

Interchange Position Description – Articulation Manager

Learner Pathways/ACAT Secretariat, Alberta Advanced Education

Job Purpose and Organizational Context

The **interchange position of Articulation Manager** will provide direct post-secondary admissions, transfer, and pathways institution knowledge, skills and understandings to the work of the Learner Pathways/Alberta Council on Admissions and Transfer (ACAT) Secretariat team and Student Supports Coordination unit in Alberta Advanced Education. 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 in Advanced Education, the Articulation Manager coordinates Alberta Transfer System and learner pathways operations for provincial Articulation and Affiliated Committees, related system data initiatives and activities, and system communication and representation with operational stakeholders in Alberta and Canada.

The role supports stakeholder collaboration and operational delivery of initiatives for the transfer system within the adult learning system, including engagement with a large scope of external Articulation and Affiliated Committees; other ministries and stakeholders in Alberta and Canada related to articulation and pathways; and the Advanced Education (AE) Learner Pathways/ACAT Secretariat Team, as well as Student Supports Coordination Unit (SSC) and Engagement and Student Supports Branch (ESS).

Responsibilities

Manage Alberta Transfer System and learner pathways Articulation and Affiliated Committee stakeholder networks, guidance for system data initiatives and activities, and system communication and representation to support learner access to pathways and recognition of prior learning in alignment with AE’s provincial Mandate Letter and strategic direction by:

I. Articulation and Affiliated Committee Stakeholder Networks: Managing Articulation Committee governance and Articulation and Affiliated Committee initiatives and data, issues awareness and communication, and external stakeholder and government relationships.

- Facilitate a large number of current and new system-led provincial Articulation Committees (19 to date (12 active and 7 pending review)) and Affiliated Committees (4 to date) with stakeholder representatives from different high school transitions and post-secondary education program- and pathways-specific areas, including: external stakeholder and Chair collaboration, committee governance and membership, committee set up and updates, meeting participation, stakeholder and pathways advice, issues management, system updates, and government and stakeholder organization participation.
- Guide committee and system initiatives, research and collaboration, and communication for pathways articulation and relationships between pathways, including via Alberta Council on Admissions and Transfer (ACAT) and Transfer Alberta websites; Transfer Alberta Search Tool and learner data access; cross-committee, system, government, and organization/jurisdiction communication; dialogue with and between provincial committees and with related

jurisdictional committees in Canada; and cross-pathway communication and articulation of learner mobility.

- Manage provincial Annual Pathways Meeting with participation from all Alberta Transfer System and learner pathways key external and cross-ministry stakeholders in Alberta and Canada.

II. System Data Initiatives and Activities: Guiding and advising transfer system and learner pathways activities, research and data, and reporting for provincial Articulation and Affiliated Committees, member institutions, government, and external organizations in Alberta and Canada.

- Guide system stakeholders, research initiatives, analysis and reporting, and learner pathways data access to help address barriers and gaps in pathways research and data, and inform policy and outcomes including for Advanced Education's Mandate Letter.
- Provide direction for system research and data and communicate business intelligence and reporting, utilizing data, technology and tools to share information, inform policy and practice, and support transfer system measurement and learner access to career and education pathways (e.g., Student Mobility Reports, Learner Pathways System (LPS)/Transfer Alberta Search Tool data, Transfer Credit Awarded (TCA) and PLAR credit awarded data, dual credit data, and Google Analytics data for LPS applications and for ACAT and Transfer Alberta websites and Search Tool).
- Identify and suggest ways to address barriers for recognition of prior learning and inform ease of reliable pathways data access and learner mobility as a part of system initiatives and activities.

III. System Communication and Representation: Evaluate, create, and contribute to provincial learner mobility and pathways system communication and dialogue and represent the ACAT Secretariat/transfer system in stakeholder and government collaboration in Alberta and Canada.

- Provide direct institution/system knowledge, skills and understandings to support and inform the operations of the Alberta Transfer System and provincial learner pathways (e.g., admissions, transfer, high school transitions and dual credit, prior learning assessment and recognition (PLAR), credential recognition, micro-credentials, military education and training, apprenticeship education, interprovincial mobility), with an understanding of formal and informal recognition of prior learning (RPL), post-secondary education, and learner planning and mobility.
- Collaborate with the Learner Pathways/ACAT Secretariat team/SSC/ESS to provide communication liaison support and information awareness between system Articulation and Affiliated Committees and government and other system stakeholders (e.g., institution Strategic and Operational Contact Persons, Registrars, faculty, student advisors, councils on admissions/articulations and transfer and like bodies in Canada (CATs), and other pathways-related organizations, education providers, and school authorities).
- Represent the ministry on committees/initiatives; respond to learner, stakeholder, and government inquiries; and provide issues and system analysis, briefings, FAQs, and recommendations for Learner Pathways/ACAT Secretariat team/ministry and system stakeholders.
- Communicate system information and research/reporting via the ACAT and Transfer Alberta websites, committee/stakeholder/government presentations, emails, FAQs, and other mechanisms.
- Implement system principles and policies in collaboration with the Learner Pathways/ACAT Secretariat team/SSC/ESS, including: Alberta Learner Pathways System Principles and Alberta Transfer System Institution Membership roles and responsibilities, Ministry Business Plan and Mandate Letter, current Ministry post-secondary education initiatives/strategies (e.g., Alberta

2030), and Pan-Canadian Consortium on Admissions and Transfer (PCCAT) Memorandum of Understanding (MoU).

- Inform, collaborate with, and support the work of the Learner Pathways/ACAT Secretariat team and SSC in alignment with ministry direction and inclusion and diversity.
- Support ESS facilitation of stakeholder and student engagement, relationships, initiatives, and supports related to transfer and learner pathways, including for the Premier's Mandate Letter for the Minister of Alberta Advanced Education.

Typical Problems Solved

Reporting to the Senior Manager, Learner Pathways, this position is responsible for facilitation of Articulation and Affiliated Committees, data initiatives and activities, and communication and representation 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 initiatives, research and reporting, stakeholder engagement and communication in collaboration with a large number of stakeholders, including 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, 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 system governance, operations, and supports for the provincial articulation model are implemented and support learner 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 committees/stakeholders and the Learner Pathways/ACAT Secretariat team to assess emerging system issues and information gathered through research, analysis, and dialogue, sharing information and issues that need to be advanced to the ministry, and contributing to solutions, communication, and tools and supports.
- Supporting and maintaining articulation/stakeholder network relationships and partnerships with Alberta Transfer System member institutions and with other internal and external pathways stakeholders to encourage and facilitate their active participation in and learner supports for the transfer system and learner pathways in Alberta.

This role develops innovative approaches to maintaining large stakeholder networks and identifying and problem-solving system issues based on a broad understanding of admissions and transfer and related learner pathways and 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 Articulation Manager facilitates system pathways articulation, data initiatives and activities, and communication and representation 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. These relationships and partnerships are essential for the coordination of system awareness, information sharing, arrangements, and pathways, including transfer, high school transitions, and pathways to admissions. Issues dealt with are sometimes sensitive and/or controversial, and this role balances and reconciles differing and competing interests while demonstrating responsiveness, flexibility, and adaptability. Cooperation, collaboration, and teamwork are emphasized.

This position requires:

- Interpersonal, relationship management, networking, and communication skills.
- Discernment, critical thinking, and decision-making skills, including the ability to represent Learner Pathways, the ministry and Government with/on internal and external provincial committees.
- Communication skills, including ability to: communicate via effective website content; develop and guide research 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 issues, services, research and pathways initiatives, and 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, directly impacting key decisions relating to learner transitions, 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' 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 removing barriers to access and mobility and support 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.
- **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, and collaboration.

External Relationships:

- **Institutions and First Nations Colleges representatives from all Learner Pathways System (LPS) member institutions via Articulation Committees and Affiliated Committees**
 - o Daily, regular and frequent contact. Manage committee operations and governance, information sharing and analysis of operational issues, and collaboration regarding strategies to support learner pathways, mobility, and the system, including with faculty, Registrars, Senior Administration and pathways staff, student advisors, Contact Persons, students, K-12, and stakeholder organizations.
- **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 operational 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.

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 one or more of the following: high school transitions and dual credit, PLAR, micro-credentials, military education and training, apprenticeship education, 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 system operations.
- Post-secondary education pathways and learner mobility, such as: transfer, admissions, PLAR, high school transitions and dual credit, micro-credentials, military education and training, apprenticeship education, credential recognition, 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.
- Research and data analysis, reporting and business intelligence, information management and technology/tools, project management, 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.