

**TITLE OF POSITION:**

**Transfer Credit and Articulation Analyst**

**DATE POSITION AVAILABLE:**

April 1, 2020

**SALARY:**

The hiring range for pay grade 15 is \$39,506 – \$61,234 and the target salary range for this position is \$39,506-\$44,938. Salary is commensurate with education and experience, while also considering internal equity. Please find the full pay structure at the following link. <https://www.ohio.edu/hr/compensation-pay/pay-structures/classified-and-administrative-pay-structure> Employees enjoy a generous benefits package such as paid holidays, sick time, personal time, a tuition waiver up to 100% for self and dependents, a comprehensive insurance package (including but not limited to prescription, vision, dental, and life insurance), an excellent retirement plan with up to a 14% company contribution, a 12-week parental leave program, adoption reimbursement, transgender care, flextime and flexplace policies, counseling and mental health care, access to professional development programs and more. Additional information is available at <https://www.ohio.edu/hr/benefits>.

**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. This position will work closely with faculty and academic affairs staff to develop proficiency in college academic requirements and to support development of articulations that align with OHIO degree plans.

For full description of responsibilities, see the position posting at: <http://www.ohiouniversityjobs.com>

**QUALIFICATIONS:**

Bachelor's degree required by the start date of the position. Valid driver's license and ability to travel independently overnight required. Successful candidates must pass routine and continual background checks, university judiciary reviews, and driving record audits. Minimum of 1 year of related work experience is required. 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 understand the Code of Ethics and Professional Practices 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 AT:**

Please complete the online application at [www.ohiouniversityjobs.com](http://www.ohiouniversityjobs.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 routine and continual background checks, university judiciary reviews, and driving record audits. Position will remain open until filled; for full consideration apply by March 16, 2020.

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)