

Interchange Position Description – Pathways Research and Projects Manager Learner Pathways/ACAT Secretariat, Alberta Advanced Education

Job Purpose and Organizational Context

The **interchange position of Pathways Research and Projects Manager** will provide direct post-secondary knowledge and competencies in research and data, initiatives and project management, metrics and reporting, and learner mobility and pathways (e.g., admissions, transfer, high school transitions and dual credit, prior learning assessment and recognition (PLAR), apprenticeship education, micro-credentials, military education and training, inter-jurisdictional mobility) to the work of the Learner Pathways/ACAT Secretariat Team and Student Supports Coordination Unit. This position supports key functions and operations of the Alberta Transfer System and learner pathways in the province as transfer and pathways evolve to meet Advanced Education’s Mandate Letter and Business Plan, Skills for Jobs Task Force Report, and Alberta 2030: Building Skills for Jobs Strategy (Alberta 2030), supporting the system and learners.

Reporting to the Senior Manager, Learner Pathways/ACAT Secretariat, the Pathways Research and Projects Manager coordinates development and implementation of stakeholder and ministry research and data projects, new transfer pathways development and related stakeholder collaboration, and system and institution metrics and enhanced reporting and communication to address learner access and mobility barriers for the Alberta Transfer System and learner pathways.

The role supports new and existing research and data projects in the transfer system within the adult learning system, including engagement with a large scope of transfer system member institutions, provincial/national committees, and government; other ministries and stakeholders in Alberta and Canada related to articulation and pathways; and the Advanced Education (AE) Learner Pathways Team, as well as Student Supports Coordination Unit (SSC) and Engagement and Student Supports Branch (ESS) in the adult learning system.

Responsibilities

Manage Alberta Transfer System and learner pathways development and implementation of research and data projects, new transfer pathways development and related stakeholder collaboration, and metrics and enhanced reporting and communication to address learner access and mobility barriers in alignment with AE’s provincial Mandate Letter and strategic direction by:

- I. Project Management and Implementation: Managing transfer and learner pathways research, data, and system projects, providing guidance for project implementation, working group(s), and funding, and aligning activities and outcomes across networks to inform transfer system and pathways direction and innovations.**
 - Develop, coordinate, and implement new/existing transfer system and pathways projects, including project planning and reporting; risk, issue, and resource management; stakeholder participation, meetings, and action items; and project data, deliverables, measurement, and communication.
 - Develop and facilitate stakeholder project activities, system engagement and dialogue, and working groups to validate technical and data approaches and support deliverables completion

through evidence-based decisions, relationships and trust, templates and tools, and problem solving and outcomes tracking.

- Engage with stakeholders from a broad scope of relevant groups, including multiple roles from transfer system member institutions, student groups, stakeholder networks/committees/working groups, education and transfer organizations, non-member education learning providers, and government.
- Inform outcomes for transfer system member institution/working group resource allocations and grants, support grants manager activities, and monitor deliverables progress.
- Implement project outcomes in alignment with:
 - Alberta Advanced Education priorities, including transfer and pathways initiatives identified in the Premier’s Mandate Letter for the Minister of Advanced Education (Mandate Letter) and Alberta 2030: Building Skills for Jobs Strategy (Alberta 2030).
 - Alberta Transfer System data and system priorities for transfer and pathways and guidance from transfer system member institutions, including from Registrars and Strategic and Operational Contact Persons.
 - Current, accurate, and relevant transfer and pathways research and data, acknowledging variables and caveats and utilizing mechanisms for consensus and shared solutions.
 - Alberta Transfer System member institution and learner initiatives and provincial data sets, applications, and standards (e.g., Alberta Learner Pathways System (LPS) and Transfer Alberta Search Tool, ACAT and Transfer Alberta websites, Transfer Credit Awarded (TCA), Student Mobility Reports).
- Support other transfer and pathways data and research initiatives as needed.

II. Pathways Development and Collaboration: Guiding and advising transfer system member and non-member learning provider collaboration and development of new transfer pathways in alignment with new Learner Pathways System (LPS) technical solutions.

- Guide and facilitate transfer system member institution and non-member education learning provider collaboration and transfer system participation.
- Develop transfer system working group(s) to inform and test new LPS non-member online transfer portal technical development and develop new LPS transfer decisions pathways, including mapping, assessment, and data.
- Inform, gather, and test stakeholder/working group input regarding online ACAT website non-member LPS portal development for From (sending) Institution learning providers to share their offerings with member To (receiving) Institutions for possible transfer credit decisions.
 - Share stakeholder portal input and testing with the LPS technical development team in alignment with their project requirements.
- Enable, support, and report on transfer system member institution development of new transfer and mobility pathways for learners in the LPS and Transfer Alberta Search Tool, including assessment and development of new transfer decisions for alternative offerings (e.g., micro-credentials and online offerings, military education and training, business/industry training) for credit towards existing post-secondary member institution courses/programs.
- Inform new transfer portal and new transfer decisions pathways in alignment with current, relevant transfer and mobility research and data, including stakeholder input and the Alberta Micro-credentials Framework, as well as in alignment with LPS and Transfer Alberta Search Tool requirements and technical updates for applications, data standards, reporting, and system/institution metrics.

III. Metrics and Reporting: Managing and implementing transfer system and publicly funded member institution metrics solutions and outcomes, supported by system communication, institution collaboration, and development of business intelligence and reporting.

- Develop, test/gather input, and implement transfer system institution and system level metrics in collaboration with member institution stakeholders and government, including alignment with government priorities and initiatives, existing transfer system provincial data sets (LPS, TCA), and evidence-based best practices for institution and system metrics.
- Develop, test/gather input, and implement enhanced transfer system and pathways business intelligence and reporting (e.g., SQL, Cloud, GA4 Analytics, PowerBI, Visio, Excel, PowerPoint, SharePoint, CMS), data visualization and dashboards, and system communication.
- Create new ongoing data analysis and reporting to communicate transfer system updates, learner provider participation, and new transfer decision types and pathways.

Typical Problems Solved

Reporting to the Senior Manager, Learner Pathways, this position is responsible for the **development and implementation of research and data projects, new transfer pathways development and related stakeholder collaboration, and metrics and enhanced reporting and communication** for the Alberta Transfer System and learner pathways in the adult learning system. The role supports the branch, division, ministry, adult learning system, provincial and national stakeholders and learners by managing ministry and system operational initiatives and strategies to enhance learner pathways and mobility.

This role requires informed operational decision-making for a wide scope of stakeholders and learner pathways to manage complex operational problems regarding barriers to learner mobility, and access to career and education pathways and recognition of prior learning. Decisions require knowledge of ministry and system priorities, initiatives, research and reporting, stakeholder engagement and communication in collaboration with a large number of stakeholders. Scope of stakeholder engagement includes: Learner Pathways System member institution stakeholders (e.g., Alberta publicly funded institutions, First Nations Colleges, private not-for-profit institutions, out-of-province institutions from other jurisdictions), K-12, education organizations/agencies (e.g., ApplyAlberta, alis), Alberta Micro-credentials and Military Education and Training Working Groups, student groups, stakeholder networks/committees, non-member institutions/learning providers, and government and jurisdictional councils on admissions/articulations and transfer and like bodies in Canada (CATs).

Difficult or challenging situations typically handled or resolved by this position include:

- Ensuring that planning, coordination, and implementation for transfer system and pathways projects support learner mobility, access to education and career pathways, and recognition of prior learning, while multitasking and prioritizing items; balancing differing roles across multiple stakeholders; and maintaining cooperation, collaboration, and coordination.
- Assisting stakeholders/working groups and the Learner Pathways/ACAT Secretariat team to assess research and data project, metrics, and system issues; evaluate information gathered through research, analysis, and dialogue; and share information and issues that need to be advanced to the ministry, contributing to project solutions, communication, and tools and supports.
- Addressing and managing institution and system measurement variables, caveats, and concerns and evidence-based solutions informed by current, valid research and data.
- Supporting and maintaining stakeholder relationships with Alberta Transfer System member institutions, non-member learning providers, and other internal and external pathways

stakeholders to encourage and facilitate their active participation in and learner supports for working groups/engagement in the transfer system and learner pathways in Alberta.

This role develops innovative approaches to developing and implementing large stakeholder transfer system and pathways projects, engaging a wide scope of stakeholders and networks, and identifying and problem-solving system issues based on understandings of learner pathways and mobility (e.g., admissions and transfer, PLAR, high school transitions and dual credit, apprenticeship education, micro-credentials, military education and training, credential recognition, and/or inter-jurisdictional mobility).

Types of guidance available for problem-solving

The Executive Director, ESS and Director, SSC provide strategic government direction and the Senior Manager, Learner Pathways/ACAT Secretariat informs and guides this direction and completes approvals and oversight/leadership for this position. The Pathways Research and Project Manager facilitates development and implementation of research and data projects, new transfer pathways development and related stakeholder collaboration, and metrics and enhanced reporting and communication for transfer system and pathways operations in collaboration with and guidance from institutions/stakeholders in Alberta and Canada and from government.

This position requires effective relationships with a wide variety of stakeholders to facilitate transfer system and pathways project management and implementation and institution and system measurement. These relationships and partnerships are essential for the coordination of new research and data projects and information sharing, including for development of a new transfer pathways portal and transfer decisions pathways, such as transfer pathways for alternative offerings for micro-credentials. Issues dealt with include sensitive and/or controversial considerations regarding institution and system measurement, new learning provider engagement, and new assessments and mapping. This role balances and reconciles differing and competing interests while demonstrating responsiveness, flexibility, and adaptability. Cooperation, collaboration, and teamwork are emphasized.

This position requires:

- Project management skills, including project planning, coordination, stakeholder and issues management, resource/grants management, business intelligence and reporting, and measurement.
- Research, data, and metrics development, analysis, and reporting and data visualization skills.
- Interpersonal, relationship management, networking, and communication skills.
- Discernment, critical thinking, and decision-making skills, including the ability to represent Learner Pathways/ACAT Secretariat, the ministry and Government on internal and external working groups.
- Communication skills, including ability to: communicate via effective website content; develop and guide research and data plans, analysis, and reporting; deliver effective presentations; and demonstrate problem-solving.

Direct or indirect impacts of decisions

The work carried out by this position includes complexity and is affected by member institution/system stakeholder partnerships and goals. This role is responsible for supporting stakeholder communication, collaboration, initiatives and activities to facilitate learner access to communication, information, and supports that facilitate learner pathways and mobility.

This position works closely with the Learner Pathways/ACAT Secretariat team and ministry representatives to manage and facilitate complex admission and transfer research and data projects and initiatives, issues, and services, as well as opportunities to reduce red tape and enhance service delivery. The transfer system and learner pathways and access to research, data, and information have a direct impact on learners' ability to meet their education and career needs.

This position assists in preparing recommendations and information to support senior leadership and the system, notably regarding system projects to support the ministry's Mandate Letter and key priorities for the transfer system. This work directly impacts key decisions relating to learner mobility and recognition of prior learning in Alberta and Canada. This position also assists in facilitation of provincial and jurisdictional stakeholder relationships and initiatives.

The position will provide a strong return on investment for the ministry and the system by reflecting direct institution knowledge and system leadership in Learner Pathways/ACAT Secretariat's ministry and transfer system work and sharing learning in return with their home institution and the adult learning system. This role would also directly contribute to achievement of transfer system outcomes for the ministry's Mandate Letter and removing barriers to access and mobility and supporting learner success.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Relationships:

- **AE Learner Pathways/ACAT Secretariat staff and SSC staff**
 - o Daily contact. Support for and collaboration with the team, including via individual and team meetings, communication, stakeholder meetings, unit meetings, project PSI grants management.
- **Pathways-related business areas in Advanced Education and Education, including Directors, Managers, professional and other ministry staff**
 - o Periodic contact. Support Learner Pathways/ACAT Secretariat team and SSC in information sharing, issues resolution, collaboration, and reporting for transfer and pathways projects.

External Relationships:

- **Institutions and First Nations Colleges representatives from all Learner Pathways System (LPS) member institutions as well as non-member learning providers and government via identified transfer system and pathways projects and stakeholder working groups**
 - o Daily, regular and frequent contact. Manage key transfer system projects and stakeholder relationships, information sharing and analysis of issues, and collaboration regarding strategies to support project development and implementation for learner pathways, mobility, and the system, including with: Strategic and Operational Contact Persons, Registrars, Vice-President Academics/Provosts and pathways staff, student advisors, faculty, students/student groups (e.g., ASEC and CAUS), Alberta Micro-credentials Working Group, Articulation Committee Chairs, SSSOs, K-12, stakeholder organizations (e.g., ApplyAlberta, alis), non-member institutions currently in transfer system data and other new non-member education learning providers/organizations, and government (e.g., Advanced Education, Technology and Innovation, Education and Childcare).
- **Other institution and stakeholder representatives, including Students and Student Groups, Student Advisors, Dual Credit and PLAR Leads, School Authorities**
 - o Periodic contact. Support Learner Pathways/ACAT Secretariat team, SSC, and ESS on project initiatives, challenges, opportunities, and solutions.

- **Councils on Admissions/Articulations and Transfer and like bodies in Canada (CATs) and Pan-Canadian Consortium on Admissions and Transfer (PCCAT)**
 - o Periodic contact. Support Learner Pathways/ACAT Secretariat team to manage cross-jurisdictional research and initiatives to advance learner mobility, as well as engagement with CATs involved in micro-credentials and military education and training initiatives (e.g., BCCAT, ONCAT, CATNB) to support project outcomes and alternative offerings transfer credit data standards.

Required Education, Experience and Technical Competencies

This position requires competencies for/knowledge and understanding of:

- Current/Recent work and experience in a post-secondary institution in a middle management-related role that directly supports learner admissions and/or transfer credit and data and reporting, as well as one or more of the following: PLAR, micro-credentials, military education and training, apprenticeship education, high school transitions and dual credit, and/or inter-jurisdictional mobility, notably in the Registrar, Student Advisor, Contact Person, and/or related administrative offices.
- Minimum 4-year degree in a public administration or education-related area and between two to four years of related post-secondary institution/organization work experience. Education equivalencies considered for five to eight years of related post-secondary work experience and competencies.
- Alberta's post-secondary system, with a focus on the Alberta Transfer System and learner pathways, including relevant institutional/stakeholder relationships, governance and policies, ministry initiatives, data management and reporting, and system operations.
- Post-secondary education pathways and learner mobility, such as: transfer, admissions, PLAR, micro-credentials, military education and training, apprenticeship education, credential recognition, high school transitions and dual credit, inter-jurisdictional mobility, curriculum and learning outcomes, labour market and training, and/or post-secondary and career planning.
- Relevant stakeholders affected by learner transitions and mobility, including learners, advisors, committees, senior representatives, K-12, CATs, and provincial and national education- and professional/regulatory-related organizations.
- Public/stakeholder collaboration, relationships, engagement, networking, and contracts and grants.
- Project management, including planning and reporting; risk, issue, and resource management; stakeholder participation, meetings, and action items; and project data, deliverables, and metrics.
- Research and data analysis, metrics development and analysis, reporting and business intelligence, information management and technology/tools, and communication.
- Critical thinking, discernment, adaptation, and attention to detail.
- Issues identification and problem-solving and ability to manage high volumes of information, stakeholders, initiatives, and goals.