

Director, Research and Admissions

The British Columbia Council on Admissions and Transfer (BCCAT) provides leadership and coordination in BC's post-secondary education system. The Council's mandate is to facilitate admission, articulation, and transfer arrangements among BC post-secondary institutions. Information on the Council and its work is available at www.bccat.ca.

BCCAT is seeking an experienced post-secondary leader for the role of Director, Research and Admissions. The position requires broad knowledge of BC's post-secondary system and the BC Transfer System. In addition to providing leadership across BC, the Director collaborates with jurisdictions across Canada and beyond to share and evaluate successful practices. This is an ongoing, full-time position that reports to the Executive Director and assumes responsibility for managing many aspects of the Council's operations and initiatives.

Strategic responsibilities include providing leadership in the following areas: admissions and transfer policy, processes and data; metrics on secondary to post-secondary transitions, student mobility and transfer system effectiveness; and initiatives to improve student access, admissions, transfer, and mobility.

Specific responsibilities include:

- Providing leadership and management for BCCAT's Research and Admissions Committees
- Maintaining and expanding linkages with provincial groups, including registrars, deans, senior administrators, institutional research directors, and relevant government ministries
- Serving as a member (or chair) of the Student Transitions Project (STP) Steering Committee and participating in the development of its annual work plan and projects implementation
- Conducting and overseeing research and admissions projects as required
- Preparing, managing and executing an annual work plan and budget for areas of responsibility
- Providing administrative management for BCCAT and supervision and direction to staff.

Qualifications

As the BCCAT Director providing leadership on Council's research and admissions initiatives in consultation 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 post-secondary education, preferably within a BC college, institute, 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 environments 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.

BCCAT offers a competitive salary and benefits package consistent with BCIT guidelines and procedures. A fixed term secondment may be considered, if appropriate. Currently, this position is eligible for a remote work schedule of up to 40%. A full position description is available at <https://bccat.ca/spotlight/JoinOurTeam2021>. General inquiries and applications containing an expression of interest and a detailed curriculum vitae should be directed to Adina Dropol, Office Coordinator, at adropol@bccat.ca. Please note that only shortlisted candidates will be contacted for follow up.

*Closing date for receipt of applications is **November 26, 2021**. Late applications may be considered at the discretion of the search committee.*