

JOB POSTING

INTERIM DIRECTOR, TRANSFER & ARTICULATION

Fixed Term: April 1, 2026 – March 31, 2027 (with the possibility of renewal)

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 *Interim Director, Transfer & Articulation*. The successful candidate will provide strategic leadership to the British Columbia Council Admissions & Transfer ("BCCAT") operations and initiatives. They will work collaboratively across the BC post-secondary system and jurisdictions to provide leadership, support, and coordination of provincial articulation policy, institution to institution dispute mediation, transfer and articulation effectiveness, student and system information resources, and web resources development. They will oversee the Council's Transfer and Articulation Committee and BCCAT's Joint Annual Meeting (JAM) at the provincial and national level, and share successful transfer and articulation practices and outcomes for awareness of opportunities.

KEY ACCOUNTABILITIES:

Participates as a member of the BCCAT management team, providing input to the development of strategies and goals, and sharing responsibility for achievements and success.

Develops strategic work plans and policies that drive focus and prioritization for the achievement of BCCAT goals. Develops and implements standards, processes, procedures, tools and metrics.

Collaborates with the Chair and members of the Transfer and Articulation Committee to: manage an annual work plan such as: developing policies and practices on transferability of post-secondary credit courses and programs; examining issues of course/program equivalency and student transitions; commissioning or conducting research; developing and distributing resources for students, post-secondary professionals, and the public describing current policies and practices regarding credit transfer.

Provides strategic direction in planning and leading all aspects of BCCAT's Joint Annual Meeting (JAM), including program development, engagement activities, outreach, and promotion. Chairs JAM organizing committees, engagements with presenters, budget management, and general oversight and coordination of all activities related to JAM.

Manages committee membership and ensures appropriate balance of representation. Oversees the operations of the provincial articulation committees. Develops agendas, attends committee meetings, provides consultation and shares reports on BCCAT activities to Council and Council committees.

Maintains and expands linkages with a broad range of provincial organizations, including the BC Registrars Association, Deans sector group, and other system level organizations.

Chairs or serves as a member of other key provincial initiatives, working groups or commissions in areas related to transfer and articulation, as well as curricular, graduation, and application requirements as required.

Acts as a strategic advisor on data, research, and background reports to support the implementation of provincial post-secondary education initiatives. Prepares special reports, consultation papers, policy documents, and research summaries on transfer and articulation-related topics.

Organizes, participates, and presents at relevant conferences and symposia to provide strategic advice and assistance to other jurisdictions as appropriate. Manages and consults with other Directors on special initiatives for pathway development including high priority strategic initiatives related to the Ministry responsible for post-secondary education.

Maintains currency in the literature and practice of transfer and articulation in areas such as operationalizing and maintaining transfer and articulation agreements and recording non- traditional transfer arrangements.

Develops and supports inter-provincial and national collaborations related to transfer and articulation topics such as learning outcomes, dual credit, program and course equivalency, and credit transfer with other agencies, as required.

Collaborates with partners, such as Indigenous groups and institutional personnel, to develop and facilitate transfer and articulation innovation. Provides training, strategic and technical advice, and support to related programs and services.

Provides regular communications and presentations on matters related to transfer and articulation, including aspects of BCCAT's work, to post-secondary sector groups and articulation committees as required.

Prepares and manages an annual work plan, contracts and budget for areas of responsibility; monitors and reports on progress against the approved work plan, providing peer review and feedback; and contributes to the preparation of reports for the Council annual report documenting the achievements of the year.

Manages reporting staff, including selection, coaching, mentoring, development, performance management and all other people-management practices.

QUALIFICATIONS AND REQUIREMENTS

- A graduate degree in an appropriate field.
- Minimum seven years of senior administrative leadership and supervisory experience in post- secondary education.
- Comprehensive understanding of BC's post-secondary system and a thorough appreciation of the articulation and transfer environment.
- Exceptional written, oral communication, project management and analytical skills.
- Excellent presentation skills for small and large audiences.
- Advanced diplomatic, influencing and facilitation skills.
- Proven experience in organizing large conference events.

- Experience at delivering presentations for small and large groups.
- Strong leadership and credibility among faculty, staff, and administration within BC's post-secondary institutions.

BCCAT offers a competitive salary and benefits package consistent with BCIT guidelines and procedures. This is a fixed term appointment for 1 year minimum (with the possibility of renewal). A fixed term secondment may be considered, if appropriate. The BCCAT office is located in downtown Vancouver, and BCCAT offers the opportunity to work 40% remotely.

Salary Range - \$136,202-\$195,791, with a control point of \$170,253 per annum

The Compensation Range is the span between the minimum and the maximum base salary for a position. The control point of the range represents an employee that possesses full job knowledge, qualifications, and experience for the position. In the normal course, employees will be hired, transferred, or promoted between the minimum and the control point of the salary range for a job, taking internal equity into account. Salaries above the control point may be considered for extenuating circumstances and must be approved by an external governing body.

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 January 30, 2026, at 4pm. Late applications may be considered at the discretion of the search committee.*