Official Title: Articulation Specialist – CCRM/STEM       Salary Group: 13       Job Code: 3217

Summary
Function:

Scope:

Duties
Essential: Facilitate the development of transfer articulations between area schools and SRSU; develop materials facilitating seamless transfer concepts for SRSU, including course-equivalency documents; communicate and promote special media, continuing education, and non-traditional format course offerings for SRSU; will oversee volunteer efforts, publications, and application coordination; advise/mentor non-traditional students and assist their transition to these formats; provide activity data to the program director. Limited area travel to regional schools, including high schools; other tasks specific to activity and other duties as assigned. Position is onsite at partner institution. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision
Received:

Given:

Education
Required: Bachelor’s degree; demonstrated knowledge of Higher Education Transfer process.

Preferred: Master’s degree; specific training in areas of recruiting or other academic student services.

Experience
Required: Experience with computer applications such as word processing, database, presentation software, and graphics programs.

Preferred: University teaching or counseling experience; experience with minority issues, adult learners, and other non-traditional students; experience with academic reporting methodologies.

Equipment/Skills
Required:

Preferred: Bilingual

Working Conditions

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: March, 2010