**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Coordinator, Articulation and Transfer Pathways

**Job Number:** A-226

**NOC:** 1221

**Band:** 8

**Department:** Trent University Durham

**Supervisor Title:** Dean and Head, Trent Durham

**Last Reviewed:** December 9, 2014

**Job Purpose**

Reporting directly to the Dean and Head, Trent Durham, the Coordinator Articulation and Transfer Pathways provides support and coordination for all aspects of articulation and credit transfer pathway development, implementation and administration with a particular emphasis on enhancing articulation agreements with colleges in particular Fleming College, Durham College and Centennial College

**Key Activities**

1. Develops new articulation, pathway, and joint program initiatives with community colleges. Conducts research of articulation programs in place at other colleges. Receives college curriculum and course outlines and distributes to appropriate departments for review and evaluation. Summarizes results of assessments and transfer credit assignments. Prepares draft agreements for review and discussion with the Manager, Community Relations and Articulation. Coordinates agreement approvals and signing processes. Liaises with Trent faculty and staff and community college partners as required.
2. In collaboration with the Manager, Community Relations and Articulation helps maintain Trent’s pathway agreements on the Ministry of Training, Colleges and Universities’ ON Transfer database to ensure that Trent’s transfer agreement information is current. This includes monitoring review timelines, revising/updating records of existing agreements and adding new agreements. Remains current on Ministry-mandated database requirements.
3. Maintains Trent’s inventory of articulation and joint-program agreements. Tracks schedule of agreement development and review, flagging the need for review and revision. Coordinates agreement review and revision process with the Manager, Community Relations and Articulation, academic departments and community college partners, ensuring internal and external requirements are adhered to.
4. Collaborates with staff in Recruitment & Admissions to maintain Trent’s internal transfer credit database.
5. Produces reports, as required monitoring performance of students in specific articulation programs; course analysis of similar programs at several colleges; number of students pursuing specific agreements.
6. Coordinates college information sessions, focus groups and other events in support of specific transfer programs and initiatives, in collaboration with staff in Recruitment & Admissions. Examples of events include: Community College Open houses, GAS Transfer programs SSW to BSW agreement focus groups etc. Information sessions for College students with respect to Trent University. Maintains record of key faculty and student contacts for such events. Coordinates development of support materials and promotional strategies. Undertakes logistical arrangements and attends events, as required.
7. Supports the Manager, Community Relations and Articulation and the Head of Trent University Durham in completion of funded credit transfer projects. Schedules and coordinates logistics for multi-institution meetings for pathway and articulation projects. Produces materials, drafts reports, attends meetings and takes notes, as required.
8. Collaborates with staff in Recruitment & Admissions to develop new content for Trent University Transfer Student web site and update pages as required.
9. Provides detailed information to the public, students and staff regarding articulation agreements and transfer pathways via telephone, email and in person. Responds to correspondence on own initiative and refers inquiries when necessary. Updates Trent University website with Articulation Agreement information.

**Education**

Honours University Degree (4 year).

**Experience Required**

* Minimum of three years’ experience of administrative experience in a post-secondary environment. Preferred candidates will have experience and be knowledgeable with academic programming in both the college and university sectors.
* Experience with programming that must meet regulatory and/or programming requirements.
* Superior administrative and organizational skills. The demonstrated ability to take initiative and to prioritize work in a high volume office is essential.
* Excellent interpersonal and communication skills; ability to represent the university professionally in interactions with internal (faculty, staff, students) and external (community college faculty, staff and students, government officials) communities is essential.
* Demonstrated ability to work cooperatively with others in a complex work environment. Multitasking skills and meticulous attention to detail are essential.
* Word processing/computer knowledge and experience essential, including expertise with Microsoft Office Suite, Datatel, and Contribute. Web researching skills essential.
* Must be able to work flexible hours.
* Must be willing to travel, primarily within the Greater Toronto Area.
* Must hold a valid Ontario (or equivalent) Driver’s Licence – Class ‘G’ minimum with at least three years driving experience and a good driving record.