

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **ARTICULATION SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, perform a variety of specialized technical duties in support of the assigned College's articulation function including those duties required to initiate and maintain course, program, and core equivalency agreements between the Chabot-Las Positas Community College District and four-year institutions including the California State University system, the University of California system, and private institutions for the purpose of assisting transfer students.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Maintain major preparation articulation agreements with four-year institutions; input and update transfer courses, programs, and major core requirements.
2. Update college catalogue with transfer courses including Lower Division Transfer Program (LDTP), IGETC, CSU, CSU-GE, and AA/AS information.
3. Maintain online database program information.
4. Review proposed courses in curriculum for submission for AA/AS, CSU, CSU-GE, and IGETC.
5. Perform a variety of duties in support of office operations; maintain filing systems; copy, scan, and type a variety of documents; answer telephones and provide appropriate information in response to requests for information from faculty, administrators, staff, and students.
6. Compose clear and concise correspondence, memos, and notifications of updates to Division Deans, faculty, and staff.
7. Submit, review, and report newly approved transfer courses as well as updates to appropriate transfer institution.
8. Serve as liaison with four-year institutions and private institutions regarding the coordination and development of transfer agreements.
9. Coordinate training of course articulation proposal packets in curriculum committees; meet with faculty regarding submission process and to review the criteria of each area.
10. Assist counselors with transfer/articulation problems with four-year institutions including incorrect information on ASSIST, inquiring about potential articulation, submitting course outlines for review for acceptance, and clarification of articulation agreements that exist on ASSIST.
11. Establish and maintain effective working relationships with faculty, staff, and administrators.
12. Monitor and maintain current and accurate articulation flyers, brochures, and other relevant printed materials including AA/AS, Liberal Studies, CSU, CSU-GE, and IGETC material for dissemination to students and counselors.

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13. Attend and participate in statewide, regional, and local meetings to keep abreast of all articulation standard practices and to maintain a working relationship with colleagues.
14. Attend curriculum committee.
15. Participate in organizing and preparing information and materials for various projects and for presentation at conferences; prepare and submit reports.
16. Participate in college articulation studies including to respond to surveys, inquiries, and requests for information pertaining to transfer and general education patterns.
17. Monitor needs of the articulation process and report issues to management staff for further analysis.
18. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Methods, standard practices, and terminology associated with the articulation process including methods used in evaluating course content.
2. Interpersonal skills using tact, patience, and courtesy.
3. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
4. Principles of organization and timeline preparation.
5. District organization, operations, policies, terminology, rules, programs, and objectives.
6. Principles of business letter writing and basic report preparation.
7. Principles and practices used to establish and maintain files and information retrieval systems.
8. English usage, spelling, grammar, and punctuation.
9. Principles and procedures of record keeping.
10. Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

1. Perform detailed and complex specialized technical, programmatic, and administrative support duties involving the use of independent judgment and personnel initiative with speed and accuracy.
2. Perform a full range of complex technical duties; think analytically and exercise a high degree of independent judgment in applying highly complex procedures, rules, and regulations.
3. Prepare research work.
4. Organize, assimilate, and analyze information.
5. Monitor each stage of the articulation process.
6. Identify and submit courses that are appropriate for transfer.
7. Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.
8. Understand, and apply the California Articulation Numbering System (CAN).
9. Compile, maintain, and update accurate and complete records and files including computer files and databases.
10. Prepare reports.

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11. Understand the organization, operation, and services of the District as necessary to assume assigned responsibilities.
12. Interpret and apply administrative and departmental policies and procedures.
13. Independently prepare correspondence and memoranda.
14. Type or enter data at a speed necessary for successful job performance.
15. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
16. Adapt to changing technologies and learn functionality of new equipment and systems.
17. Work independently in the absence of supervision.
18. Plan and organize work to meet changing priorities and deadlines.
19. Meet critical deadlines while working with frequent interruptions.
20. Work cooperatively with other departments and divisions, District officials, and outside agencies.
21. Use tact and diplomacy in working with other agencies and staff to resolve problems.
22. Respond tactfully, clearly, concisely, and appropriately to inquiries and requests for information.
23. Communicate clearly and concisely, both orally and in writing.
24. Establish and maintain effective working relationships with those contacted in the course of work.
25. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in information systems, business administration, public administration, education, counseling, or a related field.

**Experience:**

Two years of responsible technical, administrative, and/or secretarial experience including experience involving responsibilities related to the preparation of complex documents. Experience in an educational institution is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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6/19/05;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical-Paraprofessional