#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Articulation and Transfer Pathways Assistant

**Job Number:** A-429 | VIP: 1695

**Band:** OPSEU- 6

**NOC:** 1221

**Department:** Trent University Durham

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

**Last Reviewed:**  October 5, 2021

#### **Job Purpose:**

Under the guidance of the Team Lead, Coordinator Articulation and Transfer Pathways, and general supervision of the Dean and Head, Trent University Durham, the Articulation and Transfer Pathways Assistant provides support for processes related to the development and maintenance of articulation agreements and transfer pathways.

#### Key Activities:

##### Tracking and Record Keeping

* Maintains Trent’s inventory of articulation and joint-program agreements. Monitors and tracks schedule of agreement development, review and expiry. Communicates review requirements with Team Lead, Coordinator Articulation and Transfer Pathways. Ensures records are accurate and up-to-date by regularly monitoring agreement files.
* Monitors internal and external curriculum changes and identifies need for agreement review, as required. Maintains records of external curriculum for purpose of tracking and updating agreements. Identifies other changes that may impact agreements, such as updated prerequisite requirements and course changes.
* Monitor press releases, social media and other outlets to flag relevant information and initiatives from within the sector.
* Regularly conducts audits of internal and external databases and resources to ensure accuracy.

##### Administration and Technology

* Sorts and prepares documentation for assessment and mapping of external curriculum. Conducts initial transfer credit audit for new and renewal agreements using Trent’s internal transfer credit database, noting current and expired equivalencies for relevant external courses.
* Adds new agreements to the Ministry of Training, Colleges and Universities’ ON Transfer database. Updates agreement listings, as required, and ensures accuracy of information. Abides by database guidelines.
* Coordinates staff availability to schedule multi-institutional meetings for pathway and articulation projects. Supports the development of materials and coordination of logistics. Attends meetings and records notes, as required. Produces formal meeting minutes to be distributed internally and externally, flagging and documenting action items and required follow-up.
* Maintains contact files and distribution lists.
* Assists in the collection of statistics and data regarding internal agreements and projects, as well as existing partnerships at other institutions.
* Assists in the maintenance of internal and external resources, such as the Academic Calendar, Transfer viewbook and Transfer webpage.
* Providing support for the Team Lead, Coordinator Articulation and Transfer Pathways and Dean and Head, Trent University Durham, as required.

##### Communication

* Responds to inquiries from students, staff and the public to provide information about articulation agreements and pathways. Refers inquiries, as required.
* Maintains consistent communication with Team Lead, Coordinator Articulation and Transfer Pathways and collaborates on tasks.

#### Education Required:

* University degree (3 years)

#### Experience/Qualifications Required:

* Minimum of three years’ of administrative experience. Preference will be given to candidates with experience in a postsecondary environment.
* Knowledge of academic programming at both the college and university levels is considered an asset.
* Superior administrative and organizational skills. Strong attention to detail and accuracy is essential.
* Excellent oral and written communication skills.
* Demonstrated ability to work both independently and cooperatively.
* Word processing/computer knowledge and experience essential, including expertise with Microsoft Office Suite, e-mail and databases.

#### Supervision:

* No formal supervision of others is required.

**Job Evaluation Factors:**

##### Analytical Reasoning

* Gathers information from the sector and determines trends and initiatives that are relevant to the University.
* Considers inquiries from internal and external individuals and answers or directs inquiry accordingly.

##### Decision Making

* Judgement – Uses judgment when tending to correspondence to determine whether to answer inquiries directly or refer to others

##### Impact

* Reputational – Engagements with students, staff, the public and the sector impacts reputation for the department and Trent.

##### Responsibility for the Work of Others

* N/A

##### Communication

Internal:

* Team Lead, Coordinator Articulation and Transfer Pathways – regular collaboration on tasks, receives direction and guidance
* Dean and Head, Trent University Durham – general direction and strategic oversight
* Administrative staff – scheduling meetings and coordinating logistics
* Staff and students – general pathway inquiries

External:

* Prospective students and public – general pathway inquiries

##### Motor/ Sensory Skills

* Accuracy and dexterity - preparation of resources and materials, tracking and record keeping.
* Communication – effectively engage in conversation and comprehend information received from others.
* Visual – continual focus on electronic and written documentation while maintaining attention to detail.

##### Effort

Mental:

* Concentration and focus – ensures attention to detail and accuracy amidst interruptions. Ability to shift focus based on competing priorities.
* Multitasking – ability to conduct tasks for various projects by effectively prioritizing.
* Organization – maintains meticulous records and files for a multitude of projects

Physical:

* Stationary - sitting for extended periods of time

##### Working Conditions

Physical:

* Stationary – sitting for extended periods of time