



JOB DESCRIPTION

JOB TITLE: Articulation/Graduation Specialist	FLSA: Exempt
Department Registrar/Admissions	Date: 5/19/2015
Security Sensitive: Yes	Grade: C-41
Reports To: Registrar/Director of Admissions	

Job Summary

Under the direction of the Registrar /Director of Admissions, the Articulation/Graduation Specialist manages and maps transfer course articulation; communicates with Texas institutions to map and articulate the Texas Common Course Numbering System and related coursework; coordinates with admissions, academic departments, program coordinators, and counseling to maintain accurate transfer course information; coordinates entry and evaluation of graduation applications and maintains graduation database.

Essential Functions

- Defines Institutional Reference Tables to emulate transfer college, including: credit system, grading system, grading scale, and grade points. Identifies the acceptability or equivalency of grades different from home college;
- Identifies courses to course equivalencies and reflects these in the articulation tables;
- Identifies one-to-one, many-to-one, and one-to-many course equivalencies and codes the articulation table appropriately for proper credit distribution;
- Evaluates CLEP scores, credit by exam, and petitions for equivalencies/substitutions in the degree/certificate programs.
- Runs and evaluates Degree Audits to verify accuracy of the audit and transfer equivalency;
- Verifies that college transfer policies comply with Galveston College and the State of Texas transfer policies. Develops transfer environment and coding scheme to reflect institutional and system requirements;
- Evaluates, articulates, and converts all transfer credits to semester credits;
- Updates Articulation Tables in a timely manner;
- Creates Institutional Reference Tables for each transfer institution as needed, at 100% accuracy;
- Supervises data entry of transfer articulation;
- Resolves ambiguities with historical course equivalencies and the current catalog.
- Explains and interprets college policies regarding transfer credits;
- Applies American Council in Education guidelines as appropriate to military transfer credit request and ACE evaluations;
- Articulates outside agency evaluation of international credentials;
- Determines credit transfer from private/technical colleges;

- Evaluates AP reports for credit awards to students;
- Maintains graduation database and provides preliminary data for state reporting;
- Evaluates graduation applications to determine certificate/degree eligibility;
- Posts certificate/degree data to student information system;
- Resolves issues with degree audit incongruities;
- Attends committee meetings to provide advice and report procedures and policies;
- Recommends policies to college personnel and departments;
- Maintains confidentiality of student records in compliance with the Family Education Rights and Privacy Act (FERPA);
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Other duties as assigned.

Minimum Education, Skills and Ability

- Associate degree required;
- Minimum of three years experience in Admissions or Registrar's Office;
- Working knowledge of articulation/transfer processes;
- Knowledge of course disciplines, educational units and educational history;
- Strong computer skills;
- Knowledge of integrated software packages, particularly Datatel/Elucian Colleague;
- Experience in interpreting and analyzing transfer course equivalents and processes;
- Experience in evaluating certificate and degree requirements for graduation;
- Capacity to manage time and balance deadlines;
- Critical/problem solving skills;
- Ability to analyze and interpret degree audit data;
- Ability to work effectively with a diverse student population;
- Demonstrated ability to prioritize multiple tasks and work independently.

Work Environment

- Work primarily in a climate controlled environment with minimal safety/health hazard potential;
- Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use;
- May require long periods of sitting or standing.

Special Requirements

- Ability to work a flexible schedule including evenings;
- Ability to work under stress;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date