



Position Description

Position Title: Pathways Coordinator

Department: BC Council on Admissions and Transfer

Reports to: Manager, Technology Services

A. Position Summary

This position provides support and coordination on information technology initiatives at BCCAT and liaises and works collaboratively with system partners accordingly. This position will also support and/or undertake related analytical, research, business process and policy review and development for BCCAT's technology or related projects. This position assists with administrative support to subcommittees or ad-hoc project committees, as required and involves making presentations to BCCAT standing committees, the BCCAT Council, Articulation Committees, and groups external to BCCAT.

The position reports to the Manager, Technology Services; however, direction for duties will be provided by other BCCAT staff, as required. Changes to the duties and tasks described within this job description, including shifting of responsibilities among staff, may occur to meet changing operational requirements, and the position is expected to generally support BCCAT operational functions as required. The Pathways Coordinator shall attend meetings of the Research, Admissions, Transfer and Articulation (TAC) Committees, and staff, Council and other relevant meetings, where appropriate.

B. Duties and Responsibilities

1. Provide primary support and coordinator for BCCAT's Pathways initiatives and corresponding sub-committees and/or ad-hoc project working groups
 - Maintain summaries of project deliverables, in-progress and completed, as required

- Prepare materials and present on projects in different modes to various audiences (ie. written, online, in-person, etc.)
 - Conduct project-related research, as directed, and consistent with the Technology work plan
 - Develop sections of standing committee and Council agendas related to position responsibilities
 - Make recommendations to BCCAT and if appropriate, the standing committees, regarding projects related to position responsibilities
2. Discern and comprehend the business goals and problems of stakeholder groups that impact project deliverables
 - Interpret and critically analyze goals and problems
 - Assess multiple options, business approaches and/or possible solutions
 - Communicate concisely with stakeholders with regard to requirements and solutions
 3. Provide assistance in coordinating the development and maintenance of BCCAT webservices
 - Develop a comprehensive understanding of the Transfer Credit System and the BC Transfer Guide
 - Maintain currency in the field of technology and digital services to inform development of effective and efficient service provision of BCCAT webservices
 4. Liaise and work collaboratively with BCCAT staff and system partners to move technology projects forward
 - Represent BCCAT at internal and external meetings as appropriate, to inform on BCCAT initiatives, and to assist with projects
 - Assist or take the lead in orientation of system partners working with BCCAT in various Pathways initiatives
 - Assist or take the lead in reviewing and developing processes, procedures, policies and terms of reference related to BCCAT's Pathways initiatives work
 5. Work as a cooperative member of the BCCAT team, assisting with projects and tasks as requested or directed

- Develop comprehensive understanding of the mandate, priorities, and scope of activities of BCCAT and of the admissions, articulation, and transfer environment in British Columbia
 - Represent BCCAT professionally and knowledgeably as required
 - Interact professionally and collegially with all staff, and integrate appropriately within the BCCAT office environment
6. Occasionally work flexible hours and travel out of town, as required and in accordance with Provincial health guidelines.

C. Qualifications

- A minimum of a Bachelor's degree (Masters preferred) in a field related to the work of BCCAT
- A minimum of 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