

College of the Redwoods

Position Description

Position: Manager – Articulation Services	Position Number:
Department: Enrollment Services	FSLA: Exempt
Reports to: Director – Admissions & Records	Salary Grade: 124

Summary

Under the direction of the Director – Admissions & Records, this position manages the articulation and faculty review process leading to course acceptance for transfer between College of the Redwoods and other academic institutions; facilitates the articulation transition process for students; assists with review and revision of course outlines and the development of new transferable courses; and develops and manages articulation information on CR web pages and in District publications.

Essential Duties and Responsibilities

- Provides administrative leadership in all related articulation services.
- Serves as a resource to administration, faculty and staff in the interpretation of state and federal guidelines related to articulation.
- Develops, implements and manages course articulation for general education/breadth requirements, major preparation, course-to-course and transferable units/courses with other educational institutions.
- Develops and oversees publications regarding articulation agreements, transfer courses, course numbering systems, exam scores and general education worksheets from potential transfer educational institutions.
- Manages the delivery of CR course information to the statewide databases in order to track course articulation and course submission requests.
- Promotes use of ASSIST, the intersegmental statewide repository course database, and provides training for faculty and staff.
- Manages currency on proposed curriculum changes and serves as the resources 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.
- 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.
- Meet on a regular basis with other instructional and institutional administrative and management personnel for planning, idea sharing, issue resolutions and operational communications.
- Maintains an understanding of current concepts, research and practices pertaining to the areas of responsibility through continued study and participation in professional organizations.

- Serves on the Academic Senate Curriculum Committee and serves on the General Education Review Team to review course substitution proposals.
- Manages the Articulation Module in the student information system in order to track general education approvals for transfer level courses.
- Serves as a District representative at local and state articulation and transfer meetings.
- Maintains accurate records, files, databases, and prepares reports;
- Perform other duties as assigned to support the overall objective of the position.

Qualifications

Knowledge and Skills

Requires knowledge of applicable sections of state and federal educational code and policies, Title 5 and other related laws. Requires problem solving and analytical skills. Must be able to communicate technical and complex information to others.

The skills to:

- Knowledge of procedures and regulations regarding articulation activities in an academic institution.
- Methods in evaluation of course content and California post-secondary education and out of state educational institutions
- Writing and establishing lower division major transfer requirements.
- Use computer applications including Microsoft Excel, Word, PowerPoint applications, ASSIST and other technology and software related to articulation.
- Work independently and collaboratively while under pressure; productively organize, prioritize, and manage multiple concurrent projects; and consistently meet schedules and timelines.

- Communicate effectively, both orally and in writing.
- Promote use and access of information for assessment and decision-making.
- Ability to collaborate effectively with college departments and cross-functional teams.
- Strong interpersonal, oral and written communication skills.

Abilities

- 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.
- Must be able to coordinate, and perform the various tasks and work independently with minimal supervision. Must be able to learn, interpret, explain and apply College and program policies, rules, and objectives.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to analyze situations and accurately and adopt an effective course of action.
- Requires the ability to communicate with students, staff, and the public using tact and courtesy in sometimes confrontational or strained situations

Physical Abilities

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

Education and Experience

Master's degree in a discipline that the college offers courses in and at least two years of experience in curriculum processes and development or evaluation of student records.

Licenses and Certificates

Requires a valid driver's license.