UNIVERSITY OF SOUTHERN CALIFORNIA

Articulation Analyst

Job Code: 137121

Grade: I
OT Eligible: No
Comp Approval: 9/12/1994

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 ACCOUNTABILITIES:

*E/M/NA % TIME

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.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
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.

**JOB QUALIFICATIONS:**

**Minimum Education:**
Bachelor's Degree

**Minimum Experience:**
2 Years

**Minimum Field of Expertise:**
Experience in college academic administration or related activities.

**Preferred Experience:**
3 Years

**Preferred Field of Expertise:**
Familiarity with USC policies and procedures, curricula, information systems (AIS), articulation, and credit evaluation. Programming skills.

**Skills: Other:**
Analysis
Assessment/evaluation
Communication -- written and oral skills
Counseling
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Research
Scheduling

**Skills: Machine:**
Computer Network (University)
Personal Computer

**Supervises: Level:**
May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ___________________________  Date:_____________________________

Supervisor: ___________________________  Date:_____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer