

JOB DESCRIPTION



Position Title: Transfer Articulation Manager

Department: Admissions and Records

Employment Category: Administrative Support

Primary Location: Sierra Vista Campus

FLSA Classification: Exempt

Remote eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS11

Position Summary: The Transfer Articulation Manager is responsible for managing the transfer articulation process and data warehouse, prior learning assessment, clock hour programs, clearinghouse reporting, and the awarding of programs of study completions, and for serving as a subject matter expert in the development, implementation, and maintenance of processes, procedures, and policies for all transfer articulations and related projects.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Coordinates and participates in the planning, testing, development, implementation, documentation, administration, and maintenance of all transfer articulations; to include military transcript (JST) evaluations and Prior Learning Assessment, and other Admissions and Records projects or operations as needed

Serves as a liaison in collecting and providing data to faculty, staff, and external entities such as the National Student Clearing House, ensuring compliance with auditing standards; prepares other related reports and information as assigned

Develops training guides and conducts training for employees, ensuring processes and procedures are well documented; responds to student, staff, and external inquiries regarding all transfer articulation

Oversees the awarding of program completions once requirements are met, ensuring all possible credentials are posted to the student record; record; collaborates with the Degree Audit Systems Manager in certifying degree audits; ensures degree audits follow current college requirements; performs data extraction and analysis to determine student credentialing eligibility and collaborates with the Counseling and Advising office with outreach efforts

Supervises the credential evaluator staff, prioritizes and assigns work, managing quality control and consistency, performance reviews and evaluations, and documenting performance as required; makes recommendations regarding department organization and process workflows, promotes teamwork, collaboration, and resource sharing throughout the department and with other departments; provides support on routine office tasks

Attends department, district, and state meetings as required to maintain a professional knowledge of federal, state, accreditation requirements, and college policies, serving as a resource and communication liaison for transfer articulation for internal staff; serves on Curriculum Committee, Academic Standards Committee, Prior Learning Committee, and other committees as assigned

Participates in ongoing professional development activities to remain current with the functionality of the transfer articulation system, updating training guides, reference resources, etc. as needed

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and

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staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree from a regionally accredited institution of higher learning recognized by the US Department of Education

Four years of related experience in transcript processing, admissions or registration in a higher education setting

Ability to pass a comprehensive background screening required to obtain Fort Huachuca access badge

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of college operational practices, policies and procedures, and the ability to follow them

Knowledge of the proper operation of and the ability to use personal computers and job-related software, including Microsoft Office Suite and other job specific software

Knowledge of Arizona Association of College Registrars and Admissions Officers standards for awarding transfer credit

Knowledge of Prior Learning Assessment and clock hour programs

Knowledge of enrollment reporting requirements

Knowledge of and ability to use integrated enterprise systems and relational database systems used to manipulate and summarize data and produce reports, preferably SCT Banner and Oracle

Knowledge of academic and/or career programs

Knowledge of articulation technology and degree audit software

Knowledge of supervisory practices, principles, and techniques

Skill in listening to issues, synthesizing information, and reaching sound conclusions

Skill in organizing and maintaining detailed records

Skill in preparing, maintaining, and interpreting statistical data

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail; work independently in meeting various time deadlines and work pressures with frequent interruptions

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Admissions and Records

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.