



USC University of Southern California

Articulation Analyst Job Description

JOB INFORMATION

<i>Job Code:</i>	137121
<i>Job Title:</i>	Articulation Analyst
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Academic Review/Counseling
<i>Job Family Group:</i>	Academic Advising and Career Counseling
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Schedules and participates in reviewing, updating and overseeing distribution of articulation agreements. Reviews and evaluates course work for credit evaluation to ensure compliance with university policies. Counsels prospective and continuing students regarding transferability of courses taken elsewhere. Acts as a resource to other staff and counselors at USC and other campuses.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	3 years	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in college academic administration or related activities.
	X	Familiarity with USC policies and procedures, curricula, information systems(AIS), articulation, and credit evaluation. Programming skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Reviews, updates and maintains comprehensive articulation agreements with California community colleges. Maintains database of accurate and up-to-date information on transferable courses at other colleges and universities. Reviews specialized agreements for USC's professional schools for accuracy.				
Analyzes and evaluates transfer credit statements and transfer course pre-approvals for transferability for students, including GE credit, course equivalency and other course requirements. Interprets accreditation status of domestic institutions.				
Counsels students on problems related to proposed transfer courses. Contacts appropriate departments at USC and other campuses to provide solutions/alternatives.				
Serves as a resource to the university community and the general public on articulation policies. Provides consultation to community college counselors to assist students considering transferring to USC.				
Maintains currency with university curricula, policies and procedures, and with changes in curriculum and transfer student-related issues in California.				
Participates in planning and implementing training programs for university staff and community college counselors regarding USC transfer procedures, articulation agreements and use of interactive computerized articulation system.				
Coordinates production, review and dissemination of all comprehensive articulation agreements throughout USC and California community colleges.				
Researches and produces standard and ad hoc reports on transfer students-related issues for management, and interested on and off campus groups.				
Establishes and maintains appropriate network of professional contacts.				

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.