UNIVERSITY OF SOUTHERN CALIFORNIA

Articulation Assistant

Job Code: 137122

Grade: F
OT Eligible: Yes
Comp Approval: 8/16/2007

JOB SUMMARY:
Enters data into DARS articulation database and ensures accuracy of data.

JOB ACCOUNTABILITIES:

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- Enters courses into DARS articulation database after interpretation and application of articulation rules. Assigns appropriate “flags” and other data about the course. Ensures accuracy of data and adherence to transfer policies.
- Prepares materials for articulation staff based on information from the DARS transfer evaluation program to assist in articulation evaluations. Reviews reports for data errors and corrects accordingly. Prints transfer credit report and any additional information.
- Conducts preliminary annual update of articulation agreements, compares current agreement to list of UC approved courses, deletes obsolete courses, and refers new courses for evaluation.
- Answers basic transfer and articulation policy questions for individuals requesting information by telephone and/or in person. Routes calls or takes messages as necessary. Refers students to appropriate offices, if necessary. Assists student workers with routine tasks, as needed.
- Performs special research projects, as requested.

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

EMERGENCY RESPONSE/RECOVERY:

Essential: 
- Yes
- 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:

High School or equivalent
Minimum Experience:

2 Years

Minimum Field of Expertise:

General office

Skills: Administrative:

Answer telephones
Communicate with others to gather information
Gather data
Input data
Prioritize different projects
Research information
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Other:

Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution

Skills: Machine:

Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

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.

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