

Director, Research and Admissions Position Description

Position: Director, Research and Admissions

Reports to: Executive Director

Position Summary

This position reports to the Executive Director and assumes responsibility for managing and coordinating aspects of the Council's operations and initiatives, and leading system coordination in their areas of responsibility. Specific responsibilities are assigned by the Executive Director and are subject to change in order to meet new priorities, but will include providing coordination and leadership to Council's Admissions and Research Committees as well as related activities at the provincial and national level. The Director will also work collaboratively across the BC post-secondary system to support and provide leadership for the coordination and/or modernization of practices in the following areas: admissions and transfer information, processes, and policy; transcript exchange; research on student mobility, transfer system effectiveness, and secondary to post-secondary transitions. They will stay current and maintain communications with other jurisdictions to share successful practices and research outcomes, so that stakeholders and decision makers are made aware of opportunities for coordination and collaboration across post-secondary jurisdictions.

The Director is expected to work collegially with the other Council staff and to adopt a flexible approach to responsibilities. They are expected to become familiar with all aspects of Council operations over time and to provide support to others in addition to his/her primary responsibilities.

Specific Responsibilities

Specific responsibilities are assigned by the Executive Director, depend partially on the background, experience, and expertise of the incumbent in relation to the skill sets of other Council staff, and may change over time. Following is a list of assigned tasks and work areas.

Provide Leadership for Council's Standing Committees

1. Collaborate with the Chair and members of the Admissions Committee to: manage an annual work plan to examine data and address issues pertaining to capacity, demand, and student mobility; commission or conduct research; recommend policies and practices related to the admission process for direct entry and transfer students; develop and distribute information to students, post-

secondary professionals and the public describing current policies and practices regarding admission requirements into institutions and programs.

2. Collaborate with the Chair and members of the Research Committee to manage the Council's Research Plan; commission or conduct research in such areas as the movement of transfer students, the flow of all post-secondary students in multiple directions, the effectiveness of the transfer system, and the experiences and success of transfer students;
3. Oversee and support calls for research projects under funding envelopes provided by Council.
4. Increase awareness and utilization of research findings and reports produced by the Council and its Committees among institutions and stakeholder groups across the province.

Support BCCAT services

5. Consult with fellow Directors as necessary to support development of BCCAT websites and online services, including bccat.ca, bctransferguide.ca and educationplanner.ca, so that sites continue to meet the needs of users.

Provide Leadership for Key Provincial Initiatives

6. Chair or serve as a member of the Student Transitions Project (STP) Steering Committee and participate in the development of its annual work plan and project implementation to ensure that the work of the Council and STP on student mobility research is progressing in a coordinated way.
7. Chair or serve as a member of various subcommittees of the Student Transitions Project, as required.
8. Increase awareness and utilization of data, research and reports produced by the Student Transitions Project among institutions and stakeholder groups across the province.
9. Develop, chair or serve as a member of other key provincial post-secondary initiatives in the areas of post-secondary data collection and analysis, student transition and mobility, admissions and transcript exchange as required.
10. Provide data, research, and background reports to support the implementation of provincial post-secondary education initiatives.

Establish and Maintain Regular Communication with Key Provincial Stakeholder Groups

11. Maintain and expand linkages with a broad range of provincial organizations (e.g., Provincial Deans groups, Senior Academic Administrators Forum, Post-secondary Sector Groups, BC Registrars Association, Research University Research Directors, BC Institutional Researchers and Planners, BC Institutional Research and Planning Directors, BC Student Outcomes Forum and Transcript Exchange Reference Group).

12. Maintain and expand linkages with the Ministry of Advanced Education, the Industry Training Authority, and the Ministry of Education in the areas of post-secondary data collection and analysis, student transition and mobility, admissions and transcript exchange.

Direct Research

13. Oversee contract development and monitoring, and peer review, editing and publication of reports; ensure research meets the needs of post-secondary stakeholders and BCCAT standards; ensure research is disseminated appropriately throughout the post-secondary system.
14. Make certain that contract language and terms and conditions for contractors is kept current and reflects BCCAT's changing needs and business practices.
15. Ensure regular review and updating policies respecting BCCAT research and data housing.

Conduct Research

16. Conduct system-wide consultations as required to assist with updating, modernizing, and adapting the BC Transfer system to ensure it reflects student transition and mobility patterns and student and institutional information needs.
17. Write special reports, consultation papers, policy documents, and research summaries; and provide advice on the work of others.
18. Organize, participate in, and present at relevant conferences and symposia and provide advice and assistance to other Canadian jurisdictions as appropriate.

Participate in Inter-provincial and National Dialogue and Collaborations

19. Develop and support inter-provincial and national collaborations related to post-secondary data collection and analysis, student transition and mobility, admissions and transcript exchange, as required.
20. Provide advice to agencies in other jurisdictions related to post-secondary data collection and analysis, student transition and mobility, admissions and transcript exchange, as required.
21. Maintain currency in research and developments in the areas of post-secondary data collection and analysis, student transition and mobility, admissions and transcript exchange in other jurisdictions; Advise stakeholders and decision makers of opportunities for collaboration and coordination across jurisdictions in the areas of post-secondary data collection and analysis, student transition and mobility, admissions and transcript exchange and related research.

Business Operations and Management

22. Prepare and manage an annual work plan and budget for areas of responsibility; monitor and report on progress against the approved work plan; and contribute to the preparation of the Council annual report documenting the achievements of the year.
23. Provide supervision and direction to the Research Officer; conduct performance appraisals; monitor achievement of objectives in his/her work plan; provide assistance and feedback; and help to maintain a positive and professional work environment.
24. Provide supervision and direction to the STP Manager; conduct performance appraisals; monitor achievement of objectives in his/her work plan; provide assistance and feedback; and help to maintain a positive and professional work environment.
25. Coordinate and oversee responses to record requests pursuant to the Freedom of Information and Protection of Privacy Act.

General

26. Assist in the development of Transfer and Articulation Committee and Council agendas and provide regular updates to Council and Council committees on items related to areas of responsibility.
27. Provide advice to provincial and national organizations on matters related to post-secondary data collection and analysis, student transition and mobility, admissions and transcript exchange.
28. Assuming the duties and responsibilities of the Executive Director in his/her absence as directed or delegated by the Executive Director.
29. Performing other duties as assigned.

Qualifications

As the BCCAT Director providing leadership on Council's admissions and research initiatives with educators throughout the BC Transfer System, the incumbent requires the following qualifications:

- a minimum ten years' in progressively responsible roles, including five years of educational or administrative leadership and supervisory experience in postsecondary education, preferably within a BC college, institute, or university, or related post-secondary organization;
- a graduate degree (doctorate preferred) in an appropriate field;
- a comprehensive understanding of BC's post-secondary system and a thorough appreciation of the admissions and transfer environment in BC and Canada;
- demonstrated ability to lead innovation, and to deliver on strategic and operational commitments in a multi-stakeholder environment;
- expert ability to apply sound judgment in problem solving, evaluating courses of action, and making decisions and recommendations on complex matters, including the organization's most critical issues;
- strong project leadership skills with ability to plan and manage broad research and policy initiatives within a post-secondary system context;
- strong people leadership skills and ability to manage and coach a reporting team, involving all aspects of people management practice;
- excellent interpersonal and communication skills to advise, consult and present at the highest levels of the organization, and to build partnerships and collaborate with internal and external stakeholders;
- exceptional abilities in written and oral communication, project administration, computer applications, and data analytics; and,
- established capacity to develop and maintain credible professional relationships with faculty, staff, and administration within BC's post-secondary institutions.