

Research and Projects Officer

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 professional for the role of Research and Projects Officer. The position requires broad knowledge of BC's post-secondary system and the BC Transfer System. In addition to conducting and overseeing research projects, the Research and Projects Officer participates in BCCAT outreach activities and other projects as required. This is a term position that reports to the Director, Research and Admissions, and supports other aspects of the Council's operations and initiatives.

Specific responsibilities include:

- Conducting and overseeing research projects as required
- Supporting production and dissemination of Council publications
- Maintaining and expanding linkages with BC post-secondary community
- Representing BCCAT at internal and external meetings as appropriate
- Supporting reviewing or development of policies and terms of reference related to the work of the Council and the standing committees
- Providing support to Council, the standing committees, and other related subcommittees, as required.

Qualifications

As the BCCAT Research and Projects Officer supporting research, policy and other initiatives, the incumbent requires the following qualifications:

- a minimum of ten years relevant experience, preferably in an educational or governmental environment;
- a graduate degree (doctorate preferred) in in a field related to the work of BCCAT;
- a comprehensive understanding of BC's post-secondary system and post-secondary environments in BC and Canada;
- capacity to conduct, and oversee research projects;
- strong project management skills with ability to manage research and policy initiatives within a post-secondary system context;

- excellent interpersonal and communication skills to liaise and collaborate with internal and external stakeholders;
- established capacity to develop and maintain credible professional relationships with faculty, staff, and administration within BC's post-secondary institutions; and,
- exceptional abilities in written and oral communication, project administration, and computer applications.

BCCAT offers a competitive salary and benefits package consistent with BCIT guidelines and procedures. This is fixed term appointment for 1 year minimum (with the possibility of renewal). A fixed term secondment may be considered, if appropriate. A full position description is available at https://www.bccat.ca/pubs/resources/OfficerRP_JobDesc202203.pdf.

General inquiries and applications containing an expression of interest and 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 **April 8, 2022**. Late applications may be considered at the discretion of the search committee.*