

Job Description/Title: Matriculation Technician → Matriculation / Articulation Technician
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEERY PENINSULA COLLEGE

MATRICULATION/ARTICULATION TECHNICIAN

JOB SUMMARY

Under general direction, provide support for technology in the areas of Matriculation, Articulation, and Degree Audit, within a broad framework of standard policies and procedures. Design data bases for matriculation projects and programs. Recommend improvement of computer processing procedures, methods and controls; provide technical assistance for course articulation to four year colleges; analyze, design, maintain and serve as lead technical contact and encoder for degree audit and transfer articulation system. Serve as College Articulation Officer.

EXAMPLES OF FUNCTIONS

Essential Functions

MATRICULATION

Design data bases for use in student follow-up and other matriculation projects and programs.

Initiate and prepare a variety of matriculation materials, warrants, reports, and records using appropriate software program.

Design, and prepare operational program documentation.

Take corrective action in the recovery of lost data; make calculations necessary to verify or complete input data.

Troubleshoot and maintain software and hardware as needed in assigned area.

Establish and maintain accurate data records and filing systems to be used in the production and updating of relevant records and reports.

Serve as liaison with Information Systems Department for maintenance of student services personal computers.

Enter/verify data from a variety of source documents, forms, and records.

Coordinate data entry and audit matriculation MIS data to include but not limited to assessment, orientation, services needed, and student education plans.

Coordinate technical support for matriculation scanning projects.

Design databases for use in student follow-up and other matriculation projects and programs.

Participate in making necessary program tests, revisions, and corrections.

Recommend improvement of computer processing procedures, methods, and controls.

Maintain software programs to include but not limited EUREKA, Discover, and Counseling Schedule.

ARTICULATION

Coordinate the articulation process and follow up with departments, faculty and academic affairs office.

Serve as campus liaison to the segmental, system-wide offices.

Serve as the MPC ASSIST (statewide articulation database) technical contact person; manage and update campus articulation data.

Provide technical assistance for college course articulation to include requesting, preparing, and submitting course outlines for articulation purposes to four year colleges.

Communicate with other community colleges, individual four year colleges, and the statewide university systems in matters relating to articulation.

Provide technical support for the CAN (California Articulation Number) Project.

Prepare and submit: transfer agreement list of University of California (UC) IGETC (Intersegmental General Education Transfer Curriculum), and California State University (CSU)-General Education (GE) list; the MPC GE list, IGETC and CSU-GE lists for the college catalog and schedule publication.

Maintain/update program information on the MPC Website and articulation information on the college mainframe.

Serve on college committees, as an articulation resource person, such as General Education Requirement and Curriculum Advisory Committees, to provide input and to receive information about proposed changes in campus policy and curriculum; provide support to the Curriculum Advisory Committee Chair.

DEGREE AUDIT

Analyze, design, encode, test, debug, and maintain the degree audit and transfer articulation systems in the DARwin program.

Develop and maintain documentation for each DARS (Degree Audit Reporting System) process.

Serve as the lead technical contact for the DARS (Degree Audit) Project to include analysis and design for system.

Coordinate and train staff for data entry to DARS.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

Attend regional and state articulation meetings to include meetings with ASSIST and the CAN office.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and/or experience which would demonstrate possession of the required knowledge and skills listed herein. For example, Bachelor's Degree in business administration or a related field and three year's work experience with computer technology.

Knowledge

Knowledge of: articulation processes and procedures related to community colleges, California State University (CSU), University of California (UC), and independent colleges and universities; computer systems operations terminology; computer systems development and usage techniques, methodology, principles, and practices; data entry techniques and procedures; data processing and data base management systems; basic college counseling and guidance functions; current office methods and practices.

Abilities

Ability to: analyze comprehend and explain course articulation issues; analyze computer system problems and develop effective resolutions; prioritize tasks and do several tasks simultaneously; perform mathematical and statistical computations with speed and accuracy; read instructions, follow manuals; understand and carry out oral and written instructions; learn principles and techniques of computer programming; learn programming language; learn and successfully use new software programs/hardware as required to fulfill the requirements of the job; create documents at rate required for successful job performance; operate a variety of standard office equipment including printers and copiers; work independently; communicate effectively in written and oral form; determine sources of computer malfunctions and take corrective action; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT: Light to moderate physical effort; occasional standing or walking; periodic handling of moderate weight computer supplies up to 15 pounds. Indoor work environment.