

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Articulation Specialist

Job #07-045

Closing Date: 10/13/06

The Foothill-De Anza Community College District is currently accepting applications for **Articulation Specialist, Articulation and Transfer Services, De Anza College.**

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Articulation Officer, support the Articulation and Transfer Services Office by providing support, analysis, development, maintenance, and dissemination of articulation and transfer information. Support the development of articulation agreements and transfer resources. Maintain various internet/intranet web pages. Review statewide articulation database and four-year college catalogs to recommend course equivalencies and identify discrepancies. Prepare draft proposals and reports. Serve as liaison with counselors/advisors, the community, and colleges/universities to support the development of articulation agreements and transfer resources. Develop, prepare, and proof materials, such as transfer course patterns and breadth requirements for publication. Provide basic articulation and transfer information to students, counselors/advisors, and the college community. Compile information and prepare articulation reports for students. Utilize local and statewide database systems to track and report curriculum changes. Track and process course outlines. Maintain a master list of courses, their descriptions, content changes, committee decisions, general education status, and required changes for each catalog year. Maintain articulation archive files. Design and develop articulation and transfer materials, such as brochures and newsletters for students and counselors/advisors. Attend campus, regional, and statewide meetings and provide follow-up reports to the Articulation Officer. Prepare and deliver oral and written articulation/transfer reports and training sessions to division. Compile and maintain articulation and transfer statistical reports. Provide support and participate in various aspects of curriculum development and maintenance meetings. Assist in editing the college catalog. Participate in transfer/student services events. Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree in a related field.
3. Two years experience in a related field.

#### **PREFERRED QUALIFICATIONS:**

1. A Bachelor's degree in a related field.
2. Knowledge of the policies, procedures and regulations pertaining to college programs, services and instruction.
3. Knowledge of and experience with curriculum development processes, guidelines, and procedures used in the curriculum articulation process for two and four-year colleges.
4. Knowledge of California community college regulations and requirements.
5. Knowledge of and hands on experience with basic transfer-admissions requirements and guidelines for CSU, UC, private, and out-of-state educational institutions.
6. Ability to use personal computer-based software programs including, but not limited to: word processing, spreadsheets, presentation-graphics, database design/maintenance, web page design/maintenance, and desktop publishing.
7. Ability to compose letters/memos, emails, detailed reports, and informational materials.
8. Ability to facilitate small group decision-making processes.
9. Ability to use math skills to interpret statistics and perform a full range of arithmetic calculations.
10. Ability to use human relations skills to convey technical concepts to others and conduct informal presentations.
11. Ability to utilize existing resources and keep pace with technology and support systems.
12. Ability to function effectively in an environment in which the modes of information delivery frequently change.
13. Ability to analyze and communicate articulation information effectively both verbally and in writing.
14. Ability to meet schedules and timelines.
15. Ability to maintain current knowledge of trends affecting college enrollment.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Articulation Specialist.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

**CONDITIONS OF EMPLOYMENT**

**Salary:** \$3,847.78 per month plus benefits; level N-46

**Position:** Full-time, Permanent, 12 months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://www.fhda.edu>