

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: ARTICULATION OFFICER**

#### **BASIC FUNCTION:**

Under the direction and leadership of the Associate Dean of Student Support Services, initiate, develop, maintain, and disseminate specialized information, assistance, and academic advisement to students and other educational institutions regarding college curricula programs and services; interact with faculty and curriculum committees to review course content and develop a comprehensive articulation program.

#### **REPRESENTATIVE DUTIES:**

Initiate, develop, maintain, and disseminate approved general education/breadth, major preparation, course-by-course, and transferable course articulation agreements with the California State University, University of California, California Independent Colleges and Universities, and select out-of-state colleges and universities; participate in the development of articulation agreements with institutions outside the United States; develop and implement articulation programs with elementary and secondary schools; ensure that appropriate supporting documentation is available.

Work closely with school chairs, counselors and faculty to review and identify articulation issues and needs; interpret current articulation issues; work with appropriate faculty, school chairs, deans, Academic Senate, and appropriate committees on the campus to facilitate the development of articulation agreements.

Develop and maintain a comprehensive articulation distribution system and marketing plan; ensure information on major and general education course equivalencies is easily accessible to students, counselors, evaluators, and faculty.

Keep abreast of proposed curricular changes; assess the potential impact of curricular changes on other institutions and on students, particularly changes at the lower-division level.

Serve as District representative at local and State articulation meetings; maintain professional relationship with other articulation officers, statewide and regionally.

Serve as a liaison between community college and four-year college and university articulation officers and/or faculty to review present course outlines to expedite and generate firm articulation agreements.

Facilitate meetings between Southwestern Community College faculty and faculty from other institutions to discuss course content and curricular matters; respond to articulation inquires and facilitate mediation when discrepancies or disagreements occur.

Participate in cooperative, inter-segmental articulation systems and programs such as the California Articulation Number System, Transfer Centers, regional and State consortia and others; serve as manager for Project ASSIST (Articulation System Stimulating Inter-segmental Student Transfer); maintain, market, and evaluate ASSIST on the World Wide Web; attend meetings, train faculty, staff, and students on the use of ASSIST.

Participate as a member on the College Curriculum Committee and chair appropriate subcommittees; serve as a resource person to faculty responsible for curriculum development in the articulation of courses.

Develop and maintain a computerized articulation system.

## **Articulation Officer- Continued**

Maintain historical reference materials on articulation agreement.

Oversee the function of the Articulation Office; provide in-service training to staff members.

Participate in orientation for new full and part-time faculty.

Participate in articulation activities between the secondary school districts and the college.

Perform related duties and responsibilities as required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles and operations of the community college articulation system.

Pertinent Federal, State and local codes, laws, regulations, and policies governing system-wide articulation.

University and community college articulation policies, practices, and curriculum.

University and community college curriculum process.

Principles and techniques of organizational management.

Basic principles and practices of program development, administration, and review.

Techniques and practices of public speaking.

District organization, policies, procedures, and current educational programs.

Methods and techniques of research, analysis, and decision making.

Information and research resources available related to areas of assignment.

Modern office procedures, methods, and equipment including computers and applicable software.

Principles and procedures of statistical record keeping and report preparation.

English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

#### **ABILITY TO:**

Initiate, develop, and update articulation agreements.

Coordinate articulation functions between the College and various universities and state systems.

Represent the college at conferences and on local and state committees.

Represent faculty/articulation concerns at various levels.

Interpret complex articulation regulations and requirements to faculty and ensure college compliance.

Communicate with faculty and act as consultant on curriculum and articulation taskforces at the college and statewide.

Recommend improvements or modifications to College articulation procedures.

Lead faculty in developing course outlines in accordance with articulation regulations.

Serve as a resource to faculty on articulation and curriculum issues.

Organize complex projects and develop intricate publications.

Review and assist in the presentation/production of all curriculum information including that in the catalog, schedules, handouts, and student guides.

Develop and prepare documents/materials related to curriculum and articulation processes including informational materials for dissemination on state, local, and regional level.

Develop and conduct presentations to small and large groups.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply applicable Federal, State, and District policies, laws, and regulations.

Conduct meetings and serve on committees.

Effectively respond to questions and inquiries from students.

## **Articulation Officer- Continued**

Develop and maintain collegial relationships with statewide public, private, proprietary, and online four-year colleges and universities as well as certain out-of-state and special purpose institutions.

Work successfully with District faculty, administrators, and staff.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE:**

**MINIMUM QUALIFICATIONS:** Any combination equivalent to: a Master's degree, or equivalent, or possess an appropriate California Community College Credential.

**DESIRABLE QUALIFICATIONS:** Three years of experience requiring leadership, organizational management, and advanced technical skills in an educational environment and previous experience in articulation at an institution of higher education.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office and campus environment.

Constant interruptions.

#### **PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read and verify data.

Dexterity of hands and fingers to operate office equipment.

Sitting or standing for extended periods of time.

Walking to various District locations, meetings, or events.

Lifting, moving, and carrying boxes and other materials.

#### **HAZARDS:**

Driving a vehicle during adverse weather conditions.

Contact with dissatisfied or abusive individuals.

Revised: September, 2003

*Johnson & Associates*