



HARTNELL COLLEGE

## SPECIAL ASSIGNMENT OPPORTUNITY

**Title: Articulation Specialist**

**Reports to: Dean of Student Affairs, Student Success**

**DESCRIPTION IF PROJECT, WORK, SERVICE REQUESTED:**

The Articulation Specialist will be responsible for learning the roles and responsibilities of an Articulation Officer at a community college by participating in an intensive two-year mentorship program under the guidance and support of the college's Articulation Officer. Working with the Articulation Officer, the Specialist will become familiar with the yearly cycle of articulation activities and will begin sharing some of the duties of an Articulation Office, while providing opportunities for all faculty to become knowledgeable about their role in student transfer issues.

**SAMPLE DUTIES AND RESPONSABILITIES:**

- Become a well-informed resource for students, faculty, and administrators on transfer curriculum, articulation, and related matters.
- Incrementally learn to handle all the duties of the Articulation Office through a mentorship program developed and coordinated by Hartnell's Articulation Officer.
- Assist in the dissemination of current, accurate articulation data.
- Attend Curriculum Committee meetings and other appropriate committee meetings as assigned.
- Assist in the facilitation of campus participation in intersegmental programs such as C-ID, ASSIST-Next Generation, regional meetings and transfer fairs and Intersegmental Coordinating Committee activities.
- Act as liaison to particular departments or faculty regarding their proposals for curriculum and
- course articulation and assist them in meeting timelines for these processes.
- Initiate articulation agreements between institutions of higher education
- Attend and participate in regional and statewide meetings, conferences and workshops for additional professional development.
- Assist the Articulation Officer in developing appropriate activities and workshops for Hartnell faculty to become knowledgeable about their role in articulation issues and advocates for student transfer.

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**DELIVERABLES EXPECTED:**

- Developing expertise in a broad range of articulation matters and activities
- Assistance in the annual submission of courses for University of California Transfer Course Agreement (TCA) the Intersegment General Education Transfer Curriculum (IGETC) agreement; California General Education Transfer Curriculum (CalGETC); the Common course Identification (C-ID) project; and the California State University- General Education (CSU-GE) Breadth project (as needed).
- Assistance in managing and submitting data via ASSIST and OSCAR.
- Assistance in maintaining and submitting the annual Summary of Transfer Curricular changes to CA universities and community colleges.
- Assistance in reviewing semester Schedule of Classes and Catalog transfer information, including Credit for External Examinations (AP, CLEP, IB); transfer course designators (CSU, UC, CSU-GE, IGETC, C-ID); and other transfer and articulation notations.
- Assistance in revising and updating the annual Hartnell associate degree, CSU-GE and IGETC
- general education sheets and disseminating them to appropriate offices
- Assistance to discipline faculty in reviewing and/or developing additional associate's degrees
- for transfer according to state-wide timelines.
- Becoming a primary resource for Counseling Faculty on transfer requirements and articulation agreements.

**DESIRED QUALIFICATIONS AND KNOWLEDGE:**

- Experience in developing curriculum and creating course outlines.
- Knowledge of transfer requirements and systems within California.
- Demonstrated ability to think and communicate clearly.
- Knowledge of the full breadth of transfer process from CA Community Colleges to four-year colleges and universities; academic degree and certificate programs. (While the specialist is not required to be a counselor, the faculty member must have this breadth of knowledge that counselors generally have).
- Demonstrated comfort with complex processes and systems.
- Experience or interest in learning technical computer software, including but not limited to ASSIST (both public and maintenance); CurricUNET; Transfer Evaluation System (TES); Datatel; Microsoft- ACCESS.
- Ability to work collaboratively with colleagues on the campus and at articulating institutions; to diffuse conflicts and mediate disputes and diplomatically negotiate and implement resolutions.

**TERMS OF APPOINTMENT:**

- The initial term of assignment will be two academic years. Continuation in assignment from one semester to the next will be dependent upon a showing of satisfactory performance and progress.
- Assignment will commence Fall semester 2025 and end at the end of Spring 2027 semester. Time commitment is expected to be at least 4 hours per week, 6 hours per week during the weeks the Curriculum Committee meets.
- Compensation will be NIC lab rate.
- Monthly time and effort reports are required to be submitted to and discussed with supervisor.

**APPLICATION PROCEDURES:**

- Submit a brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page)
- Email by May 9, 2025, to [hr@hartnell.edu](mailto:hr@hartnell.edu)