

Opening Date: August 21, 2009
Closing Date: Until Filled



Director of Transfer and Articulation

The Utah System of Higher Education (USHE) is seeking applicants for the position of Director of Transfer and Articulation. USHE is governed by the Utah State Board of Regents and consists of nine colleges and universities, the Utah Higher Education Assistance Authority (UHEAA) and the Utah Educational Savings Plan (UESP). The Director of Transfer and Articulation will work with the Academic Affairs Staff in the system office to provide assistance and direction to statewide transfer and articulation issues. The position will report directly to the Associate Commissioner for Academic Affairs.

Major Duties: Working with the Associate Commissioner and Assistant Commissioners in Academic Affairs, the Director of Transfer and Articulation will lead articulation efforts and will coordinate transfer and articulation among the institutions of the Utah System of Higher Education and the Utah College of Applied Technology.

1. *K-16 Activities:* Coordinate the K-16 subcommittees with particular attention given to transfer, articulation, and transition. Prepare presentations as needed and coordinate regional and committee networks.
2. *UtahFuture and Career Pathways:* Facilitate the development and transition from Utahmentor.org to Utahfutures.org. Take leadership in making certain the product assists students in access, transfer, and articulation issues. Assist with the expansion of the career pathways project from Career and Technical Education disciplines to academic disciplines, including the creation and publication of supporting documents and promotional materials.
3. *Assessment and Testing Support:* Facilitate the development of a technology-based online support environment for youth and adults who need basic skill remediation to function at a level that more nearly guarantees success.
4. *Majors Meetings:* Facilitate initiation of meetings, tracking meeting times, identifying groups' memberships, and communicating details. Expand the majors meetings by adding other academic disciplines and Career and Technical Education disciplines that need to become part of the majors' meetings. This prospective individual will be responsible for systematic reports. Attendance at specified meetings will be required and presentations will be assigned as needed. Take responsibility for the maintenance and expansion of the Utah Majors Guide (utahmajors.org).
5. *Transfer and Articulation:* This person will work with the academic affairs staff to coordinate lower-division transfer courses necessary for the transfer guide, will assist with the development and transition of the current transfer guide to a new platform, and will attend and help facilitate the Statewide Articulation Committee.
6. *UCAT Articulation:* Coordinate the development of policies and practices for articulation between and among institutions within the Utah System of Higher Education and the Utah College of Applied Technology. Facilitate meetings that result in articulation agreements between USHE institutions and UCAT campuses.

Job Requirements: To fulfill the duties of the Director of Transfer and Articulation, the successful candidate will exhibit 1) effective communication and collaboration skills 2) on-campus higher education 3) experience with transfer and articulation issues with higher education 4) some technical background with Web-based solutions is desirable, 5) a strong work ethic.

Qualifications: Preference will be given to candidates with the following qualifications: 1) a minimum of a Master's Degree in a related discipline is required; 2) three to five years working experience at an accredited institution of higher education is required; more years of quality experience are preferred; and 3) the ability to work efficiently, independently, and collaboratively.

Salary will be commensurate with qualifications, education, and experience. The position will remain open until filled.

To apply, provide the following items to the address, fax, or e-mail listed below:

- Cover letter
- Completed application
- Resume

A completed application must be submitted. The application is available for download from our web site (www.utahsbr.edu). If problems are encountered downloading the application, contact HR. The completed application may be submitted after the resume and letter, but the resume will not be evaluated until the application arrives.

Human Resources
Utah System of Higher Education (USHE)
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The USHE is an "Equal Opportunity Employer," and prohibits, in all employment – related practices and decisions, discrimination, harassment or prejudicial treatment against any person based on race, color, religion, national or ethnic origin, gender, pregnancy, childbirth, pregnancy related conditions, age, disability, veteran status, or otherwise as provided by federal, state or local law.

Applicants claiming veteran's or disabled veteran's preference must submit a photocopy of their honorable discharge (such as DD-214) showing dates of active service and verification of disability.

We are concerned about violence in the workplace, falsified employment applications, and employee theft. We conduct a full background check on all candidates for employment.

This employer participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.