

## ONCAT Careers

### Project Lead, Collaborations and Community Programs

**Location:** Toronto, Ontario, Canada

**Type:** Full-time

**Category:** Policy and Programs

**Reports to:** Policy and Programs Director

#### About the Employer

Established in 2011, the Ontario Council on Articulation and Transfer (ONCAT) was created by the government of Ontario to enhance academic pathways and reduce barriers for students looking to transfer among Ontario's 45 public colleges and universities. As a member organization, ONCAT works with those institutions to develop transfer credit policies and practices to ease student mobility. ONCAT also maintains the ONTransfer.ca website, a student portal designed to connect students to transfer opportunities within Ontario. Through ONTransfer.ca, students are able to make informed decisions about credit transfer in Ontario.

#### About the Position

##### Overview

Under the leadership of the Policy and Programs Director, the Project Lead, Collaborations and Community Programs, will be responsible for fostering collaboration and coordination between ONCAT, ONCAT members, and relevant stakeholders. This role will support the development and coordination of strategic initiatives (such as Communities of Practice) that strengthen stakeholder relationships, amongst themselves and with ONCAT, in order to change credit transfer culture and maximize students' educational investment.

##### Responsibilities

Manage the Communities of Practice initiatives and other community groups:

- Maintain a calendar of events and ensure that ONCAT meets key Ministry deliverables.
- Liaise with community members to ensure the timely completion of deliverables, including monitoring budgets.
- Manage events tied to Communities of Practice, including hiring necessary consultants and the development of the events according to best practices in project and event management.
- Coordinate and facilitate multi-stakeholder meetings and workshops as appropriate.
- Work with the Policy & Programs Director to establish strategic objectives and maintain progress toward those objectives.
- Ensure that communities are engaged according to best practices in community group development.
- Develop project goals, work plans, make budget recommendations, and develop evaluation criteria. Track budget progress.
- Brief the Policy & Programs Director and escalate issues to their attention as necessary.

Develop relationships with key ONCAT partners:

- Act as coordinator and liaison with the Student Advisory Board and other ONCAT community groups as necessary.

#### Ontario Council on Articulation and Transfer (ONCAT)

180 Dundas St. West Suite 1902

Toronto, Ontario M5G 1Z8

T: (416) 640 6951 | F: (416) 640 6959

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- Manage the student survey and focus groups. Hiring consultants as necessary, ensuring the quality of the work, and communicating the results to other individuals and teams within ONCAT.
- Build strong relationships with ONCAT partners and key community contacts.
- Liaise with other members of ONCAT teams.

#### Reporting:

- Prepare reports on the progress of projects within the portfolio for the Ministry, the Executive Director, and other groups as needed.
- Present materials and updates to outside groups.
- Provide updates as needed to the Policy & Programs Director.
- Update the Communications Team on upcoming events and announceables.

#### Policy & Programs Team:

- Provide backup support to team members as needed.
- Recommend future projects and strategies to meet ONCAT priorities and mission.
- Remain current on best practices and emerging trends in the area of community development and postsecondary education in order to provide necessary analysis on the impact on activities and priorities within the portfolio.

Participate in postsecondary sector and credit transfer-related conferences and symposia. (Occasional)

- Attend and/or present at ONCAT's annual Student Pathways Conference.
- Attend and/or present at credit transfer related conferences.
- Attend and/or present at other relevant conference, symposia, or meetings in the postsecondary sector.

#### Qualifications

- Graduate degree (preferred) in Higher Education, Political Science, Community Development, or other relevant program.
- Specialized knowledge: Knowledge of the Ontario postsecondary education sector, community engagement, community development, and student transfer and mobility issues. Bilingual in English and French preferred.
- 5 year minimum in higher education or a non-profit doing community organizing and group facilitation.

#### Skills

- Project management: ability to divide projects into manageable tasks, maintain progression of projects, keep deadlines, and track budgets.
- Leadership: ability to work with diverse groups of postsecondary professionals, facilitate meetings.
- Communication: ability to communicate professionally and effectively both orally and in writing.
- Computer skills: strong competency with Microsoft Office; familiarity with Adobe Acrobat and online polling and survey tools an asset.
- Community engagement: ability to support and facilitate active participation from partners to increase engagement and develop networks.

#### Application Instructions

Please email your resume and cover letter to [careers@ontransfer.ca](mailto:careers@ontransfer.ca) and use the position title as your subject line.

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The deadline to apply **November 3rd, 2017 11:59pm EST**. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**Potential candidates may be required to complete a written test.**

*ONCAT is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform ONCAT of your requirements.*

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