UC system schools, and other in-state or out-of-state colleges and universities to ensure that supporting documentation is available.
7. Serves as a lead in development processes in establishing, coding, maintaining, and reporting of curriculum to the All College Curriculum Committee (ACCC).
8. Researches and interprets curriculum policies and regulations; provides guidance to college administration, faculty and staff for curriculum development, approval, modification and implementation of college curriculum.
9. Analyzes four year college course descriptions and outlines by researching catalogues, course outlines and other information to develop and submit written recommendations for course-to-course matches. Prepares articulation agreements with other colleges that describe the course equivalencies.

10. Develops and monitors a computerized articulation system making information easily accessible to students, staff and faculty.
11. Act as a lead in substantive projects and represents the College in efforts to address statewide initiatives and projects with appropriate institutional programs.
12. Independently leads and takes charge of collecting data and producing program and curriculum data for college/state reports.
13. Prepares and delivers written academic and program information to new and transferring students.
14. May assist with editing content for the College's course catalog. Conducts research of prior descriptions, precedent, standards for transferability, and other colleges to support course content language.
15. Assists counseling faculty in the review of articulation issues and assists in the resolution of student transfer problems.
16. Perform other related duties as assigned.

**Knowledge of:**

1. Degrees, certificates, and academic majors offered by the College and District.
2. Curriculum development process and the guidelines and procedures used in the curriculum articulation process for two and four year colleges.
3. California community college regulations and requirements including general education, major, program, and graduation requirements.
4. Computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and data entry onto custom databases.
5. Sufficient math skill to interpret statistics and perform a full range of arithmetic calculations.
6. Proper English usage, grammar, spelling, and punctuation.
7. Interpersonal skills using tact, patience and courtesy.
8. Principles and practices of supervision and training.

**Skills and Ability to:**

1. Read, analyze and interpret information on a course and program descriptions, technical procedures and governmental regulations.
2. Analyze, compare, and disseminate college course content from multiple colleges
3. Interpret statistics and perform a full range of arithmetic calculations.
4. Write reports, correspondence and informational materials.
5. Communicate effectively both orally and in writing.
6. Interpret statistics and perform a full range of arithmetic calculations.

7. Establish and maintain cooperative and effective working relationships with others.
8. Train and provide work direction to others.
9. Work independently with little supervision; prioritize work and meet schedules.

**Experience and Education:**

1. Bachelor's degree from an accredited institution.
2. Three years of increasingly responsible administrative and programmatic experience in an educational institution preferably in curriculum, articulation, or transfer-related functions.
3. At least one year of experience in articulation function in an education institution.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

**WORKING CONDITIONS**

**Environment:**

1. Typical office environment.
2. Constant interruptions and frequent interaction with students, staff and the public.

**Physical Demands:**

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Light lifting of materials.
5. Reaching to file and retrieve records

Board Approved: 6/14/16  
Salary Range: 120  
EEO Category: 2B2 – Other Professional