

## Position Description

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<b>Position Title:</b>	Research and Projects Officer
<b>Department:</b>	BC Council on Admissions and Transfer
<b>Reports to:</b>	Director, Research and Admissions

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### A. Position Summary

The main responsibility of this position is to ensure the successful completion of projects undertaken by the Council and its standing committees. While the position reports to the Director, Research and Admissions, direction for some general duties will be provided by other BCCAT staff as required. This position assists with administrative support to the Standing Committees and related subcommittees, and supports policy review and development. This position involves making presentations to BCCAT standing committees, the BCCAT Council, Articulation Committees, and groups external to BCCAT.

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 Research and Projects Officer is required to attend all meetings of the Research, Admissions, Transfer and Articulation (TAC) Committees, and staff, Council and other relevant meetings, where appropriate.

### B. Duties and Responsibilities

1. Conduct and oversee research and prepare reports for BCCAT committees and publications.
  - Oversee research conducted by contractors as directed, and consistent with the work plan approved by Council.
  - Support the preparation of final reports of research conducted by other BCCAT staff or contractors.
  - Conduct research projects as directed, and consistent with the work plan approved by Council.
  - Maintain summaries of current status of project deliverables as required.
  - Prepare articles for BCCAT newsletters and other relevant publications.
  - Present reports on completed and on-going research to a variety of audiences as required.

2. Provide support to Council, the standing committees, and to related subcommittees, ad-hoc project committees, and others as required.
  - Participate in meetings of the standing committees, presenting project proposals and final project reports for approval.
  - Develop sections of standing committee and Council agendas related to position responsibilities.
  - Make recommendations to BCCAT and the standing committees regarding project policies and processes.
  - 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 recruiting and orientation of new committee members
  - Assist or take the lead in reviewing and developing policies and terms of reference related to the work of the Council and the standing committees.
  
3. 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
  
4. Occasionally work flexible hours and travel out of town, as required and in accordance with Provincial health guidelines.

### **C. Qualifications**

- A minimum of a Master's degree (doctorate preferred) in a field related to the work of BCCAT
- A minimum of ten years relevant experience, preferably in an educational or governmental environment
- An equivalent combination of education and experience may be considered
- Graduate level course work in research methodology and statistics
- Experience in conducting and overseeing research utilizing quantitative and qualitative methods
- Demonstrated experience in writing at an academic and professional level.
- Experience at delivering presentations for small and large groups.
- Experience in project management