

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

Position: Articulation Specialist

Department: Student Affairs

Location: Evergreen Valley or San Jose City College

Date: 2016

POSITION PURPOSE

Under general direction of assigned administrator, provides assistance to faculty and administrators who are engaged in the development and maintenance of course-to-course articulation agreements. Provides technical curriculum information and analysis to facilitate discussion and support descriptions on transferability of courses to other colleges and universities. Assists in the process used for attaining program approval. Enters program information into system and other internal and external, multi-user electronic databases. Prepares program information for students.

KEY DUTIES AND RESPONSIBILITIES:

1. Provides support to 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, advising on the structure and organization of course content that enables matching with other two and four year colleges.
2. Collects information from faculty and other resources and participates discussion leading to recommendations for certificates and degrees. Participates in the development of curriculum by way of curriculum and technical committee meetings. 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. Maintains an up-to-date historical database of new certificates, degrees, programs, and major descriptions, and modifications to existing certificates, degrees, programs, and major descriptions using data entry formats for relational databases. Reviews and enters information to internal (such as Ellucian) and external databases (such as Assist) with pre-established data entry screens and in-depth knowledge of data requirements.
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. Maintains a schedule of courses and descriptions that is organized by date, notifying articulation professionals of the need to update course outlines.
7. Introduces the articulation processes used by the College to Articulation Officers. Provides orientation and assistance to Officers and faculty on the articulation process that may include descriptions of the curriculum development process.
8. Reviews college course descriptions and outlines to recommend equivalency to those of other colleges and universities.
9. Prepares descriptive summaries that outline the curriculum required for college transfer majors.
10. 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.

11. Prepares documents outlining lower division major and breadth requirements. Enters course information onto an integrated database that enables listing of degree and certificate requirements, and general education lists.
12. Develops, prepares and proofs materials such as transfer course patterns and breadth requirements for publications. Verifies and revises existing agreements.
13. Maintains liaison with other educational institutions through correspondence and the telephone. Confers with administrators, faculty and counseling staff regarding course content and transfer pattern requirements.
14. Prepares communications devices for describing degree/certificate requirements. Prepares lists of required and elected courses. Conveys information to students. May develop forms and tools that assist with preparation of articulation agreements.
15. Prepares and delivers oral and written academic and program information to new and transferring students. Provides support services in pre-counseling and follow-up activities to individual students and to campus-wide programs and activities.
16. 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. Consults with staff and faculty to verify proper description.
17. Provides information to and may assist in developing and maintaining intranet and internet web pages to facilitate communications.
18. 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. Matriculation rules, laws, policies, procedures, and requirements for maintaining an accredited curriculum record.
5. 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.
6. Basic skill at facilitating small group decision-making processes.
7. Sufficient math skill to interpret statistics and perform a full range of arithmetic calculations.
8. Proper English usage, grammar, spelling, and punctuation.
9. Interpersonal skills using tact, patience and courtesy.
10. 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. An Associate degree from an accredited institution.
2. Two year of experience in an admissions, counseling, financial aid, or administrative support role in education.

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: reformat
Salary Range: 100
EEO Category: 2B3 – Technical/Paraprofessional