Director, Articulation and Transfer Resources

FLSA Status: Exempt
Pay Grade: 22
Job Title ID: 110502
Job Series/Job Family: Academic Transfer & General & Developmental Education Series / Articulation Family

Reports To

Vice President, Academic Transfer

Job Purpose

To coordinate with Austin Community College and transfer institution staff in assisting students in the effective transfer of lower division courses at ACC to four year educational institutions.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides transfer information through coordination with student services staff and faculty.
2. Maintains, updates and ensures the relevancy of articulation/transfer web page information.
3. Collaborates with ACC Department Chairs and Deans as well as transfer representatives to set up new articulation agreements and transfer plans.
4. Coordinates and facilitates events such as articulation agreement signing ceremonies, Math and Science Academy logistics, and other events as assigned.
5. Cultivates effective working relationships and communications with college and university articulation/transfer representatives.
6. Conducts periodic training and workshops for faculty and staff in relation to articulation and transfer issues, website links, and updates.
7. Gathers and maintains records of transfer in relation to ACC students who transfer to major institutions; shares data with academic and student services departments.
8. Negotiates with institutions receiving transfer course work including that which falls outside the established articulation agreement.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Transfer and articulation processes.
- Articulation agreements.
- Equivalency and transfer guides.
- Transfer tracking reports.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.

- Addressing the needs of students who have declared their intent to transfer.
- Negotiating with institutions receiving transfer course work.
- Developing effective working relationships with relevant college and university transfer representatives.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in an office environment.

Work Experience

Required

- Three years work experience with transfer and/or academic program responsibility in an institution of higher education.

Preferred

- Five years experience with admissions and/or transfer responsibilities in a higher education environment.

Education

Required

- Bachelor's degree.

Other

Preferred

- Knowledge of Workforce Education curricula.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.