

**Coordinator of Transfer and Articulation
Northern Essex Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=261858>

Downloaded On: Sep. 4, 2025 12:33am

Posted Sep. 2, 2025, set to expire Dec. 27, 2025

Job Title Coordinator of Transfer and Articulation
Department Coordinator of Transfer Affairs and Articulation
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Sep. 2, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Coordinator of Transfer and Articulation

POSITION:

Full-Time Coordinator of Transfer and Articulation (Coordinator of Transfer Affairs and Articulation): Student Success Hub Advising; Haverhill Campus; MCCC/MTA Unit Professional Position; 37.5 hours per week, Monday through Friday, 9:00am - 5:00pm, Pay Grade 6.

SUMMARY: Reporting to the Associate Dean of Student Success and Retention, the Coordinator of Transfer and Articulation coordinates the development and maintenance of articulation agreements, supports development and maintenance of dual admissions, and advises students transferring to and

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from NECC.

RESPONSIBILITIES:

- Provide direct services to students, including via individual appointments, workshops, classroom visits, advising and registration sessions
- Serves as the primary policy and procedure reference contact for the transfer services at NECC
- Supports the Associate Dean of Student Success and Retention by coordinating transfer and articulation services for the department
- Along with academic divisions, develops transfer and articulation relationships with other institutions of higher learning
- Leads the evaluation process of proposed articulation agreements, facilitates timelines from proposals to completion
- Develops, implements, and maintains transfer and articulation agreements, materials, and documentation
- Maintains and continually reviews NECC's transfer and articulation equivalencies
- Works with deans and program coordinators in the establishment and maintenance of articulation agreements
- Assists in developing curriculum guidelines that are aligned with articulations agreements
- Participates in recruitment activities, including planning and organizing recruitment events targeted at students interested in transfer, including transfer fairs
- Regularly reports on outcomes of the transfer services area in cooperation with Institutional Research
- Support maintenance and expansion joint admission programs
- Attends professional development activities on and off campus
- Monitors trends in the field of transfer advising and articulation
- Advise students as needed
- Performs other duties as assigned
- The Classification Specification is available at:
[https://www.mass.edu/shared/classificationspecs/specsmccc/Coordinator of Transfer Affairs - HB 0604 - 11-23-2008.doc](https://www.mass.edu/shared/classificationspecs/specsmccc/Coordinator%20of%20Transfer%20Affairs%20-%20HB%200604%20-%2011-23-2008.doc)

Job Requirements:

MINIMUM QUALIFICATIONS:

- Master's degree in Education, Counseling, Psychology, or closely related field; with seven (7)

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years experience and/or training that includes academic advisement, career counseling, students assessment, crisis intervention, project management and personal computer operations; or an equivalent combination of education, training and experience.

- Candidate must have strong interpersonal and communication skills, adaptable and flexibility are essential
- Ability to relate and work well with a diverse population of students, faculty, and staff
- Working knowledge of student information systems, such as Banner, Navigate, Degree Works

PREFERRED QUALIFICATIONS:

- Demonstrated experience in a diverse, multicultural environment
- Experience in a community college environment
- Familiarity with state and federal regulations regarding articulation and transfer
- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

SALARY: Anticipated starting salary range is \$77,358.00 - \$82,315.00 (MCCC Pay Grade 6 with a master's degree) annually with complete fringe benefit package. Complete fringe benefit package including competitive health insurance, free dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits. Actual salary calculated in compliance with MCCC/MTA classification system. Official transcripts will be required at the time of hire.

ANTICIPATED START DATE: ASAP

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Contact Information

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

Contact

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