



POSITION DESCRIPTION

Department: Enrollment Management Services/Registrar
Working Title: Articulation Officer
Job Code: 1038
Time Base: 1.0
Position Number: 00000981
Union/ Unit (if applicable): California State University Employees Union (CSUEU)/ Unit 9

Position Reports To: Associate Registrar
Classification: Administrative Analyst/Specialist Ex I
Range Code: 2
Exempt or Non-Exempt: Exempt
Last Update: 10/12/2021

PURPOSE OF POSITION:

The Articulation Officer is responsible for coordination of the undergraduate course articulation process. Working independently, under general direction of the Assistant Registrar, the primary responsibility of the incumbent is to manage articulation agreements between CSU San Marcos and California Community Colleges, other CSU campuses, UC campuses, and private/independent California and out-of-state colleges/universities, maintain articulation records and data, and provide consultative services. Articulation agreements are used by community college counselors and CSU San Marcos evaluators, counselors and transfer, graduation and academic advisors, to facilitate the successful acceptance of transfer coursework completed towards satisfying lower-division major preparation, as well as facilitating University compliance with legislative mandates related to student success via the establishment of articulation agreements (e.g., CSU Graduation Initiative, Star Act/SB 1440, AB 386 and CourseMatch). The Articulation Officer maintains the ASSIST, TES (Transfer Evaluation System) and institutional transfer credit rule databases (PeopleSoft). The Articulation Office will assist the Admissions/Evaluator team with admissions procedures, detailing/posting of transfer credit, graduation evaluations and other duties as needed.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Articulation Coordination	40%
2. Maintenance of ASSIST/TES/transfer credit rule databases	40%
3. School/External Relations	10%
4. Administrative	10%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

I Articulation Coordination

- a. Transfer Course Articulation Coordination
 - Review and evaluate student transfer credit articulation in PeopleSoft application.
 - Maintain and oversee the college articulation programs, procedures, and policies as dictated by the California Education Code, California State University (CSU), University of California (UC) regulations and standards, and California Community College Chancellor's Office Guidelines and Standards.
 - Understand the relationship between transfer credit and its intersection with the online degree audit.
 - Create and maintain transfer credit articulation rules within the PeopleSoft Transfer Credit Module.
 - Disseminate processes related to transfer credit encoders with regard to articulation information.
 - Coordinate and prioritize "Special Projects" related to transfer credit articulation rules.
 - Research and provide recommendations for operational and technological innovations related to maintenance and coordination of articulation agreements.

- b. Campus Articulation Process Coordination
 - Serve as liaison between CSU San Marcos and other statewide college and university articulation officers.

- Respond to articulation requests and disseminate current, accurate, articulation data to students, staff, appropriate departments, and campuses.
- Contact colleges to propose articulation.
- Prepare and distribute annual summary of lower division curricular changes to all California postsecondary institutions.
- Coordinate, and maintain a comprehensive articulation program, which includes UC, CSU, private universities, and colleges throughout California and beyond.
- Obtain approval for new articulation agreements from academic department chairpersons, faculty, advisors, or community college articulation officers.
- Obtain approval for new articulation based upon CSU Executive Orders (EOs) along with faculty input for system-wide credit of external exams such as Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP).
- Prepare and disseminate curriculum and articulation reports as required by the university or CSU, as well as other collegiate organizations and systems.
- Facilitate discussion and negotiate the resolution of sensitive curricular issues between faculty and other collegiate institutions which impact the development of articulation agreements.

2. Maintenance of ASSIST/TES/Transfer Credit Databases

- a. Articulation System Simulating Interinstitutional Student Transfer (ASSIST) Program
 - Liaison between CSU San Marcos and the ASSIST Coordination Site.
 - Participate in various ASSIST meetings.
 - Coordinate the development and documentation of articulation for the ASSIST database.
 - Publicize the ASSIST website to CSU San Marcos faculty, staff, and students.
 - Submit CSU San Marcos's curricular changes affecting lower-division course articulation and program requirements.
 - Coordinate and oversee the maintenance of the University's articulation agreements.
 - Train CSU San Marcos faculty and staff in the use of ASSIST information, as needed.
 - Provide historical articulation data upon request.
 - Maintain suspense file on in-progress articulation.
 - ASSIST data entry.
 - Format all CSU San Marcos major and option lower division requirements consistent with the current catalog.
 - Enter and maintain all course-to-course articulation information on a year-round basis.
 - Enter and update ASSIST Exploring Majors information for all San Marcos State majors and options.
 - Maintain and update transfer credit rules in PeopleSoft database.
 - Assist with the detailing, evaluation and posting of credit during application periods.
 - Assist with graduation evaluations and degree conferrals as needed.
 - Assist with yearly NCAA certification process.
 - Assist with Registrar's general phone line and resource inboxes.
 - Assist the Registrar/Admissions office with other duties as needed.
- b. CollegeSource Transfer Evaluation System (TES)
 - Build CSU to CSU campus articulation in TES for upper division courses.
 - Build transfer equivalencies for UC, private universities, and colleges throughout California and out-of-state colleges/universities
 - Create and coordinate transfer credit articulation rules within TES.
 - Review legislative initiatives impacting articulation agreements (e.g. CourseMatch, "AB 386", STAR Act "SB 1440").
 - Provide Office of Admissions with an analysis of courses to determine "Golden IV" admissions eligibility.

3. School and External Relations

- Maintain positive working relationships with articulation colleagues at other CSU, UC and California Community College campuses.
- Communicate updates on CSU academic program changes to articulation, admissions and outreach groups at California Community College campuses.
- Participate in statewide and systemwide articulation conference calls, meetings and trainings.
- Serves as primary point of contact for community college constituents and CSUSM department faculty and staff on academic program articulation and preparation.
- Coordinate information and communication with the Director of Admissions & Recruitment and the Registrar.

4. Administrative

- Attend and participate in staff meetings, retreats and planning sessions.
- Attend appropriate or assigned campus-wide events.
- Explore opportunities for collaboration and coordination of activities and events with members of Enrollment Management Services and the campus community.
- Represent EMSOR at various campus events and organizations.
- Represent EMSOR and the campus at various off-campus and community meetings
- Manage Articulation and Transfer Credit department inboxes.
- Participates in Enrollment Management Services special events (i.e. Discover days, Orientation, Commencement)

PROVIDES LEAD DIRECTION OF OTHERS

N/A

REQUIREMENTS OF POSITION:

I. List education and experience required

- Bachelor's or equivalent administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs plus a minimum of three (3) years' experience working with secondary and community college student needs and development.
- Two (2) years' experience working with the evaluation of transfer course equivalencies.
- Must possess a valid CA Driver's License, Class C.

2. List knowledge, skills, and abilities required for this position.

- Expert working knowledge of the practices, procedures and activities of transfer credit evaluation and course articulation.
- General knowledge of the methods and problems of organizational and program management.
- Ability to interpret and advise on policies, rules and regulations.
- **Ability to analyze business processes and make recommendations for innovations and improvement.**
- Excellent computer literacy skills (databases, word-processing, and spreadsheet applications in a PC Windows environment) to maintain and troubleshoot ASSIST/TES/transfer credit rule databases.
- Program coordination and planning skills to support liaison role.
- Ability to use initiative and resourcefulness in planning and directing work assignments and in implementing long- range program improvements.
- Strong organizational and time management skills to maintain multiple responsibilities.
- Ability to reason logically.
- Ability to collect, compile, analyze and evaluate data and make verbal or written presentations based on these data.
- Ability to advise students individually and in groups on routine matters where required.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas.
- Ability to establish and maintain cooperative and effective relations with University employees, students and the public to support partnerships.
- Strong written and oral communication skills to present information.
- Knowledge and application of CSU academic policies.
- Ability to analyze and evaluate transcripts, coursework, credits, records and related materials.
- Ability to solve complex issues related to transfer course articulations and policy implementation.
- Working knowledge of individual and group behavior to coordinate with various partners.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the University community, and establish and maintain cooperative and effective relations with University employees, students and the public.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- Standard office equipment (computers, copiers, phones, fax) and computer software such as Microsoft

Word, Excel, Outlook.

4. Unique working conditions

- Involves considerable travel within California in private automobile.
- Some out-of-region travel required.
- Evening and weekend hours required.

5. Other Employment Requirements

- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.
 - Limited Reporter
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention “EDU: Eliminate Campus Sexual Misconduct”.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Various University Departments/Offices	To coordinate processes	Daily
EMS Staff	To gather information and coordinate work	Daily
Faculty	To gather information and coordinate	Daily
Community College	processes To provide information and	Daily
Counselors/Articulation Prospective	coordinate processes To provide higher	Daily
Students	education information	As
CSU Chancellor's Office Staff	Coordination/information regarding policies	needed
Community Based Organizations	Collaboration and partnership development	As needed

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Sitting				X	
2. Standing			X		
3. Walking			X		
4. Bending (neck)	X				
5. Bending (waist)	X				
6. Twisting (neck)	X				
7. Twisting (waist)	X				
8. Crawling	X				
9. Climbing	X				
10. Reaching (above shoulder)	X				
11. Reaching (below shoulder)	X				
12. Walking on uneven ground	X				
13. Crouching					
14. Kneeling	X				
15. Balancing	X				
16. Pushing or pulling	X				

Number of hours/day
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
17. Fine manipulation	X				
18. Simple grasping	X				
19. Power grasping	X				
20. Lifting or carrying					
A. 10 lbs or less		X			
B. 11 to 25 lbs	X				
C. 26 to 50 lbs	X				
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
21. Keyboard use				X	
22. Mouse use				X	
23. Repetitive use of hands/arms			X		
24. Repetitive use of legs/feet		X			
25. Eye/hand coordination	X				

- 26. Driving cars, trucks, forklifts and other equipment
- 27. Being around scientific equipment and machinery

Yes No

	X
	X

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Directing others				X	
2. Writing			X		
3. Using math/calculations			X		
4. Talking			X		
5. Working at various tempos			X		
6. Concentrating amid distractions				X	
7. Remembering names			X		
8. Remembering details			X		
9. Making decisions			X		
10. Working rapidly			X		
11. Examining/observing details		X			
12. Discriminating colors		X			

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Inside					X
2. Outside	X				
3. Humid	X				
4. Hazards	X				
5. High places	X				
6. Hot	X				
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Extreme change of temp	X				
11. Dirty/dusty	X				
12. Exposure to gas, fumes or chemicals	X				
13. Odors	X				
14. Noisy		X			
15. Working w/others	X				
16. Working around others					X
17. Working alone		X			

SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____