

**TITLE OF POSITION:**

Transfer Credit and Articulation Analyst

DATE POSITION AVAILABLE:

January 2, 2019

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. This position will work closely with faculty and academic affairs staff in the College of Arts and Sciences and the College of Health Sciences and Professions to develop proficiency in college academic requirements and to support development of articulations that align with OHIO degree plans.

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.

For full description of responsibilities, see the position posting at:

<http://www.ohiouniversityjobs.com/postings/28972>

QUALIFICATIONS:

Bachelor's degree required. 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 AT:

Please complete the online application at 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 a comprehensive background check (including criminal), university judiciary review, and driving record audit. Position will remain open until filled; for full consideration apply by December 3, 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.ohwpawwherc.org