

Articulation Officer (70%) / Transfer Services Academic
Counselor Coordinator (30%) - Tenure Track
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=250968>

Downloaded On: Jan. 5, 2025 2:25am

Posted Dec. 30, 2024, set to expire Feb. 3, 2025

Job Title	Articulation Officer (70%) / Transfer Services Academic Counselor Coordinator (30%) - Tenure Track
Department	Articulation
Institution	Cabrillo College Aptos, California
Date Posted	Dec. 30, 2024
Application Deadline	02/03/2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Counseling Services
Apply Online Here	https://apptrkr.com/5897971
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Job Description	

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**Articulation Officer (70%) / Transfer Services Academic Counselor Coordinator (30%) - Tenure
Track**

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number:

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2024-01924

Closing: 2/3/2025 11:59 PM Pacific

Location: Aptos, CA

Department: Articulation

Employment Opportunity

Join our organization's rich landscape as part of our ongoing commitment to fostering diversity, equity, and inclusion via our **CLUSTER HIRE** process. We seek to bring together a group of exceptional individuals who will collectively contribute to the diverse intellectual and cultural experience on our campus. As of October 2024, Cabrillo College is ranked ***the best community college in California*** based upon [a study released by SmartAsset in *The Miami Herald*](#), and in the same study is ranked 37th overall in the United States. Join us as we shape the future together!

Faculty actively participate in curriculum development, program planning, and serve on participatory governance committees. Cabrillo provides excellent opportunities to learn, collaborate, create, and make a difference in the lives of its diverse student body and our community. Applicants must satisfy the DEIA+ criteria as listed in the supplemental questions in the job announcement. Read more about this process here [CLUSTER HIRE ANNOUNCEMENT](#).

Starting Salary Range: This full-time, **tenure track instructor** will enjoy a 185 Day work schedule ranging from \$72,697 to \$111,591 per year, salary determined by documented education and experience. Maximum initial salary step placement on the [185-day Faculty Salary Schedule](#) is step 9. An annual doctoral stipend of \$4,591 is granted to eligible faculty.

The position begins on Monday, August 18, 2025 pending Governing Board ratification. Classes may be in a traditional "in class" setting, online, or hybrid format scheduled over summer and/or winter months, and at various campus locations, including days, evenings, and/or weekends. **This position includes academic counseling and teaching opportunities. During the first year, this position will be 100% Articulation.**

Excellent benefits, including quality health insurance at a *LOW COST for you and your family! Comprehensive benefits include medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalSTRS Retirement, and an Employee Assistance Program. Benefits begin the first day of the second month of employment. ***In many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0 depending upon the plan selected. More information can be found on the Benefits [webpage](#) via the HR [webpage](#).**

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College Commitment to Equity and Diversity: The **ideal** candidate shares and participates in Cabrillo's commitment to the values of diversity and equity while serving its socioeconomically and ethnically diverse student community. For the 2024 Academic Year, 61% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (3%), Black Non-Hispanic (1%), Filipino (<1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). Cabrillo is proud to be an Hispanic Serving Institution, enrolling 50% Hispanic students, and recent data indicates that the college has closed the achievement gap for graduation success (50% of graduates are Hispanic). The college is dedicated in its efforts of diversity, equity, and inclusion efforts, having established Board goals of supporting antiracism efforts and promoting a year-long equity reading certificate program for faculty, staff, and managers.

About our College: Cabrillo College is honored to participate in the [California Guided Pathways](#) project helping students achieve their educational goals, and is highly regarded for its success of transfer and career education. The college currently serves over 11,400 students each semester. Many of our students transfer to nearby universities - the University of California at Santa Cruz, San Jose State University, and California State University at Monterey Bay.

About our Community: Santa Cruz County is situated on the northern coast of the beautiful Monterey Bay. The county has four predominant regions: the northern coast of Santa Cruz, Soquel, Capitola, and Aptos; the mountainous north that separates Santa Cruz County from Silicon Valley; the wildly scenic San Lorenzo River Valley from the Santa Cruz mountains to the Monterey Bay; and the agricultural south county that includes Watsonville and Corralitos on the way to Monterey, Carmel, and Salinas. With miles of beaches, multiple state parks, 2 colleges, wineries, hundreds of places to dine, a symphony, an NBA G League team, museums, a national repertory Shakespeare company, and so much more, there's something for everyone here. Combine your professional and personal life in a great area that has a big impact on your overall person and professional well-being.

Articulation Officer / Academic Counselor: This position requires knowledge of college relations, course articulation, transfer, and curriculum issues. The Articulation Officer will coordinate and maintain a comprehensive articulation program and serve as articulation liaison for all colleges and universities. This position coordinates campus efforts to address statewide initiatives and projects including California Course Identification (C-ID), Articulation System Stimulating Inter-institutional Student Transfer (ASSIST), Intersegmental General Education Transfer Curriculum (IGETC), UC Transfer Course Agreement (TCA), the Associate Degree for Transfer, etc. An effective Articulation Officer participates in state and professional organizations, such as the California Intersegmental Articulation Council (CIAC), the Northern California Intersegmental Articulation Council (NCIAC), Region IV, as well as other inter- and intra-segmental activities related to articulation and will serve as

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the campus liaison to segmental system wide offices.

As the liaison between receiving institutions and appropriate Cabrillo College Divisions, the Articulation Officer addresses issues related to transferability of courses by developing and maintaining relationships with instructors, counselors, staff, and administrators in order to facilitate the articulation and college relations processes. The Articulation Officer assumes responsibility for all functions related to articulation agreements with feeder universities.

[Learn more about our Articulation Department](#)

[Learn more about our Transfer Services Department](#)

[Learn more about our Academic Counseling Services](#)

Examples of Duties

EXAMPLES OF DUTIES:

- Teach assigned classes, which may include evening or off-campus assignments.
- Engage in participatory governance committees, processes, and initiatives such as Guided Pathways.
- Maintain timely and accurate records of student enrollment, attendance, and academic progress.
- Provide academic assistance and related services to students during scheduled office hours.
- Cooperate with and participate as may be required in District investigations and/or student grievance matters of alleged unlawful harassment, discrimination, and retaliation.
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.
- Complete required District trainings such as Title IX, Mandated Reporter, EEO / Diversity / Elimination of Bias, Workplace Safety, etc.

Additional Articulation Officer Specific Duties (80%):

- Work with the Vice President of Instruction, Curriculum Committee Chair, and other staff/faculty/administrators in all matters related to articulation of courses and programs at the college.

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- Provide in-service training on curriculum development, course outlines, articulation and related topics to staff/faculty/administrators.
- Facilitate and maintain the college articulation programs, procedures, and policies as dictated by the California Education Code; California State University (CSU) and University of California (UC) regulations and standards; and California Community College Chancellor's Office Guidelines and Standards. Will also serve as the liaison to these organizations for transfer articulation and curriculum issues.
- Engage in the curriculum review process in a timely manner as well as on college and district committees responsible for curriculum review and approval. Provide technical review for all curricular changes via the online curriculum management system; assess potential articulation implications; validate transferability; and provide feedback to course proposers.
- Serve as a proactive agent for enhancing and improving existing articulation, and monitoring each stage of the transfer articulation process by following up with departments and/or faculty in order to ensure timely responses and decisions.
- Conduct pass-along and evaluation of courses for Associate Degrees for Transfer (ADT).
- Serve as a liaison between the college and post-secondary institutions to accurately communicate and convey information and concerns about the postsecondary institution's curriculum to local faculty.
- Serve as a moderator and mediator of curriculum concerns between the faculty of the home campus and articulating institutions.
- Monitor each stage of the transfer articulation process and follow up with the department and faculty for timely responses and decisions.
- Serve as a resource for the following:
 - Validating the high school articulation agreements to ensure they do not jeopardize existing transfer articulation agreements, advise and monitor such agreements.
 - For students, instructional faculty, administrators, counselors, and transfer center personnel on transfer curriculum, transfer articulation, and related matters.
 - To counselors and instructional faculty, and administrators by providing up-to-date information on transfer articulation agreements, new/updated courses, new/updated programs, and degrees/certificates. Work closely with the Office of Instruction and appropriate staff regarding curriculum review and development, catalog, and other curriculum-related efforts.
- Serve on appropriate campus committees relating to curriculum, academic policies, catalog production, General Education, and others to provide input about curriculum and articulation issues. This includes serving as a voting member of the College Curriculum Committee and the Academic Council.
- Use appropriate transfer systems to provide updates on college articulation and provide an

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annual articulation summary of transfer related curricular changes for both internal and external recipients.

- Submit appropriate courses for inclusion in the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education Breadth (CSU GE), the CSU baccalaureate lists, the UC TCA lists.
- Submit courses for C-ID and/or developing statewide common numbering systems.
- Manage Articulation web pages/
- Facilitate College faculty dialogues and other post-secondary education institutions concerning course and program articulation, as appropriate.
- Update the college's General Education worksheets as well as the CSU General Education Breadth and IGETC patterns.
- Manage and update campus articulation data through regular and precise reporting to ASSIST. Assist in editing the College catalog. Review the College Catalog for accuracy regarding course transferability, CSU GE and IGETC courses, Advanced Placement (AP), International Baccalaureate (IB), and College-Level Examination Program (CLEP) scores, and other non-traditional course credit.
- Coordinate and maintain the applicability of external exams, such as AP, IB, and CLEP scores.
- Participate in and guide the creation of IGETC, CSU GE/Breadth, and UC approved course lists, maintain the University of California TCA, managing the ASSIST database, facilitating the process of curriculum review and submission for C-ID, and supporting the implementation and maintenance of Associate Degree for Transfer programs, in addition to other programs that support and facilitate articulation agreements and coordination. Serve as the college's representative on the California Intersegmental Articulation Council (CIAC) which is an organization representing the CCC, CSU, UC, and independent institutions.
- Demonstrate commitment to professional development, including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.

Additional Academic Counselor Specific Duties (20%):

- Provide academic counseling, career guidance, and educational planning to general student population

Minimum Qualifications

Required Education from a U.S. Department of Education-recognized accredited organization

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and licensure qualifications:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty, and staff **AND**
- Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling **OR**
- Bachelor's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling **AND** a current license as a Marriage and Family Therapist (MFT) **OR**
- A lifetime California Community College Instructor Credential in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling fields **OR**
- The *equivalent

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[*Equivalency Application Form and Process link](#)

Why would I complete the Equivalency Form when I am already completing an application and have a relevant degree? To determine whether your education, or *exact* discipline, and/or experience is "equivalent," applicants must submit an Equivalency Form to initiate a review by the Equivalency Committee to be considered for this position.

Please note the Equivalency Committee will consider *only* those applicants who formally request equivalency consideration by submitting a completed and signed Equivalency Form with their application and attach detailed evidence such as unofficial transcripts and/or other certifications that support the equivalency.

Still working on completing your degree? Applicants currently working on the required degree(s) for this position are encouraged to apply with the understanding that they must complete, sign, and attach the Equivalency Form with attached supporting documentation to their application. The degree must be completed and confirmed by July 1, 2025.

For additional information, please review our [Applicant FAQ's here](#).

Required Professional Expertise:

- Currency and depth of knowledge in the applicable professional field, curriculum development, review, and assessment of student learning outcomes
- Knowledge and understanding of programs such as Guided Pathways, that address commitment to equity-minded and culturally responsive teaching strategies enhancing student success
- Work cooperatively and demonstrate sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, administrators, faculty, and staff
- Strong verbal and written communication skills, with proficient use of technology
- Evidence of professional activities and service beyond primary teaching assignments

Required Discipline Specific Expertise:

- Work experience as a counselor in higher education, providing academic, career guidance, and educational planning.
- Ability to advise Cabrillo teaching faculty on curriculum and articulation issues.
- Ability to work effectively with both individuals and organizations (e.g. UC, CSU, and other

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university articulation officers, high school counselors, Cabrillo counseling and teaching faculty, and admissions staff regarding course articulation, degrees and other course-related issues).

- Experience with the transfer process from California Community Colleges to four-year colleges and universities, as well as knowledge of both two and four-year college curriculum in California.
- Knowledge of transfer, associate degree, and career technical education requirements.
- Experience in collecting and analyzing data and preparing reports.
- Experience in training and supervising staff.
- Demonstrated ability to complete detailed work accurately.
- Currency and depth of knowledge in the applicable professional field, curriculum development, review and assessment of student learning outcomes.
- Evidence of professional activities and service beyond primary teaching assignments.

Desired Qualifications/Performance Expectations:

- Successful online teaching experience
- Bilingual English/Spanish

Additional Information

APPLICATION PROCESS:

1. Complete the application with a minimum of three (3) **professional** references and answer **all** supplemental questions (do not copy/paste from your application or attachments, or indicate "See X"); provide detailed information to aid in determining the minimum qualification requirements have been met
 - List all your relevant licensures in the Certificates and Licenses section of your Application
2. Attach a resume or CV detailing teaching and professional work experience
3. Attach **one** of the following:
 - Unofficial transcripts from all colleges attended **displaying any degrees conferred** (copies, photos, and downloads are acceptable). **Foreign transcripts must be evaluated for U.S. equivalency and attached** (at the applicant's expense) - [click here](#) for more information **OR**
 - Copy of lifetime California Community College Instructor credential in subject area, front and back (if applicable) **OR**
 - Equivalency Form - [click here](#) Submit this form with supporting materials if you feel you

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have the equivalent education and/or experience but do not possess the minimum qualifications as listed above..Unofficial transcripts **must** accompany this form. *Graduate students currently working on the required degree are encouraged to apply, with the understanding that the degree must be completed and confirmed by July 1, 2025.*

Please note:

All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above attached required documents will be reviewed. *Application materials not listed above (including cover letters, letters of recommendation, statements, etc.) will not be reviewed by the committee if attached.* Applicants need to remove personally identifiable information such as photos of themselves, social security number, birth year, age, and gender from application materials. Expenses related to the recruitment process (obtaining documents, travel, etc.) are the responsibility of the applicant. Cabrillo is unable to sponsor work visas.

Questions? Concerns?

Please contact HR at cabrillohr@cabrillo.edu as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

Meeting the posted requirements is not a guarantee of an interview. A written performance exercise and/or teaching demonstration/presentation may be a part of the interview. Finalists will be invited to return for a second interview. All notifications will be via email, and by accessing your [application profile](#). Initial interviews are tentatively slated for **March 2025**, but are subject to change.

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, proof of eligibility to work in the United States, and present their Social Security card upon hire for payroll purposes. Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer actively seeking a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex, or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status, or protected veteran status.

Accommodations



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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4738822/articulation-officer-70-transfer-services-academic-counselor-coordinator-30>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Articulation
Cabrillo College

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