

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **ARTICULATION/CERTIFICATION
SPECIALIST**

SALARY TABLE: **29**

SALARY RANGE: **33**

BASIC FUNCTION:

Under the direction of the Articulation Officer, perform a variety of specialized duties in support of articulation and general education certification functions to facilitate the transfer of College students to four-year institutions; review, evaluate and determine appropriate response to curriculum, articulation and general education changes and requirements; prepare, update and maintain related articulation agreements, databases, publications, informational materials, certifications, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties in support of articulation and general education certification functions to facilitate the transfer of College students to four-year institutions; assist in assuring related activities comply with established standards, requirements, policies and procedures.

Update lists, curriculum guides, college catalogs, schedules of classes, forms, applications and various other publications and informational materials with changes and additions related to curriculum, courses, equivalencies, transferability, articulation and general education certification.

Research, interpret and compile documents, data and information related to assigned activities; review and evaluate curriculum changes and determine impact on articulation, general education certification and student transfers; make appropriate articulation modifications as needed.

Establish, develop and maintain course-to-course and major articulation agreements with UC, CSU and designated private and out-of-State colleges and universities for use by counselors, advisors, staff, students and four-year institutions.

Prepare, process and distribute certifications for transfer students; review student transcripts and determine course equivalency or substitution of courses used for general education certification; compile and assemble related transcripts and information; notify students of certification status.

Evaluate courses offered at four-year institutions and recommend College courses to be reviewed for possible equivalency and transferability; review new College courses and provide recommendations concerning transferability and equivalent courses at four-year institutions.

Input and update a variety of articulation, curriculum and other data in an assigned computer system;

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manipulate data, develop spreadsheets and databases and generate a variety of computerized records, reports and documents used in tracking curriculum, articulation agreements, courses and programs.

Prepare and maintain a variety of manual and automated records, reports and files related to articulation, general education certification, agreements, majors, courses, curriculum, equivalency, correspondence and assigned activities; distribute reports as needed.

Serve as a technical resource concerning articulation, curriculum, transfers and general education certification; respond to inquiries and provide detailed information concerning related standards, resources, requirements, changes, practices, policies and procedures.

Assist in the development and maintenance of database systems for tracking and reporting changes in articulation; assist in assuring proper application of articulation and general education certification policies, procedures, requirements and regulations in reports, applications and advising tools.

Communicate with students, personnel, counselors, advisors, administrators, four-years institutions, outside agencies and the public to exchange information and resolve issues and concerns; prepare and distribute correspondence related to assigned activities as needed.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Assist with the preparation and distribution of bulk mailings and coordinating of special events and activities as assigned.

Attend and participate in various meetings, conferences and committees as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standards, requirements, practices, techniques and procedures involved in articulation, general education certification and student transfer functions.

Curriculum interpretation and application related to articulation and general education certification.

Transcript evaluation and processing methods, procedures and guidelines.

General practices, procedures and techniques involved in determining College course equivalency and transferability.

Applicable laws, codes, regulations, policies and procedures.

Methods of collecting and organizing data and information.

Record retrieval and storage systems.

Policies and objectives of assigned programs and activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

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Oral and written communication skills.

Record-keeping and report preparation techniques.

ABILITY TO:

- Perform a variety of specialized duties in support of articulation and general education certification functions to facilitate the transfer of College students to four-year institutions.
- Update various forms, documents and materials with changes and additions related to curriculum, courses, equivalencies, transferability, articulation and general education certification.
- Review and evaluate curriculum changes and determine impact on articulation, general education certification and student transfers.
- Establish, develop and maintain course-to-course and major articulation agreements.
- Prepare, process and distribute certifications for transfer students.
- Evaluate College courses to determine equivalency and transferability.
- Serve as a technical resource concerning articulation, curriculum and general education certification.
- Research, interpret and compile documents, data and information related to assigned activities.
- Interpret, apply and explain applicable standards, requirements, laws, codes, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software..
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain a variety of manual and automated records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with course work in education, counseling, record-keeping, statistics or related field and two years increasingly responsible articulation, educational guidance or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.