



*INTERNAL ANNOUNCEMENT
ACADEMIC OPPORTUNITY*

Articulation Officer

60% Released Time

Closing Date: February 17, 2021

Objectives of Assignment:

Coordinates articulation process between Glendale Community College and local, state, and national public and private colleges and universities and state offices running articulation programs including UC Office of the President and CSU Chancellors office, ASSIST, C-ID, UC and CSU.

Description of Assignment:

Works with the curriculum and instruction committee, Curriculum Chair, and the Dean of Student Services in developing and implementing articulation processes for Glendale Community College courses and programs with public and private colleges and universities.

Supervision Exercised and Received:

Supervision provided by the Dean of Student Services

Tasks and/or Activities Required:

- Serves as the ASSIST contact and administrator for the College. Responsibilities include updating the curriculum on the ASSIST site during the submission cycles.
- Works with the University of California Office of the President, the California State University Chancellor's Office, the Association of Independent California Colleges and Universities, and the California Community College Chancellor's Office to articulate the College's credit program.
- Works with colleges and universities to articulate the College's credit programs.
- Assists the Office of Admissions and Records and other Student Services offices in the evaluation of other college transcripts.
- Informs campus instructional/counseling faculty and administration on transfer curriculum, articulation, and related matters.
- Disseminates current, accurate, articulation data to students, staff, and appropriate departments.
- Serves on appropriate campus committees such as Curriculum & Instruction, Academic Affairs, Guided Pathways and catalog.
- Serves as a consultant to faculty providing needed materials and information about course development and articulation proposals and acceptances.
- Manages and updates campus articulation data and provides an annual summary of curricular changes every year for both internal and external recipients.

- Submits requests for review to IGETC, CSU GE, baccalaureate lists, UCTCA lists, ASSIST, and other articulation-related data.
- Submits and resubmits and monitors C-ID processes and updates faculty on decisions and or new C-ID descriptors. Works with faculty to correct and/or update course outline of record for resubmission.
- Proactively finds courses on ASSIST that currently do not have articulation with GCC to submit articulation reviews to the appropriate university.
- Work with private university articulation officers to develop transfer guides.
- Train faculty on how to navigate ASSIST.org
- Update AP CLEP, and IB charts
- Attend California Intersegmental Articulation Council (CIAC) regional meetings and conferences to remain up to date with articulation information.
- Meet with curriculum co-chairs on a weekly basis
- Serve on Technical Assistance committee through C & I to review proposed course outlines.
- Assists our non-credit programs with articulation as well as local high schools for development of career pathways
- Performs other related duties as assigned by the Dean of Student Services.

Preferred Qualifications:

- Knowledge and understanding of curriculum components
- Understanding of transfer criteria
- Knowledge of general education and major requirements for counseling of students interested in transfer

Stipend and/or Released Time:

60% released time

Term of Assignment:

Five years subject to an annual review by the Dean of Student Services and the availability of funding.

Application Procedure:

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Student Services.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*

Released Time/Extra Pay Assignment
Application



<i>APPLICATION FORM</i> Articulation Officer 60% Released Time Closing Date: February 17, 2021

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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