

**CLASS SPECIFICATION**  
**College Articulation Specialist**

FLSA Status: Nonexempt  
EEOC Job Category: Office and Clerical  
Union Representation: Represented

**GENERAL PURPOSE**

Under general supervision, performs a variety of specialized and responsible administrative support and clerical duties in support of District articulation functions and operations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

College Articulation Specialist is responsible for performing clerical and administrative support and assistance for District articulation functions, including facilitating articulation activities with other colleges and universities, annually updating all of the District's curriculum guides, assisting in the maintenance of the District's articulation budget, preparing annual mailings of District course catalogs to other California educational institutions and assisting in the daily administration of the College Articulation Office.

College Articulation Specialist is distinguished from admissions and records classes in that incumbents in the former class are responsible for performing specialized administrative support duties for District articulation processes and functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in the facilitation of articulation activities with CSU, UC and independent colleges and universities; assists in researching catalogs from other colleges for proposals for new and revised courses for articulation requests and forwards course outlines and requests to Articulation Officers; reviews current agreements determine affects of curriculum changes and ensures agreements are current and accurate; distributes catalogs from other colleges and universities to staff and students; researches and provides information to past District students on current or historical course descriptions.
2. Updates all District curriculum guides annually; submits guides to department heads for review and verifies proper signature and change has gone through proper committees; makes necessary revisions and corrections and updates the general education guide, Plan B and IGETC certification and advisory forms; prepares lists of certificates and degrees offered by the District and distributes to appropriate departments; prepares annual summaries of curriculum additions, deletions and changes and sends other colleges and universities.

3. Assists in the daily administration of the College Articulation Office; answers, screens and routes telephone calls; takes and distributes messages; greets and directs visitors to the appropriate staff member; opens, screens and distributes office mail; researches and responds to questions and requests for information and resolves or refers to appropriate staff member; composes routine correspondence.
4. Maintains mailing lists, generates mailing labels and prepares annual mailings of District course catalogs to other California colleges and universities and local high schools and employers; mails catalogs to other parties as requested.
5. Processes high school articulation and ROP forms and credit by examination applications; verifies and determines eligibility and submits paperwork to Admissions and Records; compiles information for statistical records and generates reports.
6. Assists in maintaining the District's articulation budget; prepares and processes budget items, such as buyout requisitions and appropriation transfers.
7. Processes applications and expense claims for the Foundation Grant Program.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Policies, procedures, rules and regulations governing community college, college and university articulation.
2. District policies and procedures for articulation.
3. Office administrative and management practices and procedures.
4. Principles and practices of sound business communication.
5. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
6. Uses of word processing, spreadsheet, database and other standard software to create routine documents and materials.
7. Basic research techniques, methods and procedures.
8. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

### **Ability to:**

1. Maintain and update curriculum guides in accordance with District policies and procedures.
2. Operate a computer, word processing and spreadsheet software and other standard office equipment.

3. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
4. Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.
5. Organize, research and maintain complete and extensive files and records.
6. Compose correspondence and prepare documents from brief instructions.
7. Communicate clearly and effectively, both orally and in writing.
8. Understand and follow written and oral instructions.
9. Prepare clear, accurate and concise records and reports.
10. Use a high degree of tact, diplomacy and discretion in dealing with sensitive situations and concerned citizens.
11. Establish and maintain effective working relationships with District management, staff, administrators, faculty, students, other colleges and universities and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of progressively responsible clerical and administrative office support experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with District management, staff, administrators, faculty, students, other colleges and universities and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical office conditions, and the noise level is usually quiet.