

ACADEMIC SERVICES ANALYST
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263379>

Downloaded On: Oct. 3, 2025 4:09pm

Posted Oct. 3, 2025, set to expire Oct. 19, 2025

Job Title ACADEMIC SERVICES ANALYST
Department Staff
Institution San Jose/Evergreen Community College District
San Jose, California

Date Posted Oct. 3, 2025

Application Deadline 10/19/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Educational Services

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Job Description

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ACADEMIC SERVICES ANALYST

San Jose/Evergreen Community College District

Close/First Review Date:10/19/2025

Work Location: San Jose City College

Position Description:

POSITION SUMMARY

The Academic Services Analyst reports to the Division Dean of Counseling, Guidance & Matriculation

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at San Jose City College. The work schedule is 12 months per year; 40 hours per week; Monday - Friday; 8:00 a.m. - 5:00 p.m.

The Academic Services Analyst position is grant funded and contingent upon yearly funding.

This position is represented by CSEA (California School Employees Association), Chapter 363.

POSITION PURPOSE

Under the direction of Vice President, Student Affairs or assigned administrator, the Academic Services Analyst performs a variety of specialized duties related to articulation and curriculum functions and services; provides a variety of technical and analytical support to facilitate the transfer of students to other universities and colleges; participates in the development, maintenance, and dissemination of formal written articulation and transfer agreements with colleges, universities, and statewide agencies; and serves as a liaison between the Articulation Officer and other District departments and divisions and statewide academic agencies and institutions.

KEY DUTIES AND RESPONSIBILITIES

1. Supports and participates in various aspects of curriculum development and maintenance meetings. Serves as a technical resource for committee proceedings dealing with course and program articulation.
2. Collects information from faculty and other resources and participates discussion leading to recommendations for certificates and degrees. Makes corrections and amendments to outlines describing degree/certificate requirements from faculty instructions, and prepares final documents for committee approval.
3. Assists in updating degrees, certificates, and program proposals and prepares final documents for committee approval, ultimately state approval.
4. Reviews, enters, and maintains database of new certificates, degrees, programs, and major descriptions, and modifications to existing certificates, degrees, programs, and major descriptions.
5. Compiles information and prepares reports for students, counselors, other two and four year colleges, and educational systems. Reports all changes to existing courses to the state by way of data entry to a state-wide automated curriculum system.

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6. Initiates, develops and disseminates written approved course articulation for general education/breadth requirements, major preparation, course-to-course and transferable units/courses with the CSU, UC system schools, and other in-state or out-of-state colleges and universities to ensure that supporting documentation is available.
7. Serves as a lead in development processes in establishing, coding, maintaining, and reporting of curriculum to the All College Curriculum Committee (ACCC).
8. Researches and interprets curriculum policies and regulations; provides guidance to college administration, faculty and staff for curriculum development, approval, modification and implementation of college curriculum.
9. Analyzes four year college course descriptions and outlines by researching catalogues, course outlines and other information to develop and submit written recommendations for course-to-course matches. Prepares articulation agreements with other colleges that describe the course equivalencies.
10. Develops and monitors a computerized articulation system making information easily accessible to students, staff and faculty.
11. Act as a lead in substantive projects and represents the College in efforts to address statewide initiatives and projects with appropriate institutional programs.
12. Independently leads and takes charge of collecting data and producing program and curriculum data for college/state reports.
13. Prepares and delivers written academic and program information to new and transferring students.
14. May assist with editing content for the Colleges course catalog. Conducts research of prior descriptions, precedent, standards for transferability, and other colleges to support course content language.
15. Assists counseling faculty in the review of articulation issues and assists in the resolution of student transfer problems.
16. Perform other related duties as assigned.

Knowledge of:

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1. Degrees, certificates, and academic majors offered by the College and District.
2. Curriculum development process and the guidelines and procedures used in the curriculum articulation process for two and four year colleges.
3. California community college regulations and requirements including general education, major, program, and graduation requirements.
4. Computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and data entry onto custom databases.
5. Sufficient math skill to interpret statistics and perform a full range of arithmetic calculations.
6. Proper English usage, grammar, spelling, and punctuation.
7. Interpersonal skills using tact, patience and courtesy.
8. Principles and practices of supervision and training.

Skills and Ability to:

1. Read, analyze and interpret information on a course and program descriptions, technical procedures and governmental regulations.
2. Analyze, compare, and disseminate college course content from multiple colleges
3. Interpret statistics and perform a full range of arithmetic calculations.
4. Write reports, correspondence and informational materials.
5. Communicate effectively both orally and in writing.
6. Interpret statistics and perform a full range of arithmetic calculations.
7. Establish and maintain cooperative and effective working relationships with others.
8. Train and provide work direction to others.

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9. Work independently with little supervision; prioritize work and meet schedules.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Bachelors degree from an accredited institution.
2. Three years of increasingly responsible administrative and programmatic experience in an educational institution preferably in curriculum, articulation, or transfer-related functions.
3. At least one year of experience in articulation function in an education institution.

Desired Qualifications:

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$104,847 - \$127,885 Annual Salary (Range 120: Classified Salary Schedule Fiscal Year 2025-2026). Starting placement is generally at Step 1.

Benefits:

In addition to the salary, this position qualifies for the choice of one of the Districts excellent Health Benefits and Welfare plans, which the premium cost is 100% paid by the District for the employee and their eligible dependents, and one health plan costing an estimated \$60,000 for the District for fiscal year 2025-2026. We offer two medical plans (Anthem Blue Cross [PPO] and

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Kaiser Permanente (HMO); dental (Delta Dental PPO); vision (VSP Choice); life insurance for the employee (The Hartford); life insurance for eligible dependents (The Hartford); a long term disability/income protection plan (The Hartford); and an employee assistance plan (Anthem EAP).

In addition, the District contributes an additional 26.81% of the employees salary towards an eligible employees pension (CalPERS).

Employees may also elect to participate in optional plans including purchasing additional life insurance for themselves and their eligible dependent(s); enroll in a medical, transportation, and/or dependent care Flexible Spending Account(s) (with the \$4 monthly administrative fee paid by the District); and set pre-taxed dollars aside to supplement their pension in a 403b (tax shelter annuity) and/or a 457 (deferred compensation) plan(s).

Classified employees also earn 10 to 22 days per year of vacation (based on years of service), and up to 12 sick leave days (pro-rated for less than full-time positions). There are currently 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as

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encouraging applications from all qualified, outstanding applicants.

Contact Information

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

Contact

Staff

San Jose/Evergreen Community College District

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