



POSITION ANNOUNCEMENT

Job Title: Articulation Specialist
Department: Office of the Registrar
Reports To: Assistant Vice President and Registrar
Status: 20 Hours Per Week (9-months/40 weeks)
Prepared Date: November 2, 2021

SUMMARY

This position is responsible for coordinating and maintaining university articulation agreements. Coordinates with Record Specialists, Undergraduate Admissions Officers and chairs/program directors with the development and maintenance of articulated agreements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates with department and program chairs, deans, Undergraduate Admissions and Registrar staff to facilitate new articulation agreements and transfer plans/equivalencies.
2. Updates and maintains articulation agreements, special curriculum contracts, which includes maintaining communications with the Office of Undergraduate Admissions, deans, chairs, program directors, and all support offices involved in the development of the agreement, and recruitment and enrollment of students in articulated programs.
3. Prepares and recommends support for transfer credit equivalencies to the Record and Data Specialists, Office of Undergraduate Admission and the respective deans, chairs, program directors and support offices.
4. Prepares and recommends transfer credit equivalencies for military and other credits.
5. Provides transfer information through coordination with Registrar, Admissions and college staff and faculty.
6. Liaison with college/department staff on behalf of students requesting transfer credit evaluations.
7. Maintains equivalencies and organizations in Jenzabar EX and the JRM.
8. Conducts periodic training and workshops for faculty and staff in relation to articulation and transfer issues.
9. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required .

EDUCATION AND EXPERIENCE: Bachelor's degree and two to four years of experience in higher education, preferably in curriculum. Experience editing and formatting documents in preparation for publication. Working knowledge of Microsoft Office required.

TO APPLY:

External candidates please complete the application on our website at madonna.edu. Please send a **letter of intent** reflecting the above responsibilities and qualifications and a **resume** to hr@madonna.edu.

Current employees please complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.