

Sul Ross State University
Position Description

Official Title: Articulation Pipeline Coordinator

Salary Group: 13

Job Code: 3243

Summary

Function: The Articulation Specialist is responsible for developing, implementing, coordinating and maintaining transfer articulation agreements, related procedure, supporting documents and communications between Sul Ross and community colleges, higher education institutions and secondary schools that enable students to readily transfer credit toward a four year degree at Sul Ross.

PRIMARY RESPONSIBILITIES:

This involves the following:

Developing and maintaining transfer concepts and relationships, interacting with key personnel in admissions, financial aid and academic departments both at Sul Ross and counterpart institutions;

Creating of structures and procedures which make the transfer process explicit, internally and externally;

Developing and maintaining communication conduits (pring, web, social media, etc.);

Creating and updating templates for dual admission and transfer instruments that can be redily modified to meet requirements of different institutions;

Creating, reviewing and updating course-equivalency/transfer degree documents and relevant supporting, procedures and documents;

Evaluating and internally reporting the success of transfer processes;

Serving on campus committees as assigned;

Participating in campus events as appropriate;

Performing other duties as assigned;

This position is accountable for transfer and articulation objectives for two Title III/Vgrant-funded programs and coordinates closely with the Vice President and provost of Academic Affairs, Vice President for Enrollment Management, College Deans, Department Chairs and academic and financial aid department leadership and staff. Travel is required. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Education and Experience

Required: High School Diploma or GED, some college, excellent interpersonal, oral and written communication skills, ability to work both independently and part of a team; demonstrated competency in Microsoft Office (Excel, Word, Power Point)

Preferred: Bachelor's degree, Masters degree; Admission academic advising, counseling, curriculum development or related experience, preferably in higher education or Community college transfer advising experience or post-secondary retention experience.

Equipment/Skills

Required: Established minimal data entry and/or typing skills. Ability to communicate in a professional manner with a variety of internal and external publics, orally and in writing. Organize and perform tasks in an orderly and accurate manner according to established policies and procedures. Ability to use basic stress and conflict management skills.

Preferred: None

Working Conditions

Usual: Position is Security Sensitive.

Special: None

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

Date revised: 03/28/2014