

**TITLE OF POSITION:**

Transfer Credit and Articulation Analyst

**DATE AVAILABLE:**

May 1, 2018

**SALARY:**

Commensurate with education and experience. Employees also enjoy a generous benefits package including health benefits, paid time off, and education benefits for employees and qualified dependents.

**RESPONSIBILITIES:**

The Transfer Credit and Articulation Analyst is responsible for developing, maintaining and executing articulation and transfer credit equivalencies for the Ohio University campus system. The Transfer Credit and Articulation Analyst works under the direction of the Associate Director for Transfer Credit and Articulation Management and in collaboration with colleagues in the Undergraduate Admissions team to collaboratively execute institutional strategic initiatives and ensure compliance in statewide policies and initiatives.

Develop, coordinate, implement and maintain articulation agreements across the Ohio University campus system, including agreements with other regionally-accredited institutions as well as bilateral agreements between OHIO and approved technical centers. Under the direction of the Associate Director for Transfer Credit and Articulation Management, determine strategic opportunities for developing these transfer pathways. Coordinate the solicitation and review of course syllabi and supporting materials by faculty and academic colleagues, and document processes related to equivalencies and agreement development. Serve as point of contact and counsel to colleagues in development of agreements and defined transfer pathways.

Facilitate OHIO's participation in statewide transfer equivalency guarantees, including but not limited to Transfer Assurance Guides (TAG), Ohio Transfer Module (OTM), Military Transfer Assurance Guides (MTAG) Career-Technical Assurance Guides (CTAG) and the Secondary Career-Technical Alignment Initiative (SCTAI). Manage process of evaluation of equivalencies through academic colleges and use professional judgment and discretion to synthesize findings for submission to the state. Interpret OHIO's transfer credit policy to determine applicability of statewide credit equivalency directives relative to institutional academic requirements as codified in the Course Catalog.

Utilize extensive understanding of OHIO General Education requirements to develop and maintain transfer credit equivalency guides for specific sources of frequent external credit, including OHIO's community college partners, test credit and prior life experiences. Use professional knowledge of existing statewide credit guarantees, coupled with understanding of PeopleSoft subject area equivalency database, to identify for review external courses to be included in equivalency guide. Collaborate with Associate Director for Transfer Credit and Articulation Management to identify institutional partners where such critical review of course offerings would merit creation of guide, and work with OHIO and external colleagues to facilitate annual review of equivalency guide.

Serve as member of the recruitment team in Undergraduate Admissions. Represent the University both on- and off-campus to a wide variety of constituents, including prospective students and their families, secondary and postsecondary school personnel, community-based organizations, and other individuals or organizations involved in the college selection process. Counsel and advise constituents on a range of admission and enrollment processes. Maintain thorough knowledge of trends in the field of admissions, and advise constituents on the breadth and depth of opportunities available at OHIO. Evaluate applications and supplemental materials for the purposes of making admission decisions. Conduct thorough, holistic, selective review of an applicant's candidacy. Determine necessary documentation to support an admission decision and recommends appropriate alternative pathways when admission cannot be offered. Plan and implement recruitment activities for an assigned territory or population, including programs and travel activities around Ohio and nationally.

Individual may supervise student workers and will check the work of lower level staff. Individual will lead select training and quality assurance procedures.

**QUALIFICATIONS:**

Bachelor's degree required. Master's degree preferred. Valid driver's license and ability to travel independently overnight required. Successful candidates must pass a comprehensive background check (including criminal), university judiciary review, and driving record audit. Minimum of 1 year of related work experience is required. Working knowledge of concepts, practices and procedures and ability to use in varied situations. Advanced knowledge and expertise in the concepts, principles, and practices related to transfer articulation and statewide policies that govern its practice and implementation. Ability to abide by the Statements and Principles of Good Practice of the National Association for College Admission Counseling. Ability to interpret State of Ohio Transferability Guidelines, recruitment and admissions standards, Articulation and Transfer Clearinghouse policies, university transfer credit policy, and University System of Ohio policies.

**APPLY:**

Please complete the online application at [www.ohiouiversityjobs.com](http://www.ohiouiversityjobs.com) and be prepared to attach required documents. For references, please include names and current contact information of three professional references. Success candidates must pass a comprehensive background check (including criminal), university judiciary review, and driving record audit. Position will remain open until filled; for full consideration apply by April 16, 2018.

Ohio University is committed to creating a respectful and inclusive educational and workplace environment. Ohio University is an equal access/equal opportunity and affirmative action employer with a strong commitment to building and maintaining a diverse workforce. Women, persons of color, persons with disabilities, and veterans are encouraged to apply. Ohio University is a member of the OH/Western PA/WV Higher Education Recruitment Consortium. [www.ohwpawvhrc.org](http://www.ohwpawvhrc.org).