



TITLE	CLASSIFICATION	SALARY GRADE
ARTICULATION SPECIALIST	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general direction, coordinate the articulation and faculty review process leading to course acceptance for transfer between SRJC and other academic institutions; facilitate the articulation transition process for students; assist with review and revision of course outlines and the development of new transferable courses; develop and maintain articulation information on SRJC web pages and in District publications.

SCOPE:

The Articulation Specialist develops and implements 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. Incumbents routinely perform approximately 80% of the duties below.

1. Researches, develops, and implements course articulation for general education/breadth requirements, major preparation, course-to-course and transferable units/courses with other educational institutions.
2. Develops publications regarding articulation agreements, transfer courses, course numbering systems, exam scores and general education worksheets from potential transfer educational institutions.
3. Coordinates the delivery of SRJC course information to the statewide databases in order to track course articulation and course submission requests.
4. Promotes use of ASSIST, the intersegmental statewide repository course database, and provides training for faculty and staff.
5. Represents SRJC in its efforts to address statewide initiatives and projects with appropriate institutional programs.
6. 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.
7. Serves on the Academic Senate Curriculum Committee and chairs the Academic Senate General Education Curriculum Subcommittee; serves on the General Education Review Team to review course substitution proposals.
8. Maintains the Articulation Module in the student information system in order to track general education approvals for transfer level courses.
9. Maintains currency on proposed curriculum changes and serves as the resource for articulation processes; interprets the impact of curricular changes of other institutions' requirements for transfer students; assists counseling faculty in the review and resolution of articulation issues.
10. Develops and monitors Articulation budget; makes recommendations for use of funds in budget.
11. Serves as a District 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; perform detailed technical and administrative work; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

State and Federal policies, procedures and regulations 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 in a related area.