UNIVERSITY OF SOUTHERN CALIFORNIA

Articulation Officer

Job Code: 137123

Grade: L
OT Eligible: No
Comp Approval: 1/21/2005

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 ACCOUNTABILITIEs:

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<th>% TIME</th>
<th>E/M/NA</th>
<th>Activity Description</th>
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<tr>
<td>____</td>
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<td>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.</td>
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<td>Plans, prioritizes and coordinates activities of the Curriculum Office, Classroom Scheduling, Course Scheduling and the semestery production of the Schedule of Classes. Resolves problems referred by subordinate supervisors or staff.</td>
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<td>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.</td>
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<td>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.</td>
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<td>Develops and implements training and communications programs to support university articulation, curriculum and class scheduling activities.</td>
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<td>Reviews student requests for exception to transfer credit policies and takes appropriate action.</td>
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<td>Participates in planning and administration of unit budget(s), as assigned.</td>
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<td>Serves as information resource for the university community and/or the general public concerning unit program(s) and/or project(s).</td>
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<td>Participates directly or indirectly in all standing University committees charged with reviewing issues which impact USC curricula policies or transfer credit policy.</td>
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<td>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.</td>
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<td>Participates in strategic planning for unit, as assigned. Provides input, as requested. Assists in developing goals and objectives.</td>
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_E___       ______ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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
- **Yes**: 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:**
- 5 Years

**Minimum Field of Expertise:**
- Professional level experience in transfer recruitment, transfer credit assessment, academic advisement or curriculum research and design at the secondary level, or college teaching.

**Preferred Education:**
- Doctorate
- Master's Degree

**Preferred Experience:**
- 7 Years

**Skills:**

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Curriculum development
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Managerial Skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Research
Scheduling
Staff development

Skills:  Machine:
        Computer Network (University)
        Personal Computer

Supervises: Level:
        Manages through multiple layers of subordinate supervisors

Supervises: Nature of Work:
        Administrative
        Clerical/Secretarial
        Managerial
        Professional/Paraprofessional

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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