



## **JOB TITLE: STUDENT SERVICES COORDINATOR**

Classification: Classified  
Salary Range: 38

Retirement Type: PERS\*  
Revised/Board Approved: March 20, 2000

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### **BASIC FUNCTION:**

Under the direction of an assigned Dean, initiate, develop, maintain, and disseminate specialized information regarding College programs and services; interact with faculty and committees to review course content and to assist with maintaining a comprehensive articulation program.

### **REPRESENTATIVE DUTIES:**

Maintain and disseminate written, approved general education/breadth requirements, major course preparation, course-by-course, and transferable course articulation agreements with high schools, the California State Universities, University of California campuses, California Independent Colleges and Universities and select out-of-state colleges and universities, ensuring that appropriate supporting documentation is available.

Maintain a computerized articulation system.

Work closely with counselors to review articulation issues and assist with resolving problems.

Maintain a comprehensive articulation distribution system and marketing plan which makes information on major and general education course equivalencies easily accessible to students, counselors, evaluators and faculty.

Keep abreast of proposed curricular and articulation issues; provide historical perspective to ensure that appropriate education code procedures are followed.

Interact with high school and college articulation officers and/or faculty to review present course outlines.

Facilitate meetings between El Camino College faculty and faculty from other institutions to discuss course content and curricular matters.

Coordinate Career and Transfer Center activities in collaboration with the assigned counselors and student services advisors.

Respond to articulation inquiries and facilitate mediation when discrepancies or disagreements occur.

Assist appropriate staff in updating IGETC, CSU Certification and the General Transfer Plan as required.

Promote participation in cooperative, inter-segmental articulation systems and programs such as the California Articulation Number System, Project ASSIST, Transfer Centers, regional and State consortia and others.

Maintain relationships regionally and statewide with Articulation Officers and serve as the campus representative at high school and college articulation meetings.

Participate as articulation representative in orientations for new and adjunct faculty.

Train and oversee the work of casual, student workers and new staff members.  
Perform related duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: a bachelor's degree and three years of directly related full-time experience.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Functions, operations, and activities associated with student services environment.

Research methodologies and documentation.

College catalog development.

Transfer requirements.

Abilities/Skills:

Interpret, apply, and explain rules, regulations, policies, and procedures.

Learn personal computer software applicable to the job functions.

Present effective articulation workshops.

Perform a variety of responsible work involving independent judgment.

Communicate effectively with students, faculty, counseling staff, and all education articulation representatives.

Prepare and communicate the status of reports and projects.

Work independently and with minimal direct supervision.

Plan and organize work.

Proofread work for completion and accuracy giving attention to details.

Communicate effectively orally and in writing.

Interact with others using tact, patience and courtesy

Establish and maintain cooperative and effective working relationships.

**WORKING CONDITIONS:**

Office setting

Some travel may be required.

Hand and finger dexterity to operate various office equipment.

Days and hours may vary.

Additional hours may be required.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.