

Sul Ross State University
Position Description

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

Usual: Position may work out of El Paso. Position is Security Sensitive.

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