

Coordinator of Transfer and Articulation  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259540>

Downloaded On: Jul. 12, 2025 5:21am

Posted Jul. 10, 2025, set to expire Aug. 30, 2025

**Job Title** Coordinator of Transfer and Articulation  
**Department** Academic Affairs  
**Institution** Quinsigamond Community College  
Worcester, Massachusetts

**Date Posted** Jul. 10, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Coordinator

**Academic Field(s)** Admissions/Student Records/Registrar

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**Job Description**

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**Coordinator of Transfer and Articulation**

**Category:** Professional

**Department:** Academic Affairs

**Locations:** Worcester, MA

**Posted:**

**Closes:**

**Type:**

**Position ID:** 189925

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**General Statement:**

The Coordinator of Transfer and Articulation will provide transfer advising to students and actively engage in the establishment and maintenance of transfer agreements in the public and private sector and will provide assistance to students desiring to transfer into, or out of, Quinsigamond Community College.

**Supervision Received:**

Reports to the Associate Director of Career and Transfer Services.

**Supervision Exercised:**

Supervise work study students as needed and other personnel as assigned.

**Duties and Responsibilities:**

- Supporting the Associate Director of Transfer and Career Services by coordinating and overseeing Transfer Services program operations.
- Integrating the principles and best practices associated with diversity, equity and inclusion in transfer services to ensure effective service delivery and student success.
- Developing transfer relations with Baccalaureate granting institutions.
- Working with Instructional Deans and Program Coordinators in the establishment and maintenance of articulation agreements in the public and private sector.
- Assisting in developing curriculum guidelines and transfer guides that are aligned with the Articulation Agreements with Baccalaureate institutions.
- Taking the lead on evaluating the merit of proposed articulation agreements using systematic and consistent criteria. Establishing timeline for proposals and workflows.
- Participating in recruitment activities, including planning and organizing recruitment events targeted at students interested in transfer opportunities, including organizing transfer fairs.
- Publicizing transfer opportunities and transfer statistics to the College community and our service area.
- Providing information to students, staff, and faculty. Keeping transfer brochure up to date.
- Developing and maintaining a computerized transfer agreement file.
- Completing follow-up studies on the transfer of students in cooperation with Institutional Research.
- Monitoring Joint Admissions Programs and completing follow-up studies on the efficiency of the agreements.

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- Assisting students in the transfer and Credit for Prior Learning process.
- Attending professional development activities on and off campus.
- Collaborate with other staff members in the office to ensure that the office has the resources necessary to assist students in transfer; e.g., what current information is available to students and to ensure referrals, when appropriate.
- Promoting opportunities for transfer scholarships and coordinating recommendation efforts for students as they transfer.
- Coordinating special events with selective school admissions departments.
- Leading and implementing the new Scholarship Academy program.
- Collaborating with internal and external stakeholders to improve the transfer experience for QCC students.
- Assisting the Dean of Enrollment/Registrar in the evaluation of college transcripts for transfer credit.
- Assisting with Graduation activities.
- Coordinating and leading the Transfer Advisory Council.
- Supporting non-academic assessments and leveraging the results to enhance office operations.
- Attending Program Advisory Committee meetings, as appropriate.
- Improving the CPL and transfer support services for multilingual learners.
- Remaining current in the field of transfer advising. Read and participate in pertinent QCC publications and transfer literature including web, print publications, and information from New England Transfer Association, DHE MassTransfer Steering Committee, New England Association for College Admission Counseling, NACADA transfer branch and related organizations.
- Actively supporting the teaching and learning process; works to create and support a student-centered environment.
- Working actively with other areas of the College to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork.
- Embracing and supporting the principle that "diversity is everybody's business" through the daily performance of duties and responsibilities.
- Providing flexible, responsive and high-quality customer service to all whom we serve, be they students, community, or staff, and continuously assessing processes and procedures to revise accordingly.
- Availability to work occasional evenings and weekends, as needed.
- Performing other duties as assigned.

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Job Requirements:

**Minimum Qualifications**

- Master's Degree
- Three to five years' experience in Higher Education
- Ability to interact effectively with students and faculty at Quinsigamond Community College and with faculty and administrators at Baccalaureate institutions.
- Working knowledge of personal computers; in particular, knowledge of Microsoft Office.

**Preferred Qualifications:**

- Professional experience at the Community College level.
- Experience in Higher Education Transfer Services and creation and maintenance of articulation agreements
- Bilingual
- Excellent oral and written communication skills

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are

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passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=189925>

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**Contact Information**

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

**Contact**

Academic Affairs  
Quinsigamond Community College

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