

ACCLXT Career Opportunity | Education, Competence and Program Administrator

Part-time | 0.45 FTE | \$30–\$32/hour | Flexible remote/hybrid

Are you looking for meaningful, flexible part-time work where you can use your organizational, analytical and program administration skills to make a difference?

ACCLXT is looking for an experienced, highly organized professional to join our small, collaborative team as our **Education, Competence and Program Administrator**.

This is a varied role supporting important regulatory programs related to continuing competence, education standards and approval, professional examinations, advanced authorization and quality assurance. You will have the opportunity to work independently, coordinate programs and projects, collaborate with a variety of professionals and contribute to ongoing program improvement.

We welcome candidates with experience in health regulation, post-secondary education, professional associations, certification or assessment programs, health administration, quality assurance or similar environments.

What we offer

- Flexible part-time schedule
- Remote/hybrid work arrangement
- Paid time off
- RRSP matching
- Wellness program
- Professional development opportunities
- A small, collaborative team environment
- Varied and meaningful work with opportunities to contribute ideas and support program improvement

The opportunity

The Alberta College of Combined Laboratory and X-Ray Technologists (ACCLXT) regulates Combined Laboratory and X-Ray Technologists in Alberta. Our role is to protect the public by establishing and maintaining standards for registration, competence, professional practice and conduct.

Reporting to the Executive Director/Registrar, the Education, Competence and Program Administrator is a key program and operational resource for the College.

You will coordinate, evaluate and support programs related to registrant competence, entry-to-practice education and assessment, advanced authorization and quality assurance. You will work with College leadership, committees and working groups as well as registrants, educational institutions, subject-matter experts, psychometric consultants, vendors and regulatory partners.

This role is well suited to someone who enjoys organizing complex work, improving programs, working collaboratively and turning information and ideas into practical results.

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What you'll do

Continuing competence and quality assurance

- Coordinate the administration, evaluation and continuous improvement of ACCLXT's Continuing Competence Program.
- Support continuing competence audits, learning plans, program approvals, registrant inquiries and related communications.
- Support advanced authorization and other competence-related programs through committee support, program coordination, reporting and quality-improvement activities.
- Develop practical registrant resources, guidance, forms, tools and educational materials.
- Monitor program performance, identify opportunities for improvement and prepare reports and recommendations for leadership and committees.

Education standards and program approval

- Coordinate education program approval, review, reporting and continuous improvement activities.
- Support the development and implementation of entry-to-practice and post-entry education standards, requirements and related policies.
- Build effective relationships with educational institutions, academic partners, registrants, employers and other stakeholders.
- Conduct environmental scans, jurisdictional research and best-practice reviews to inform standards, competency frameworks and program development.
- Prepare consultation materials, briefing notes, reports, recommendations and stakeholder communications.

Assessment and examination programs

- Coordinate work supporting the National Combined Laboratory and X-Ray Technologists Registration Examination and Alberta Jurisprudence Examination.
- Work with examination working groups, subject-matter experts, psychometric consultants, vendors and committee members.
- Support examination development, item review and maintenance, quality assurance, defensibility, reporting and continuous improvement.
- Maintain examination records, item banks, policies, procedures, candidate resources and supporting documentation.
- Assist with examination data analysis, psychometric reviews, program evaluations and strategic planning.

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Program improvement and collaboration

- Collect, analyze, interpret and communicate qualitative and quantitative information to support evidence-informed regulation.
- Develop and monitor performance measures, evaluation frameworks, reports and recommendations.
- Coordinate committees, working groups, consultations, project plans and implementation activities.
- Contribute to policy research, organizational reporting, strategic initiatives and regulatory modernization projects.
- Provide cross-functional support to College operations and other priority initiatives as required.

What you bring

- Post-secondary education in education, health sciences, public administration, business administration, professional regulation, quality assurance or a related field.
- At least three years of progressively responsible experience in program administration, policy, education, assessment, continuing competence, quality assurance, professional regulation or a related field.
- Experience coordinating projects involving multiple stakeholders, competing priorities and firm deadlines.
- Strong analytical and critical-thinking skills, including the ability to collect, interpret and present qualitative and quantitative information.
- Experience preparing clear reports, briefing materials, correspondence, meeting records and recommendations.
- Excellent written and verbal communication, relationship-building and organizational skills.
- Sound judgment, initiative, professionalism and discretion when working with confidential or sensitive information.
- Proficiency with Microsoft 365, including Outlook, Word, Excel, PowerPoint and Teams, as well as Dropbox. Experience with WordPress or website administration is an asset.

Experience that would be an asset

- Health professional regulation, professional associations, post-secondary education, health administration, public-sector programs or quality assurance
- Continuing competence, accreditation, program approval, curriculum review or competency-based regulation
- Professional certification, high-stakes examinations, assessment, psychometrics or program evaluation
- Learning-management systems, examination platforms, membership-management systems, data analytics, dashboards or regulatory technology

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- Project management, adult education, instructional design, quality improvement or change management
- Registration as a CLXT or another regulated health professional

Why ACCLXT?

ACCLXT is a small organization where your work can make a visible difference. You will work closely with College leadership, committees, subject-matter experts and regulatory partners while supporting programs that contribute to safe and competent CLXT practice in Alberta.

You will join a collaborative team that values initiative, practical solutions, continuous improvement and respectful working relationships. This position offers variety, flexibility and the opportunity to contribute ideas as our programs continue to develop and evolve.

How to apply

Please submit a cover letter and résumé to careers@acclxt.ca.

This position will remain open until a suitable candidate is found.

ACCLXT is committed to equitable, inclusive and accessible recruitment. Accommodation is available throughout the selection process upon request.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Work location: Flexible remote/hybrid, with occasional in-person meetings in Sherwood Park and area.