



JOB DESCRIPTION

JOB TITLE:	Technology Coordinator
REPORTS TO:	Director, Information Technology
DATE:	July 2026

Summary

Provides support and coordination on information technology initiatives at BCCAT. Liaises and works collaboratively with system partners accordingly. Supports and/or undertakes related analysis, research, business process and policy review and development for BCCAT's technology or related projects. Assists with administrative support to committees or ad-hoc project working groups as required and involves making presentations to BCCAT standing committees, the BCCAT Council, Articulation Committees, and groups external to BCCAT.

Duties and Responsibilities

Provides primary coordination and support for BCCAT's technology applications, initiatives, and corresponding committees, ad-hoc project working groups, and users of BCCAT technologies.

- Coordinates the development, maintenance support, and troubleshooting of BCCAT technology applications and initiatives; triages technical support requests and liaises with external software development vendors to resolve issues, implement enhancements, and support ongoing system development and maintenance.
- Maintains currency in the field of technology and digital services to inform development of effective and efficient service provision of BCCAT technologies.
- Maintains summaries of and recommendations toward project deliverables, in-progress and completed, as required.
- Conducts project-related research, as directed, and consistent with the Technology work plan.
- Prepares materials and presents on projects in different modes to various audiences (i.e. written, online, in-person, etc.).

Discerns and comprehends the business goals and problems of stakeholder groups that impact project deliverables.

- Interprets and critically analyzes goals and problems.
- Assesses multiple options, business approaches and/or possible solutions.
- Communicates concisely with stakeholders regarding requirements and solutions.

Liaises and works collaboratively with BCCAT staff and system partners to move technology projects forward.

- Represents BCCAT at internal and external meetings as appropriate, to inform on BCCAT initiatives, and to assist with projects.
- Assists or takes the lead in orientation of system partners working with BCCAT in various

technology initiatives.

- Assists or takes the lead in reviewing and developing processes, procedures, policies and terms of reference related to BCCAT's technologies.

Works as a cooperative member of the BCCAT team, assisting with projects and tasks as requested or directed.

- Develops comprehensive understanding of the mandate, priorities, and scope of activities of BCCAT and of the admissions, articulation, and transfer environment in British Columbia.
- Represents BCCAT professionally and knowledgeably as required.
- Interacts professionally and collegially with all staff, and integrates appropriately within the BCCAT office environment.

Occasionally works flexible hours and travels out of town, as required and in accordance with Provincial guidelines.

Qualifications

- A minimum of a bachelor's degree, preferably in Information Systems, Information Technology, Business Administration, or a related field, combined with knowledge of post-secondary support services such as Transfer Credit, Admissions, and Academic Advising, or another field related to the work of BCCAT.
- A minimum of five years' relevant experience, e.g. supporting technology projects, systems coordination, or business/process analysis, preferably in an educational or governmental environment
- An equivalent combination of education and experience may be considered
- Good understanding of the post-secondary operations and technology services, at an institutional and system-level
- Familiarity with working with technology platforms and applications, preferably those in a post-secondary or governmental environment, including both public facing as well as restricted access internal webservices.
- Solid skills in translating technical information for non-technical audiences.
- Working knowledge of business process review, policy development, or governance structures.
- Demonstrated strong communication skills, including writing at an academic and professional level and presenting to committees or various audience groups.
- Experience in project management, coordinating projects, tracking deliverables, and supporting cross-functional initiatives.
- Ability to manage multiple priorities and contribute to project planning and execution.
- Strong organizational skills with attention to detail and follow-through.
- Ability to liaise effectively with internal staff and external partners.
- Demonstrated initiative, problem-solving ability, and adaptability in a dynamic environment.
- Able to work with flexible hours and travel out of town.