



JOB INFORMATION

<i>Job Code:</i>	137123
<i>Job Title:</i>	Articulation Officer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Academic Review/Counseling
<i>Job Family Group:</i>	Academic Advising and Career Counseling
<i>Management Level:</i>	6 Supervisor

JOB SUMMARY

Manages the staff and activities of the Articulation Office, Curriculum Office and Classroom Scheduling. Serves as the university's Chief Articulation Officer and in this capacity provides direction, oversight and professional expertise in the development and implementation of transfer policies and all matters relating to articulation.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree		Or
	X	Doctorate		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years		
	X	7 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Professional level experience in transfer recruitment, transfer credit assessment, academic advisement or curriculum research and design at the secondary level.
X		Experience as a college instructor/professor.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directly or indirectly supervises all assigned subordinate staff, usually through multiple layers of supervisors. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required.				
Plans, prioritizes and coordinates activities of the Curriculum Office, Classroom Scheduling, Course Scheduling and the semesterly production of the Schedule of Classes. Resolves problems referred by subordinate supervisors or staff.				
Develops and recommends university transfer policies relating to the awarding of credit for classes taken at accredited U.S. colleges and schools, from appropriate examinations, military credit and other types of courses. Ensures policies are consistent with USC's accreditation and academic standards.				
Ensures articulation agreements are formalized and current for community colleges and other accredited institutions from which students transfer. Ensures agreements are available for access by employees, internal and external, involved in articulation matters. Oversees the maintenance of articulation data on an automated system and participates in designing system enhancements.				
Develops and implements training and communications programs to support university articulation, curriculum and class scheduling activities.				
Reviews student requests for exception to transfer credit policies and takes appropriate action.				
Participates in planning and administration of unit budget(s), as assigned.				
Serves as information resource for the university community and/or the general public concerning unit program(s) and/or project(s).				
Participates directly or indirectly in all standing university committees charged with reviewing issues which impact USC curricula policies or transfer credit policy.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents university and/or unit, as assigned or appropriate.				
Participates in strategic planning for unit, as assigned. Provides input, as requested. Assists in developing goals and objectives.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.