

**TITLE: Articulation Specialist**

**CLASSIFICATION: Classified**

**SALARY GRADE: C12**

**SCOPE OF POSITION:**

Under general direction, oversees, develops, and implements the articulation and faculty review process leading to course acceptance for transfer between SRJC and other academic institutions. Facilitates the articulation transition process for students. Advises and assists with the review and revision of course outlines and the development of new transferable courses and courses intended for general education approvals. 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 requirements, major preparation, course to course, and transferable unit/courses with all other academic institutions.
2. Oversees development of SRJC publications regarding articulation agreements, transfer coursework, California Community College course ID (C-ID) approvals, UC limitations, the external exam scores and equivalency policies, and the annual approved general education worksheets.
3. Oversees the submission and validation of SRJC transferable coursework in the statewide database.
4. Serves on the Academic Senate Curriculum Review Committee and chairs the Academic Senate Curriculum Review Committee's General Education Review Subcommittee. Serves on General Education Review Team assisting faculty in course development and revisions in pursuit of general education credit. Provides expertise and guidance for all matters related to transfer, articulation, and general education.
5. Advises and assists faculty in the development or revision of curriculum regarding articulation of courses and approval by external institutions.
6. Maintains the SRJC student information systems (SIS) articulation module in order to track course transfer approvals, general education approvals, and C-ID approvals.
7. Serves as the resource for articulation processes. Interprets the impact of curricular changes of other institution's requirements for transfer students. Assists Counseling faculty in the review and resolution of articulation changes and issues.
8. Develops and oversees the articulation budget.
9. Represents SRJC and serves on the statewide California Intersegmental Articulation Council (CIAC). Attends state and local articulation meetings, seminars, or conferences.

## **TITLE: Articulation Specialist**

### **KNOWLEDGE OF:**

1. Relevant local, state, and federal rules and regulations, programs, policies and procedures in an academic institution, including Title 5 Education Code and legislation related to curriculum and instruction.
2. Methods in evaluation of course content.
3. California post-secondary education and out-of-state educational institutions.
4. Developing and establishing lower division major transfer requirements.
5. Basic web accessibility tools and document remediation.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Draft and negotiate articulation agreements.
2. Perform detailed technical and administrative work.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree in a closely related field of study required.

### **EXPERIENCE:**

3+ years experience in a related area required.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*