

JOB DESCRIPTION

JOB TITLE: Committee Coordinator

REPORTS TO: Director, Transfer and Articulation

DATE: July 2026

SUMMARY:

Acts as the primary BCCAT contact for its network of articulation committees. Provides administrative support to all provincial articulation committees overseen by the British Columbia Council on Admissions & Transfer (BCCAT), and to the three standing committees of BCCAT (Research, Transfer and Articulation, and Admissions). Administers articulation-related content on BCCAT website. Collaborates with BCCAT staff on the production of its Joint Annual Meeting (JAM).

KEY ACCOUNTABILITIES:

Assists committee leaders with planning and facilitating meetings. Provides information to committees on operational questions.

Maintains up-to-date lists of committee leaders and System Liaison Persons (SLPs). Coordinates the appointment of SLPs for each committee and sends formal appointment letters to new SLPs. Ensures that committees submit minutes after each meeting.

Coordinates assignments of BCCAT staff to attend scheduled committee meetings. Maintains spreadsheet tracking BCCAT staff attendance at meetings, and collects staff notes from meetings. Maintains database tracking institutional representative attendance at articulation meetings.

Responsible for communicating BCCAT news, information, and updates to articulation communication leaders.

Collaborates with BCCAT staff and the Transfer and Articulation Committee in addressing issues or concerns related to committees.

Provides orientations for new articulation committee leaders. Organizes annual online kick-off meeting for articulation committee leaders and SLPs in spring.

Administers articulation committee pages on BCCAT website. Updates online contact information for each committee, posts approved minutes from committee meetings, and posts relevant documents created by committees (e.g. research reports). Updates online calendar of meeting dates and locations.

Administers BCCAT's Moodle site for articulation committee use. Authorizes administrators for each committee's page, and troubleshoots operational issues with the site.

Provides operational and logistical support for regular meetings of the Transfer and Articulation Committee, Research Committee, and Admissions Committee. This includes:

- Coordinating with BCCAT staff person responsible for each committee in preparing for meeting
- Notifying committee members of upcoming meeting dates
- Creating meeting in MS Teams (or similar platform) for online/hybrid meetings
- Sending invitations to attendees, and tracking responses
- Coordinating production of the agenda package, and circulating it to committee members
- Booking meeting room, for in-person meetings
- Ordering and coordinating catering, for in-person meetings
- Attending meetings and taking minutes
- Circulating draft minutes for edits/revisions, revising draft minutes, and ensuring that revised draft minutes are included in the agenda package for approval at the committee's next meeting

Collaborates with the relevant Director in identifying and recruiting potential members of the three BCCAT standing committees, and sends formal notification letters to newly appointed committee members.

Collaborates with the Director and with other BCCAT staff to support the planning and delivery of BCCAT's annual JAM (Joint Annual Meeting) event.

QUALIFICATIONS AND REQUIREMENTS

- Minimum of an undergraduate degree, preferably from a BC post-secondary institution
- Comprehensive understanding of BC's post-secondary system and the BC transfer credit environment
- Minimum five years' experience working in a post-secondary institution, preferably in BC and in an administrative or support role
- Exceptional written communication, oral communication, project management, and problem-solving skills
- Ability to work to deadlines and to coordinate with others in meeting deadlines
- Ability to work productively and professionally with a wide range of individuals, post-secondary institutions, and organizations
- Experience in administering and editing websites built in WordPress
- Experience in administering Moodle sites (preferred)
- Experience in working with virtual event platforms and live-streaming tools such as PheedLoop (preferred) or Zoom
- Experience in planning and facilitating meetings, including taking minutes
- Willing to work in a small organization with a flat structure, and with extensive interdependence and collaboration across jobs