

Position Description

POSITION:	Pathways Coordinator
REPORTS TO:	Associate Director, Member Services & Engagement
DATE:	February 2024

POSITION SUMMARY

Provides support and coordination on information technology initiatives at BCCAT and works collaboratively with system partners. Assesses and analyzes PSI and partner organizations' business, technological processes, and resources to make recommendations for transfer system-related initiatives. Communicates, in various mediums, insights and plans to cross-functional and cross-sectional project partners. Performs analytical, research, and policy review and development for BCCAT's technology or related projects. Assists with administrative support to subcommittees or ad-hoc project committees and makes presentations to BCCAT standing committees, BCCAT Council, Articulation Committees, and external groups. Develops strong understanding of BCCAT transfer system technology services and products, including websites, TCS course-to-course, programs, and pathway tools, APIs and widgets.

KEY ACCOUNTABILITIES

1. Provides primary support and coordination for BCCAT's transfer system technology and pathways initiatives and corresponding sub-committees and/or ad-hoc project working groups.
 - Maintains summaries of project deliverables, in-progress and completed, as required
 - Prepares materials and presents on projects in different modes to various audiences (i.e. written, online, in-person, etc.)
 - Conducts project-related research and consistent with the Technology work plan
 - Develops sections of standing committee and Council agendas related to position responsibilities
 - Makes recommendations to BCCAT and if appropriate, the standing committees, regarding projects related to position responsibilities
2. Assesses how PSI, partner organizations, and groups perform and assists with improvements to their processes and systems. Conducts research, performs requirements analysis, assesses, and identifies practical, effective solutions to business problems and assists in introducing and/or operationalizing these solutions to relevant stakeholders.
3. Conducts meetings and presentations to share ideas and findings. Communicates insights and plans to cross-functional team members and management.
4. Discerns and comprehends the business goals and problems of stakeholder groups that impact project deliverables.
 - Interprets and critically analyzes goals and problems
 - Assesses multiple options, business approaches and/or possible solutions

- Communicates concisely with stakeholders with regard to requirements and solutions
5. Provides assistance in coordinating the development and maintenance as well as communication and engagement of BCCAT webservices.
 - Develops a comprehensive understanding of the Transfer Credit System and the BC Transfer Guide
 - Maintains currency in the field of technology and digital services to inform development of effective and efficient service provision of BCCAT webservices
 6. Liaises and works collaboratively with BCCAT staff and system partners to move technology projects forward
 - Actively assists in facilitating and/or coordinating Indigenous-centered initiatives and projects that move forward the student mobility and access goals of Indigenous partner PSIs, organizations, and associations
 - Represents BCCAT at internal and external meetings, including Research, Admissions, Transfer and Articulation (TAC) Committees, to inform on BCCAT initiatives, and to assist with projects
 - Assists or takes the lead in orientation of system partners working with BCCAT in various Pathways initiatives
 - Assists or takes the lead in reviewing and developing processes, procedures, policies and terms of reference related to BCCAT's Pathways initiatives work
 7. Works as a cooperative member of the BCCAT team, assisting with projects and tasks as requested or directed.
 - Develops comprehensive understanding of the mandate, priorities, and scope of activities of BCCAT and of the admissions, articulation, and transfer environment in British Columbia
 - Represents BCCAT professionally and knowledgeably as required
 - Interacts professionally and collegially with all staff, and integrates within team.
 - Takes direction from BCCAT staff to carry out duties as needed.
 - Undertakes related duties as assigned to meet changing operation needs.
 8. Occasionally work flexible hours and travel out of town, as required and in accordance with Provincial health guidelines.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in a field related to the work of BCCAT, Masters preferred
- Five years' relevant experience, preferably in an educational or governmental environment
- An equivalent combination of education and experience may be considered
- Good understanding of post-secondary program development and post-secondary operations, at an institutional and system-level
- Familiarity in working with technology platforms and applications, preferably those in a post-secondary or governmental environment, including both public-facing as well as restricted access internal webservices
- Demonstrated experience in writing at an academic and professional level
- Experience in delivering presentations for small and large groups
- Experience in project management
- Some graduate level course work in research methodology and statistics is an asset