



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:07-MAR-2011

PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE

THE UNIVERSITY OF BRITISH COLUMBIA

APPLICATION INSTRUCTIONS

All career opportunities can be accessed at: www.hr.ubc.ca/careers

INTERNAL APPLICANTS

Internal applicants will apply for positions using the myCareer feature in the self-service web portal, accessible by logging in with their Campus Wide Log-in (CWL) ID.

EXTERNAL APPLICANTS

External applicants will create their online profile by visiting www.hr.ubc.ca/careers. Once you have selected the position you would like to apply for, you can create your online profile and upload your resume.

For those wishing to apply using a paper format, please submit an application resume for each position for which you wish to be considered, by specifying the Position and Job ID, to:

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

The Job Posting does not imply that any applicant will necessarily be selected for the position, nor is the classification as listed a commitment by the University to appoint an applicant to the classification.

Applications for each of the following vacancies should be submitted by 11:59PM on the posting close date.

VIEW OUR CAREER OPPORTUNITIES WEEKLY

Sign up for Job Alerts within myCareer to receive email notifications when new opportunities are posted online.

VIEW YOUR APPLICATION STATUS

View the status of your application(s) by logging into myCareer. You can also choose to apply for multiple job postings at the same time.

Note: Unless otherwise indicated, positions are full-time Monday to Friday.

Research Grants, Capital Funds and Self-supporting positions can be continued only as long as funds are available.

UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.



Job Posting

Job ID: 9779
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Ops
Department: Building Ops - Custodial
Salary: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-14 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-13 **Available Openings:** 1

This is a full time evening shift position, Monday to Friday, 4:00 PM to midnight.

Job Summary

Under direction and supervision, this position is responsible for cleaning and service work of the University's building and fixtures; this role is required to observe safe working conditions and habits.

Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

Work Performed

- Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.
- Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
- Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.
- Cleans the interior and exterior of windows, shades and Venetian blinds.
- Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.
- Cleans up spillages, spot washing and spot waxing floors where spillage occurred.
- Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.
- Fills vending machines and attends to petty cash.
- May be required to move and set up furniture and equipment as and when required.



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- Submits reports regarding maintenance or repairs needed to buildings and utilities.
- Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
- Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

Receives specific instructions only on new or unusual problems. Is expected to develop appropriate work procedures.

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

Completion of Grade 10. . 1 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 9758
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Ops - Custodial
Salary: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-14 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-13 **Available Openings:** 1

This is a full time evening position, Monday to Friday, 4:00 PM to midnight.

Job Summary

Under direction and supervision, this position is responsible for cleaning and service work of the University's buildings and fixtures; this role is required to observe safe working conditions and habits.

Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

Work Performed

Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.

- Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
- Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.
- Cleans the interior and exterior of windows, shades and Venetian blinds.
- Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.
- Cleans up spillages, spot washing and spot waxing floors where spillage occurred.
- Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.
- Fills vending machines and attends to petty cash.
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Staff Job Postings

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- Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
- Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

Receives specific instructions only on new or unusual problems. Is expected to develop appropriate work procedures.

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

Completion of Grade 10. . 1 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 9766
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Ops
Department: Building Ops - Custodial
Salary: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-03-14 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-13 **Available Openings:** 1

This is a part time evening position, Monday to Friday, 7:00 PM to midnight.

Job Summary

Under direction and supervision, this position is responsible for cleaning and service work of the University's building and fixtures; this role is required to observe safe working conditions and habits.

Organizational Status

Reports to the Assistant Supervisors Head Service Worker.

Work Performed

- Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.
- Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
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Supervision Received

Receives specific instructions only on new or unusual problems. Is expected to develop appropriate work procedures.

Supervision Given

None

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

Completion of Grade 10. . 1 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 9741
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 1 (Gr1) **Business Title:** Administrative Support 1 (Gr1)
Department: Career Services
Salary: \$29,472.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-21
Job End Date: 2011-12-16
Funding Type: Self Funded
Other:
Date Closed: 2011-03-08 **Available Openings:** 1

Job Summary

The Work Programs data entry clerk works closely with the Coordinator, Work Study Program and the Coordinator, Work Learn Program to efficiently enter, process and maintain student, supervisor and job data into databases and spreadsheets for Wage Subsidy programs and other related department activities and initiatives. Reconciles records and identifies discrepancies.

Organizational Status

Reports directly to the Work Study Program coordinator, and works closely with the Coordinator, Work Learn Program.

Work Performed

- Processes Wage Subsidy Program paperwork including authorization forms, student appointment forms, payroll reports, etc.;
- Enters data into online forms and Excel spreadsheets;
- Checks for accuracy, errors, omissions and irregularities in Wage Subsidy Program paperwork;
- Reports inaccuracies, errors and omissions to Program Coordinators;
- May need to contact students, supervisors, administrators to obtain missing data;
- Other duties as required.

Supervision Received

This position reports to the Manager, Communications and Work Programs.

Supervision Given

None.

Consequence of Error/Judgement

Exercises judgment based on thorough knowledge of established policies and procedures. All information and data entry must be accurate and provided in a respectful, timely and supportive way. Failure to provide the service that meets these standards affects student, alumni, employer and public perceptions of student services and or the university, including the university's



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reputation. Incorrect decisions will have impact on the employment of students, the operations of the programs, and the reputation of the department and the University.

Qualifications

High School graduation. . 2 years relevant experience or the equivalent combination of education and experience. Knowledge of UBC Student Services practices and procedures. Effective oral and written communication, problem-solving and organizational skills are essential to success in this position. Ability to prioritize and work effectively under pressure to meet deadlines. Maintaining accuracy, efficiency, and attention to detail is extremely important. Comprehensive knowledge of and ability to use MS Office Suite Ability to work both independently and within a team environment. Must be comfortable to work in a project based environment. Knowledge of UBC Student Services practices and procedures.

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Job Posting

Job ID: 9777
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 2 (Gr3) **Business Title:** BIRS Administrative Support 2 (Gr3)
Department: Pacific Inst for Math Sciences
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-16
Job End Date: 2012-03-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-03-11 **Available Openings:** 1

Banff International Research Station - <http://www.birs.ca>

Job Summary

To act as the secretary to the BIRS Scientific Director.

Organizational Status

This position reports to the BIRS Administrator, and receives direction from the BIRS Scientific Director and BIRS Administrator.

Work Performed

- Provides secretarial support to the BIRS Scientific Director, including typing and filing routine correspondence and other documents, assisting in preparation of grant applications and research papers including word processing and formatting, scheduling meetings, filling out travel requisition and requisition for payment forms, and making travel arrangements.
- Answers routine telephone, in-person and e-mail inquiries.
- Enters and checks information in the BIRS database.
- Performs routine office duties (faxing, photocopying, stuffing envelopes).
- Assists with preparation of annual report; webpage updating, photocopying, collating, and distributing material.
- Performs other related duties as required.

Supervision Received

Work is performed according to directions and established procedures. The BIRS Scientific Director or BIRS Administrator may review completed work.

Supervision Given

None.

Consequence of Error/Judgement

Judgement is required to be exercised in prioritizing time, planning in advance for events and dealing with visitors in an appropriate manner. A basic level of decision-making is required.



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Qualifications

High School graduation and one year of related training. . 2 years relevant experience or the equivalent combination of education and experience. Ability to effectively manage multiple tasks and priorities. Ability to effectively use MS Office, emails at an intermediate level. Knowledge of LaTeX (technical word-processing for the Mathematical Sciences) an asset. Webpage editing skills required. Ability to be thorough, accurate, and have a high level of attention to detail.

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Job Posting

Job ID: 9769
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Assistant
Department: Forestry, Dean's Office
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-10 **Available Openings:** 1

Job Summary

This position is part of the administrative and secretarial support staff team of the Dean's Office in the Faculty of Forestry, responsible for implementing a variety of administrative processes for the unit. This position acts as the first point of contact for the Dean's Office by receiving visitors, answering the telephone, and responding to enquiries as appropriate. Additional responsibilities include: rentals and room bookings for the Forest Sciences Centre; data entry for FMS online processing; organization for events in the Dean's Office as well as within the Faculty.

Organizational Status

This position reports to Senior Finance & Operations Assistant, works closely with other staff in the Dean's Office, and interacts constantly with faculty, staff, students, and the public.

Work Performed

- Provides reception duties for the Dean's Office by receiving visitors, answering the telephone, responding to enquiries and providing information to students, staff and the general public in a professional and courteous manner. Refers inquiries to the appropriate person as needed.
- Diffuses conflict situations that may arise at reception by active listening, and using tact and discretion to resolve the issue.
- Oversees booking of Forest Sciences Center by users, including computer labs, Atrium, and restricted classrooms. Reviews technical support, AV keys and FSC Main Door Reprogramming Fees required for each booking, assesses booking fees and produces invoices. Assists the Operations & Finance Assistant with finalizing rental agreements.
- Works with Classroom Services and manages classroom, class and exam scheduling lists. Provides information to faculty members when requested.
- Acts as phone administrator; processes requests for service, distributes bills and prepares charges to accounts.
- Issues photocopy codes to users, runs monthly download, identifying and processing charge outs, and maintains inventory of authorized users. Ensures the smooth operation of office equipment (fax, photocopier). Contacts photocopier vendors to request service calls.
- Liaises with Secure Access on security matters for the FSC and trouble shoots any security issues. Is first point of contact for trouble calls on other issues that arise in the Dean's Office.
- Maintains a checklist for new employees and orders new business cards when required. Processes requests for Alarm Code and



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maintain a current Alarm Code list for all users.

- Maintains inventory of all FSC Dean's Office users and access cards for secure areas.
- Issues and Prepares on-line Key Request forms.
- Orders supplies (stationery, coffee, etc) for the Dean's Office.
- Distributes usage summary and collects payments for the monthly K-Cup tally.
- Assists with sustainable operations practices being introduced into the Faculty (including purchasing)
- Issues and tracks usage of visitor parking coupons.
- Reviews security cameras as needed and reports any inappropriate activities.
- Manages notices of classroom bookings and maintains building signage in FSC.
- Maintains the lost and found for the building.
- Receives, processes, and distributes mail, fax messages, and courier packages.
- Sells Forestry Handbooks and issues receipts to students and the public.
- Processes information and updates various files, records and contact lists.
- Responsible for updating of the Faculty contact lists (telephone, email & mail) and online directory (UBC Yellow & White pages).
- Composes correspondence of routine nature for broad distribution in the Faculty.
- Shipping and receiving.
- Assists with coordination of visits, tours, conferences, and other special events. Work may include scheduling, facility booking, travel and catering arrangements, issuing receipts and other event related documentation. ;.
- Acts as back-up to the Senior Finance & Operations Assistant to prepare requisitions for payment, travel claims, cash receipts and purchase requisitions for the Dean's Office and data entry into the Financial Management System (FMS). Assists the Manager of Finance and Administration in other financial related duties as needed.
- Assists the Dean's Assistant in meeting scheduling and travel arrangements.
- Assists the Dean's Executive Coordinator and the Assistant Dean Communications in updating websites, calendars and other promotional materials.
- Performs other assignments of administrative nature as required.

Supervision Received

The incumbent works independently, under the supervision of the Senior Finance & Operations Assistant. Work is performed in accordance with established practices and procedures.

Supervision Given

Provides orientation and training in specific procedures to personnel within the Dean's office.

Consequence of Error/Judgement

The incumbent contributes to the public image of the Faculty of Forestry, and ensures that visual, verbal and written communication is professional in appearance and demeanor. Must respect confidentiality of information handled. Required to exercise judgment and tact in dealings with others on the telephone, in person and by e-mail. Failure to exercise appropriate judgment could cause financial hardship, have a negative impact on the Faculty, and result in dissatisfied students, staff, faculty, alumni and the public.

Qualifications

- High School graduation and 1 year post-secondary education. . 4 years relevant experience or the equivalent combination of education and experience. 2 years relevant UBC experience. - Training in office and financial practices and procedures.
- Advanced computer skills required (MSWord, Excel, Outlook, Internet, FMS; knowledge of Access & HTML an asset).
 - Must be comfortable interpreting and working with complex databases lists.
 - General knowledge of UBC administrative policies and procedures.
 - Ability to communicate effectively verbally and in writing.
 - Effective prioritization skills. Ability to work effectively under pressure and with multiple interruptions to meet deadlines.



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- Ability to multitask and effectively manage time.
- Superior customer service skills.
- Effective interpersonal and organizational skills.
- Ability to work independently in a team environment, and in a shared office.
- Ability to exercise tact and discretion.
- Ability to maintain accuracy and attention to detail.
- A can-do attitude and ability to find quick and unorthodox solutions to situations, while complying with University policies and procedures are must.

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Job Posting

Job ID: 9735
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Administrative Assistant to the Associate Deans
Department: Faculty of Applied Science
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-07 **Available Openings:** 1

Job Summary

Provides senior administrative assistance to the Associate Dean, Student Programs; the Associate Dean, Students; the Director of Finance and the Director of Administration.

Coordinates Faculty-wide special projects on behalf of the Associate Deans and Directors.

Organizational Status

Reports to the Finance & Facilities Manager.

Overall objectives, ongoing as well as specific assignments are received directly from the Associate Deans and the Directors.

Works closely with the Administrative Assistant to the Dean and backs this position up on a daily basis.

Interacts regularly with all levels of University individuals from students, staff, faculty members and Department Heads to other Deans and Vice Presidents.

Liaises often with senior individuals from government, industry, and the professional offices of the Faculty's external stakeholders.

Work Performed

1. Provides senior administrative support to the Associate Deans and Directors, and to various initiatives, projects and committees related to their portfolios through activities such as reviewing submissions and preparing recommendations or reports for the Associate Dean with supporting rationale, based upon relevant criteria. Examples of these initiatives, projects and committees include the Killam Teaching Prize; Faculty Certificate Program on Teaching and Learning in Higher Education; Teaching & Learning Enhancement Fund; Student Advisory Council; Teaching Evaluation Committee; Academic Equipment Fund; Minor Capital requests; Teaching Lab Improvements; Faculty Curriculum Committee; Engineering Faculty meetings; Annual Faculty Meetings; Accreditation and Review working groups and committees.

2. Provides senior secretarial support to the Associate Deans and Directors:

- Maintains calendar and bring-forward systems, schedules appointments, often liaising directly with governmental, industrial and professional offices of the Faculty's external stakeholders;
- Composes complex correspondence, recommendations and summaries based upon brief oral instructions or from draft notes;
- Requests and collects information and responses from Departments and Schools within the Faculty; collates results and prepares recommendations; prepares a report or another appropriate format for presentation;



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- Schedules meetings and compiles and distributes required materials;
- Coordinates various special events, including room bookings, equipment, caterers, and all other requirements;
- Makes travel and accommodation arrangements as required;
- Provides back-up to the Administrative Assistant to the Dean.

3. Performs other related duties as required. Examples:

- Coordinates the Student Evaluation of Teaching process each term;
- Prepares appointment letters for Sessional Lecturers.

Supervision Received

Overall objectives, ongoing as well as specific assignments are received directly from the Associate Deans and the Directors. The incumbent is expected to be able to take initiative, problem solve, determine course of action and then follow through independently, occasionally consulting the Associate Dean or Director with reference to new or complex problems. Reports to the Finance & Facilities Manager

Supervision Given

Trains new or replacement staff for this position and the Administrative Assistant to the Dean, including temporary staff.

Consequence of Error/Judgement

The incumbent is expected to exercise a great deal of judgement and initiative in the handling matters of both a routine and non-routine nature requiring the interpretation of University and Faculty Policies, procedures and guidelines. Works with conflicting demands and exercises judgement in establishing priorities and carrying work through to completion in a timely manner. Discretion in dealing with confidential and sensitive matters is essential. Must be able to exercise a great deal of judgement and initiative in dealing with administrative matters where there are no established policies procedures or guidelines.

Qualifications

High School graduation and two year post-secondary diploma. with training in administrative secretarial practices and office procedures and practices. 4 years relevant experience or the equivalent combination of education and experience. Excellent oral and written communication, interpersonal and organizational skills. Ability to compose complex correspondence and prepare reports in clear concise business English, and to draft complex correspondence for signature. Ability to take and transcribe accurate meeting minutes Ability to effectively use Word, Excel, PowerPoint, and Outlook preferred at an intermediate level Ability to perform word processing at 60 words per minute Ability to maintain accuracy and attention to detail Ability to work both independently and in a team environment and to bring energy, motivation and enthusiasm to the job Demonstrated ability to prioritize work, multi-task and work under pressure to meet deadlines in a hectic environment, exercising confidentiality, sensitivity, tact and discretion Demonstrated ability to take initiative, exercise good judgment and resolve problems. Ability to obtain and disseminate information effectively and tactfully with individuals from all levels of the University and the external community. Ability to plan, schedule and organize a variety of complex events such as conferences, visits by officials, receptions, and off-site executive-level meetings. Ability to comprehend and interpret University manuals, handbooks, and reports. Flexible approach to work; willingness to work irregular hours as and when necessary

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Job Posting

Job ID: 9776
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 4 (Gr5) **Business Title:** Financial Proc. Spec 4 (Gr5)
Department: Medicine Department
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-21 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-13 **Available Openings:** 1

Job Summary

This position is responsible for the administration of all financial aspects of six hundred research grants in the Department of Medicine. The incumbent will work closely with over one hundred principle investigators to ensure all research grant regulations are adhered to. Provides administrative support services relating to all research grants to faculty members within the Divisions Department. Provides grant reconciliation, audits, spreadsheets and submits financial reports to principal investigators.

Organizational Status

The incumbent reports to the Finance Manager.

Work Performed

Reconciles and oversees research accounts to ensure debits credits and reimbursements are accurate and timely.
Compiles and prepares detailed financial statements on grant accounts for principal investigator.
Invoices divisions and hospitals; prepares journal vouchers.
Ensures funding is expended during the term of the grant or remaining balances returned to the granting agency.
Resolves and monitors deficit issues with principal investigators.
Creates and maintains various financial spreadsheets, audits and reports.
Submits reports to principal investigators.
Processes requisitions for payment, travel claims and cash deposits.
Answers oral and written enquiries.
Acts as intermediary between various departments including UBC Research Services, UILO, VCHRI, Dean's Office Faculty of Medicine and UBC VHHSC Financial Services.
Sorts, distributes and reviews monthly ledgers.
Maintains filing systems.
And performs other related tasks.

Supervision Received

Required to work independently. Receives specific instructions only on unusual problems. Reports to the Finance Manager.



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Supervision Given

None.

Consequence of Error/Judgement

The position has a significant influence on the quality and effectiveness of the services provided to the faculty and staff. Ineffective delivery of services would impact on the Faculty's employee relations, inefficient use of the Faculty's resources, incur unnecessary costs and affect the faculty's credibility.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. . 3 years relevant experience or the equivalent combination of education and experience. Advanced training in office procedures and practices plus minimum five years' related experience (preferably with University environment). Knowledge of University's accounting systems, purchasing and travel policies and procedures. Effective oral and written communication, interpersonal, financial management and organizational skills. Ability to analyze, investigate and problem solve. Word processing computer experience required (Word and Excel). Working knowledge of the Internet. Tact, discretion and diplomacy required. Ability to work independently and within a team environment. May be required to travel to various divisional locations.

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Job Posting

Job ID: 9764
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Human Resources
Classification Title: HR Admin Clerk 3 (Gr5) **Business Title:** Disability Program Clerk
Department: Human Resources
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-14 **Ongoing:** Yes
Job End Date:
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2011-03-10 **Available Openings:** 1

Job Summary

Organizes and coordinates the administration of Income Replacement Plan and assists with other related functions. This is the advanced working or senior level of secretarial assistance where in addition to secretarial clerical duties the incumbent is expected to organize and complete all fiscal and administrative tasks of the program, requiring a thorough knowledge of office routines, department functions and University policies and procedures, and the ability to work independently and with good judgement.

Organizational Status

Reports to the Manager, Health Promotion Programs (HPP), on matters relating to the day-to-day operation of the program. Works closely with other members of the HPP Team including Return to Work Coordinators and the WCB Claims Assistant, Human Resources, administrative heads of units, department managers and supervisors, union and employee association representatives, legal counsel, IRP Insurance Carrier, WCB and ICBC.

Work Performed

- Developing and coordinating claims for Income Replacement Plan for employees, including performing interviews with employees, departments and third party service providers. Acts as liaison between the insurance carrier, claimant, and other applicable parties on all claim matters;
- Developing and maintaining effective working relationships with the insurance carrier, unions and employee association representatives, Human Resources, department managers, Return to Work Coordinators and other department staff for the purpose of creating a supportive, cooperative work environment;
- Researching background information on claimants to assist in decisions regarding effective dates;
- Ensuring all claims' procedures and eligibility are properly maintained and communicated. Auditing the insurance carrier's reports for accuracy and ensuring all charges to the plan are warranted;
- Liaising with the insurance carrier, Return to Work Coordinators, WCB Claims Assistant to provide assistance as and when required;
- Determining and recording rehabilitative earnings, reporting earnings to insurance carrier for calculation of benefits subsidies. Auditing insurance carriers' calculations. Liaising with insurance carrier on inconsistencies in calculations for resolution;
- Identifying and reconciling anomalies, discrepancies, preparing summaries as required. Alerting the HPP Manager to variances



- and potential over-expenditures. Processing financial transactions, such as expenditures, claims, transfers, benefits. Notifying Financial Services of deductions and ensuring claims are processed accurately;
- Providing advice to department administrators and employees regarding claims management policies and procedures. Making recommendations to the HPP Manager on changes to internal policies and procedures. Develops manuals for new policies and procedures;
 - Developing and maintaining databases (IRP WCB); analyzing statistical data and preparing reports as required;
 - Composing complex correspondence, collecting data and drafts into appropriate format, and typing a variety of reports, letters, statistics and other miscellaneous documents;
 - Assisting with training to managers, supervisors and employees on claims management process and strategies;
 - Reporting of relevant data as needed to assist in the use of performance measures, benchmarking studies and measures of success;
 - Liaising with other unions, Universities and relevant organizations in sharing information;
 - Creating and maintaining files for the program and for the IRP claim files;
 - Responsible for maintaining confidential records of all claims and accompanying confidential correspondence from the IRP insurance carrier, WCB, the worker, the claimant's department and medical professionals;
 - Assisting in coordinating ad hoc projects;
 - Assisting with the development of health promotion program initiatives, policy and procedures, education and awareness;
 - Provides vacation sick leave coverage for WCB Claims Assistant and Secretary;
 - Apprises the Return to Work Coordinators of pertinent issues such as appeals, legal correspondence and decision letters;
 - Assists the HPP Manager, Return to Work Coordinators and other department staff with other duties as required;
 - Performing other duties related to the qualifications and developing needs of the job.

Supervision Received

Works under limited supervision. Performs duties independently. Consults the Manager (HPP) only on unusual problems.

Supervision Given

May supervise Work Study Program students.

Consequence of Error/Judgement

- Inaccurate benefit information given to the University community;
- Financial hardship distress for claimants resulting from delayed claims;
- Incorrect disability benefit payments made to claimants;
- Denial of Optional Life waiver for claimants;
- Financial cost to the University;
- Unsuccessful rehabilitative activities;
- Incorrect cost forecasting resulting from inaccurate information provided to actuary;
- Legal implications for the University;
- Inaccurate information may result in inappropriate protest of IRP claims.

Qualifications

High School graduation and 1 year post-secondary education. College or university degree in related field preferred. 3 years relevant experience or the equivalent combination of education and experience. Knowledge of business procedures and practices and their applications in a university setting preferred. Knowledge of University policies and procedures preferred. Knowledge of Windows 95, MS-Word, Electronic mail, Web, Excel, Access, Adobe Acrobat and Client Management Applications such as Medgate preferred. Knowledge of PeopleSoft preferred. Accounting bookkeeping experience preferred. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact and discretion. Ability to organize, prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to prepare basic client demographic reports. Ability to use spreadsheets, database and desktop



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Staff Job Postings

publishing packages.

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Job Posting

Job ID: 9759
Location: Robson Square
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 1 (Gr1) **Business Title:** Client Services Representative
Department: UBC at Robson Square
Salary: \$ 16.16 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-04-26 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-03-10 **Available Openings:** 1

Job Summary

Acts as a key front line ambassador for Robson Square by helping to ensure that visitors have a positive and efficient experience. Provides the initial welcome to clients and guests on the Plaza level, answering inquiries and providing assistance as required. Responsible for a range of other administrative support duties. Works flexibly and collaboratively within a high profile, cross-functional team environment. Shifts can vary from 4pm-10pm Monday to Friday and from 7:30am-8:30pm Saturdays and Sundays as needed.

This casual position will be located at the university's downtown campus, UBC Robson Square, where the hours of operation are approximately 7:00 am -10:00 pm.

Organizational Status

As part of Robson Square Reception and Registration team, reports directly to Front Desk Coordinator at UBC Robson Square and then to Operations Manager.

Work Performed

Administrative Support

- Greets visitors and clients to Robson Square, directing and assisting them as appropriate and ensuring that clients arriving for meetings, classes or events receive prompt and efficient attention
- Responds in a professional manner to telephone, on-line, fax and walk-in inquiries for general information concerning UBC Robson Square and other on-site partners, as well as the broader UBC community.
- Provides as-needed clerical support and administrative back-up to Event Services staff, Business Office and various Continuing Studies departments; includes producing daily event signage.
- Performs basic front desk duties such as send receive couriers; record daily reception statistics; monitoring office supplies; submitting building service requests and maintaining brochure racks so that the information is always timely and available
- Accepts course registration information and forwards it to appropriate Continuing Studies representative, as needed
- Works with a variety of computer systems (ie. Event Pro)

And other duties as appropriate and needed.



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Supervision Received

Receives detailed instruction on assignment of new duties or unusual problems. Receives updates every term on new programs, courses, pre-requisites, current promotions, policies and procedures. Works with limited direct supervision. Reports to Front Desk Coordinator, UBC Robson Square. Works collaboratively within reception registration team. Works closely with all stakeholders at UBC Robson Square.

Supervision Given

None.

Consequence of Error/Judgement

- Provides basic information to prospective students regarding program and course offerings
- Resolves client service complaints and negotiates positive outcomes within scope of authority
- Adapts procedures to fit unusual situations, developing new methods and operations solutions as appropriate
- Accurately interprets data verifies information
- Exercises judgment based on thorough knowledge of established policies and procedures
- Shares accurate information regarding University credit and non-credit policies and procedures, and refers clients to other UBC offices as appropriate
- Adapts to changing priorities
- Maintains privacy, confidentiality and uses authority appropriately

All information must be accurate and provided in a courteous, respectful, timely and supportive way. Client service decisions and attitudes have a direct impact on revenues and registrations. For example, inaccurate booking information can result directly in revenue losses or a decision to book future events at alternate venues. Incomplete information or mishandling of client inquiries, concerns or problems can cause a negative impact on UBC's reputation. Providing accurate and timely feedback from clients to event planning staff is critical to the ongoing improvement of our campus.

Qualifications

High School graduation. Or six months of relevant UBC experience. Experience working in a fast paced environment preferred. 1 years relevant experience or the equivalent combination of education and experience. Knowledge of business procedures and practices. Knowledge of services available to prospective and current students. Knowledge of UBC paper and on-line publications e.g. Continuing Studies Publications and Sauder School of Business Publications, etc. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to provide quality service to customers in a courteous, patient manner. Ability to take initiative, including willingness to seek answers where personal knowledge may be lacking. Ability to effectively use MS Word, Excel, Internet and Intranet at an intermediate level. Ability to operate job-related equipment (photocopiers, calculators, cash registers, switchboard headsets, etc) and to process cash, and credit card transactions. Ability to perform word processing at 55 words per minute. Ability to work flexible hours including evenings and weekends.

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Job Posting

Job ID: 9736
Location: Robson Square
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 3 (Gr5) **Business Title:** Student Info Support 3 (Gr5)
Department: Continuing Studies
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01
Job End Date: 2012-02-29 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2011-03-07 **Available Openings:** 1

Leave Replacement

Job Summary

Responsible for the administrative support for all client services functions and provides overall support to the staff of the Division of Applied Technology. As well, provides information, support and problem solves for current and prospective students on university issues, requirements and policy.

Organizational Status

Supervised by the Administrative Manager who reports to the Managing Director. Will also receive instructions and work assignments from Program Leaders. Works closely with Instructional Support staff.

Work Performed

- Responds to telephone, email and walk in inquiries and provides assistance to current and prospective students regarding issues such as student records, course availability, timetabling, tuition fees, income tax receipts and graduation.
- Provides basic recommendations for course selection, screening, and referring inquiries.
- Investigates and resolves moderately complex problems related to issues such as registration, tuition fee errors, rejected student payments and transcript errors.
- Creates and maintains administrative files, as well as, students records and files (electronically and paper based).
- Provides student access to online courses via the online learning management system and resolves any online access problems.
- Tracks student grades and evaluates transcripts for graduation eligibility assessment. Issues transcripts and graduation certificates.
- Maintains and orders books and exam voucher inventories for courses.
- Assists with resolving student exam voucher registration problems and refers complex issues to supervisor.
- Reviews, monitors and inputs appropriate course data (electronically and paper based).
- Maintains web site for student support services including course updates, curriculum changes, and application deadlines.
- Ensures all information boards, print and electronic curriculum information is current.
- Corresponds with students regarding program completion requirements.
- Monitors student payments.
- Composes routine correspondence including proofing and typing of letters, reports, and other documents.
- Obtains information regarding student loans, housing, international student requirements.
- Organizes meetings including catering, room bookings, and requirements.



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- May take notes for staff meetings.
- Assists departmental staff with administrative tasks when required.
- Assists with production and distribution of course materials and handouts.
- Oversees the return of student assignments.
- Performs other duties related to the qualifications and requirements of the position.

Supervision Received

Exercises judgment and initiative in dealing with non-routine matters. Works under limited supervision. Performs most duties independently, occasionally consulting supervisor on new or complex problems. Reports to Administrative Manager.

Supervision Given

May supervise temporary personnel.

Consequence of Error/Judgement

Incomplete information or mishandling of client inquiries, concerns or problems can cause a negative effect on the Division of Applied Technology's reputation for excellent service. Providing accurate and timely feedback from clients to Divisional staff is critical to the ongoing improvement of our programs.

Qualifications

High School graduation and 1 year post-secondary education. Training in bookkeeping and office procedures and practices. 3 years relevant experience or the equivalent combination of education and experience. Minimum two years of related experience or one year of relevant UBC experience. Experience working in a fast paced environment preferred. Computer experience required. Working knowledge of web and information technologies an asset. Experience reviewing student records to assess graduation requirements preferred. Knowledge of UBC Continuing Studies programs, services and publications preferred. Knowledge of current technologies preferred. Effective oral and written communication, customer service, interpersonal and organizational skills. Ability to type 50 w.p.m. and to operate normal range of office equipment. Ability to use word processing, spreadsheet and database applications at an intermediate level. Ability to exercise tact and discretion. Ability to prioritize work, multi-task and meet deadlines. Ability to maintain accuracy and attention to detail. Ability to work independently and as a member of a team.

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Job Posting

Job ID: 9725
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 3 (Gr5) **Business Title:** Student Info Support 3 (Gr5)
Department: StudentHousing&HospitalityServ
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-03-08 **Available Openings:** 1

Job Summary

Reporting directly to the Assignment Coordinator for Single Student Winter Session Housing assignments & contracts (Student Information Support 4), is responsible for providing clerical support to the Student Information Support 4 by performing tasks related to the application, assignment and collection of fees for all student residence areas.

Organizational Status

Reports directly to the Assignment Coordinator, Student Information Support 4, Single Student, Winter Session Housing.

Work Performed

- a. Answers inquiries and provides information and assistance to current and prospective residents regarding housing issues such as eligibility, account charges and fees, availability, and complex housing regulations.
- b. Investigates and resolves moderately complex problems related to issues such as assignment, eligibility, fee appeals fee assessments errors, rejected housing payments, and housing installment and housing plans.
- c. Processes housing applications and payments. Enters all applications into a student housing database. Enters all charges and special assignment requests.
- d. Processes rent and housing application payments, refunds and collection.
 - Sends overdue notices to residents for unpaid accounts under direction of Student Information Support 4.
 - Negotiates deferments of student fees and monitors compliance.
 - Verifies Student loan information with Student Financial Aid and Awards.
 - Arranges for loan disbursements to departmental accounts where necessary.
- e. Maintains computer files and records of residents and applicants.
 - Prints reports of student occupancy and vacancies for administrative purposes
 - Creates, merges and maintains MS Excel spreadsheets and MS Word documents
- f. Follows up on all outstanding delinquent accounts on a daily basis. Recommends that residents be evicted when delinquent



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accounts are declared uncollectable. Prepares "Notices To Vacate" and arranges for delivery of "Notices" to student rooms units. Works with front desk supervisors to deny access to residents whose accounts are in critical arrears.

- g. Provides coverage for Student Information Support 4 during breaks, and holidays.
- h. Assists in other clerical duties as required, and under the supervision of the Student Information Support 4.
- i. Checks student status regularly to confirm eligibility of residents.
- j. Accepts notices of withdrawal from residence, completes cancellations files.

Works in a traditional office environment servicing clients both in person and by telephone. High work volumes exist during the summer session and position is responsible for balancing priorities under direction of Student Information Support 4.

Supervision Received

Receives minimal supervision in the performance of daily tasks.

Supervision Given

May be required to supervise sessional support staff.

Consequence of Error/Judgement

Failure to perform to specific performance standards can result in the loss of revenue due to unnecessary vacancies and loss of public relations with Departmental clients.

Qualifications

High School graduation and 1 year post-secondary education. Plus some accounting credentials is required. 3 years relevant experience or the equivalent combination of education and experience. Related experience working in a busy Student Service environment is desirable. Excellent data entry and keyboarding skills. Some experience working with accounts receivable or payable. Must have superior cashiering skills and some strong accounting skills. Knowledge of standard business machines such as a calculator and computer. Must be familiar working in a WINDOWS environment with knowledge of complete suite of Microsoft Office 2007.

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Job Posting

Job ID: 9734
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Unmatched Grade
Classification Title: Unique Job (Gr6) **Business Title:** Student Resource Clerk
Department: Student Information Services
Salary: \$ 21.47 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-03-14 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-07 **Available Openings:** 1

Job Summary

Using the Student Information System (SIS), Admissions System, Enrolment Services Publications and other resources, provides excellent information, guidance and direction to prospective students, current students and the general public regarding recruitment, admission, student records and registration and all other supporting functions. Must be familiar with other areas of Enrolment Services (financial aid, awards, room bookings, scheduling), Student Development and Services (counselling - career and personal, health, wellness, workshops, disability resources, Imagine), Housing, Athletics and Recreation and other university initiatives (e.g., U-Pass, UBCcard, WebCT, e-Portfolio initiatives) as many enquiries originate at Enrolment Services. Work is performed on a call centre and at Point Grey and Robson campuses and may expand to other campuses when they become available. Some evening and weekend work may be required.

Interprets written policies and communicates them accurately. Reconciles records and identifies discrepancies.

Organizational Status

Reports to the Manager.

Work Performed

- Responds to lengthy and complex in-person, written, telephone and e-enquiries (e.g., chat) from clients. Is able to communicate difficult information sensitively.
- Knows and understands the complex regulations in the UBC Calendar, the domestic and international Viewbooks, the FYI Guide, other enrolment services publications, TREK 2010, the Academic Plan and other UBC publications. On the basis of this information, and using the Student Information System (SIS), Admission System and other knowledge management resources, provides excellent information, guidance and direction to prospective students, current students and the general public regarding recruitment, admission, student records and registration, fee assessment, graduation and all other supporting functions. Answers inquiries for all of these areas. Refers only the most complex inquiries, after first having researched the issue to see if it can be resolved at the first point of contact.
- Must be very familiar with other areas of Enrolment Services (financial aid, awards, room bookings, scheduling), Student Development and Services (counselling - career and personal, health, wellness, workshops, disability resources, Imagine), Housing,



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Athletics and Recreation, student life and other university initiatives (e.g., U-Pass, UBCcard, Parent Orientation, WebCT, e-Portfolio initiatives) Answer inquiries for all of these areas. Refers when required.

- Gives accurate information regarding admission average GPA requirements, specific faculty program requirements and answers other recruitment and admissions related questions.
- Assists students in making application for ACCESS Studies; provides guidance to students in this program, monitors students throughout the term, ensures that students have appropriate support to be successful (e.g., workshops and study skills), and recommends eligibility of the student to continue in the next session based on previous academic performance. Must exercise good judgment, be sensitive to individual circumstances and be able to communicate information and guidance accurately and empathically.
- Understands the principles of process improvement; identifies processes that require improvement; maps current processes; re-designs processes using input from colleagues and other student service units as appropriate; makes recommendations to Assistant Registrar for changes in order to improve service.
- Based on process maps, makes recommendations in the development of unit specific service standards.
- Accurately interprets University and Enrolment Service publications, policies and procedures. Intervenes with external agencies when students have difficulty meeting obligations because of UBC Policies and Procedures. Makes recommendations for change to UBC Policies and Procedures where appropriate.
- Responsible for analyzing and completing certificates of enrolment for RESPs and other external agencies. Must know and understand applicable government regulations governing the completion of such forms.
- Responsible for giving direction to students about Reviews of Assigned Standing; for sending requests to the Faculty and or Department; for following up if necessary; for communicating the decision to the student; for informing student about the process of Senate appeals if requested.
- Provides information about fee assessments; exercises judgment and makes decisions to defer fees and or change assessments (including the refund of non-refundable fees). Resolves issues. Makes students aware of self-service payment options; trains them on request.
- Is responsible for revising and maintaining knowledge database and for identifying and remedying content that should be available to students through Ask Me UBC.
- Is knowledgeable about advances in technology and learning initiatives at the university; identifies and participates in implementing ways in which students can be supported.
- Participates as a team member and or team coordinator on various service improvements, training and other strategic projects within the unit. Makes formal presentations to stakeholders.
- Participates in cross training in Recruitment, Admissions, Records, Registration and other areas as appropriate.
- Participates in the selection and supervision of staff and student assistants (on a rotating basis); participates in the training of same.
- Acts as cashier and accounts for various fees (including tuition fees).
- Is knowledgeable about customer service principles and provides service that is excellent, seamless and accessible. Deals with customer service complaints. Resolves complaints or negotiates with senior staff in other areas to remedy the situation.



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- Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Works under administrative direction. Receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems.

Supervision Given

No supervision given. Explains work procedures and assists with the training of new staff and student assistants. Directs the work of student assistants and ensures that accuracy and production are maintained. Coordinates peers working on strategic projects. Has input into staff selection and may have input into performance evaluation of staff.

Consequence of Error/Judgement

Exercises judgment based on thorough knowledge of established policies and procedures. Using process improvement methodology, streamlines existing procedures; and or involves stakeholders and recommends changes to Assistant Registrar for process re-design.

All information must be accurate and provided in a respectful, timely and supportive way. Failure to provide service that meets these standards affects public perception of student services and or the university, including the university's reputation.

Failure to provide correct information to prospective students could impact their ability to be admitted to the university.

Qualifications

High school graduation plus one year post-secondary education with training in office procedures and practices. University graduation preferred. Minimum four years of related experience or three years of relevant UBC experience, preferably in a student services environment. Call centre experience required. Knowledge of university and departmental policies and procedures. Knowledge of university publications preferred. Knowledge of Freedom of Information and Protection of Privacy Act an asset. Computer experience required (Word, Excel, Access, Outlook, UBC AS, UBC SIS, UBC FMIS, UBC IHRIS and Internet preferred). Ability to use word processing, spreadsheet, database, internet and electronic mail applications at an intermediate level. Ability to type 50 w.p.m. and to operate a normal range of office equipment. Effective oral and written communication, interpersonal, client service and organizational skills. Ability to maintain accuracy and attention to detail. Ability to work both independently within a team environment. Ability to prioritize and work effectively under pressure to meet deadlines.

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Job Posting

Job ID: 9663
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Relief Shift Engineer **Business Title:** Relief Shift Engineer
Department: Building Ops - Power House
Salary: \$62,160.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-14 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-09 **Available Openings:** 1

Job Summary

The Relief Shift Engineer works in four (4) different capacities please see work performed:

Organizational Status

Reports to Assistant Chief Engineer.

Work Performed

1. On those days when he is scheduled to work in the position of Shift Engineer, the Relief Shift Engineer shall perform the duties of the Shift Engineer as laid out in the Shift Engineer's job description.
2. On those days when he is scheduled to work in the position of Assistant Shift Engineer, the Relief Shift Engineer shall perform the duties of the Assistant Shift Engineer as laid out in the Assistant Shift Engineer's job description.
3. On those days when he is scheduled to work on maintenance, the Relief Shift Engineer shall report to the Assistant Chief Engineer and perform maintenance on equipment inside the Power House.
4. On those days when he is scheduled to work in the position of Utilities Maintenance Engineer, the Relief Shift Engineer shall report to the Head Utilities Maintenance Engineer and perform the maintenance on Utilities steam and condensate equipment Outside the Power House as laid out in the Utilities Maintenance Engineer's job description.
5. This job description will apply to any new hires after the date of signing.
6. This document is also effective at date of signature, not date of ratification.

Supervision Received

Receives direction from Management Supervisor.



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Supervision Given

Will exercise supervisory functions in regard to others working in connection with maintenance and service in the Powerhouse.

Consequence of Error/Judgement

Close attention is required to prevent service failures which could temporarily result in curtailment of all steam supply, heating, hot water, and sterilization systems on campus.

Qualifications

BC Second Class Power Engineer. or Interim A Second Class Power Engineers certificate.

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Job Posting

Job ID: 9762
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level H **Business Title:** Director of Finance, Enrolment Services
Department: Comptroller
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-09 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

This position is responsible for the planning, direction, implementation, and reporting of all aspects of student financials, primarily in the area of financial assistance and awards, and student fees. This position provides financial leadership, strategic guidance and support to the various Enrolment Services units which collectively serve students and faculty of the UBC Vancouver and Okanagan campuses.

Organizational Status

Reports jointly to the University Comptroller and to the Associate Vice-President, Enrolment Services and Registrar.

Serves as a member of the Registrar's Executive Group.

Work Performed

Student Financial Assistance and Awards (SFA&A); working with the Director of SAFF:

1. Develops and implements systems, policies, and procedures to address financial management issues and process challenges.
2. Collaborates with faculties and central Finance department to develop a consistent, comprehensible, and sustainable model for funding SFA&A for merit-based, needs-based and experiential learning awards.
3. Leads the fundamental rethinking and radical redesign of existing business processes and directs the implementation of new procedures with the aim of achieving dramatic improvements in critical performance measures such as cost, quality, and service.

Student Fees

1. The base Economic Sustainability (funding allocation) model for faculties is partly based on tuition revenues and student FTEs. This position is responsible for providing accurate tuition and FTE information for use in the funding allocation model.
2. Leads the development and management of all reporting requirements related to student financials, from transactional level



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details required to support monthly reconciliation processes to summarized reports to enable decision-making.

3. Oversees the process of creating and mapping of student financial data to the PeopleSoft financial management system to ensure accurate tuition revenues and related student accounts are recognized in the University's financial statements.

4. Serves as the primary point of contact for all University finance and planning personnel to access and or develop student financial and integrated reports.

5. Consults with faculties and departments to identify, analyze and resolve student financial and reporting issues.

6. Collaborates with faculties to maximize the use of existing modules and tools, and leads the development of new modules and tools to better meet the needs of the user, for both front-end transactions processing and back-end reporting requirements.

Financial Management and Budgetary Control

1. Oversees all aspects of financial management for Enrolment Services, working where appropriate with the financial staff at UBCO.

2. Plans, organizes, and directs initiatives for the efficient management of the financial resources of various units.

3. Provides advice on the application of financial policies and procedures, and ensures internal controls are operating effectively throughout the department. Reviews internal controls continuously to ensure efficiency is maximized and all risks are mitigated.

Others

1. Participates as part of the Registrar's Executive in the rethinking of the organizational and management structure of Enrolment Services to enhance transparency, improve financial accountability, expand service delivery models, and increase overall value provided to students, faculties, and central departments.

2. Develops and maintains a team of highly motivated staff committed to delivering quality, professional, and exceptional service to students and faculties.

3. Provides financial leadership in Enrolment Services to encourage creative thinking, commitment, and professionalism in a positive and rewarding environment that fosters and cultivates proactive and dedicated staff members who are able to work individually as well as in a team setting.

Supervision Received

Reports to the University Comptroller and the Associate Vice-President, Enrolment Services and Registrar On broad directive. Work is reviewed in terms of achievement of corporate goals.

Supervision Given

Manage other accountants or support staff.

Consequence of Error/Judgement

Due to the senior level of this position, the decisions or recommendations made will have a significant effect on University standards, operations and finances. Ineffective systems may result in errors, delays and costs to users. Reporting errors could cause serious inaccuracies in the University's records perhaps resulting in errors in the financial statements and errors in funding allocations to faculties. Failure to provide sound strategic advice and effective leadership on financial policy and systems along with timely and accurate financial information would interfere seriously in decision making and resource allocation.



The University of British Columbia

Staff Job Postings

Qualifications

A postgraduate university degree in Finance or Business Administration and a professional accounting designation preferred. Completion of an accredited accounting program (CA or CGA). Over ten years experience at a senior finance level in a complex organization, with several years' senior financial planning, systems development, business process reengineering, and budgeting and control experience. Demonstrated experience in strategic planning, financial management, and systems implementation. Ability to strategically plan, analyze, implement and review a variety of projects and multiple assignments. Ability through leadership to build and maintain an organizational unit consisting of highly motivated staff who are committed to delivering a quality service. Ability to communicate effectively, both oral and written, and to make executive level presentations. Ability to analyze and redesign work flow business processes to make them more efficient and effective. Ability to develop and implement policies through a consultative process in an environment of conflicting needs and views. Ability to engage with senior levels of university management and financial personnel in an organization. Ability to negotiate. Effective interpersonal and communication skills. Proven supervision and problem solving skills. Excellent skills in problem identification and analysis. Knowledge of PeopleSoft preferred.

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Job Posting

Job ID: 9778
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Manager, Administration
Department: Schl of Arch & Landscp Arch
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-11 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

Provides overall operational and administrative management and strategic planning for the School of Architecture and Landscape Architecture. Manages and directs the non-academic activities and operations of the School as well as administrative aspects of the academic activities. The position is responsible for all human, financial and physical resources as well as for the policies and procedures necessary to ensure the smooth and effective operation and administration of the School. Provides direction and advice to faculty members and staff on HR, financial and administrative matters. Directly supervises the School's staff. Works closely with the School Director to provide leadership and direction in strategic planning, policy development and implementation, financial management, human resources, and other administrative activities of the School of Architecture and Landscape Architecture.

Organizational Status

Reports directly to and works closely with the School Director. Manages CUPE 2950, TRA and M&P staff. Provides direction and advice to faculty members on administrative, financial and human resource matters. Liaises regularly with the Dean's Office, Human Resources, Faculty Relations, Plant Operations, Campus Planning, Financial Services, Supply Management, Student Services, the Vice President Academic Office and various other campus units and external agencies as required.

Work Performed

Financial Management

- Manages the Financial Resources of the School.
- Works closely with the Director in the School's strategic budget and financial planning process. Develops budget policy and priorities; addresses budget problems; assesses impact of surpluses deficits and reviews variances; ensures cost effectiveness of expenditures.
- Prepares budget forecasts for the Director on all areas of School's financial activity, anticipating changes in expenditure revenue trends and recommending reallocation of funding to meet changes in priorities.
- Assists the Director in the preparation of annual submissions such as the Consolidated Budget, Academic Equipment Fund and Minor Capital Projects.
- Oversees School's financial procedures including management of School's cost recovery programs, maintenance of accounts, control of expenditures, reconciliation of discrepancies and the processing of financial paperwork (cheque requisitions, journal vouchers,



purchase requisitions, blanket PO's, travel claims, budget transfers).

- Approves all transactions for the FMS on-line financial system.
- Authorizes all financial transactions transfers that include reimbursement, acquisitions and payroll for all School faculty, staff and students.
- Manages year-end reconciliation of all accounts.
- Audits School's accounts to ensure financial integrity and sufficient controls are maintained as per university guidelines.
- Develops and recommends policy standards and procedures with respect to financial and budget issues (e.g. cash deposits, School reimbursement policies, deployment of administrative resources, consulting agreements, etc.)
- Identifies and recommends potential revenue-based funding opportunities; writes associated business plans and a variety of financial and analytical reports; manages performance and summarizes results and achievements.
- Oversees the management of research accounts, including SSHRC, CFI and other grants and contract agreements. Ensures account holders are expending funds in compliance with funding guidelines; works closely with researchers ensuring that funds are properly accounted for and that budget anomalies are brought to their attention, with guidance for resolution; monitors financial progress of research and contract accounts to ensure funds are expended during the contractual agreements.
- Negotiates leases and purchases of products and services.
- Works with individual faculty to develop budgets for faculty-organized conferences, symposia, lecture series and other discipline-related events.
- Serves as FRS security administrator for School; manages and authorizes all system access levels.
- Acts as P-Card administrator for all School users;
- Holds signing authority for all School's GPO Funds, Fee for Service, Specific Purpose and Research accounts, faculty staff student appointments, and all ancillary unit requests (e.g. Bookstore, Plant Ops, Parking and Security).

Human Resource Management - Staff

- Manages the Human Resources of the School, including the Design Centre for Sustainability. Directs, creates and implements short- and long-term strategic human resource plans. Develops and implements the required organizational and system changes required to maintain optimal human resource and administrative support to the School of Architecture and Landscape Architecture.
- Researches and determines staffing and classification needs within the School and establishes action plans to meet these needs. Maintains equity in employee classification and pay to ensure fair and equitable pay rates within the School. Researches and identifies appropriate comparators to ensure validity of current classifications and rates as required.
- Determines appropriate staffing levels for the School, developing and implementing the required organizational and system changes required to maintain optimal human resource and administrative support to the Director and the School.
- Develops, implements and maintains standard processes and practices for recruiting and hiring to ensure selection of best candidate. In collaboration with the Director, recruits and hires all support, technical and management staff in the School by researching and assessing needs and establishing action plans to meet these needs. Develops overall performance standards and job content and creates position descriptions to meet the requirements. Chairs search committees for all staff positions; monitors and documents all selection procedures.
- Responsible for the development and management of performance management initiatives for all staff (other than Student Appointees). Conducts annual performance reviews; makes probationary, career progress and merit salary increase recommendations to the School Director.
- Responsible for effective interpretation and administration of collective agreements within the School as well as other relevant agreements and employment guidelines for faculty, staff and students.
- Represents the School in grievances and appears at hearings regarding discipline or other matters. Maintains records and accountability of reporting structure.
- Works with researchers in the development of new position descriptions to ensure that classification and salary levels fit within budgets.
- Develops and implements School's policy regarding vacation, overtime and leave requests.
- Oversees the Absence and Vacation request and recording process for all staff within the School.
- Responsible for development and implementation of strategies and staff training initiatives to ensure effective staff orientation, team building and ongoing development. Counsels staff on development within and beyond their present positions.
- Manages the Attendance Management Program for CUPE 2950, M&P, and NUT staff.
- Conducts regular needs assessments of HR requirements.
- Develops and implements organizational changes to meet new initiatives and evolving needs within the School. Liaises with counterparts in other Units around contemporary or concurrent needs in the Faculty.



The University of British Columbia

Staff Job Postings

Human Resource Management - Faculty

- Responsible for the administrative process of the Appointment, Reappointment, Promotion and Tenure (ARPT) of tenure-track and tenured faculty members. Proactively advises the Director on ARPT procedures based on a thorough knowledge of the relevant policies and practices of the University and the collective agreement.
- Manages all aspects of Faculty recruitment processes required for tenure and term appointments.
- Responsible for the appointment and reappointment process of Sessional Lecturers and all non-bargaining unit faculty (Postdoctoral Fellows, Adjunct Professors, Research Associates, Visiting Professors, Emeriti, etc.). Advises the Director and Chairs and provides direction to faculty members based on a thorough knowledge of the relevant Policies and practices of the University and the collective agreement.
- Maintains the periodic review and performance interview schedule for full-time faculty members as outlined in the UBC Conditions of Appointment for Faculty.
- Interprets UBC policies and procedures for faculty members.
- Provides guidance and direction to faculty members regarding human resource management and employee relations.
- Assists faculty with visa and immigration processes.
- Coordinates Professional Development fund for faculty.
- Coordinates the process for retiring faculty members.
- Manages relocation of new faculty members.
- Manages and facilitates the welcome process and smooth transition of new faculty members.

Physical Resource Management

- Works closely with the Director, to identify space and facility needs, and plan for future requirements; assigns and oversees staff to facilitate both the maintenance of and renovations to existing facilities.
- Manages the teaching, research and administrative space in the School, including space inventory, planning and assignment of space.
- Identifies planning activities for required expansions to physical space, proposed renovations and construction.
- Oversees major and minor renovations; assigns staff to work with outside contractors, Campus Planning & Development, Plant Operations, IT Services, Telecom, Secure Access, and other units as necessary to facilitate successful, timely and cost-effective completion of projects.
- Oversees and monitors the creation of new office space and occupancy arrangements (faculty offices, research offices and graduate students space).
- Works with Classroom Services, Land & Building Services, The Media Group, and the Office of Learning Technology, and other UBC departments to facilitate upgrades to teaching space; etc.
- Identifies needs, problems, and concerns in the School regarding space issues; and resolves conflicts between faculty for resources, within the constraints of budget and physical space.
- Develops and implements policies and procedures for the acquisition, utilization, maintenance and replacement of furniture, office equipment, research support equipment and supplies.
- Negotiates leases and purchases of products and services.

Supervision Received

The position reports directly to and works closely with the School Director and is expected to work independently with minimal supervision. Overall objectives for the administration of the School's activities are determined in consultation with the Director. Within those guidelines, the Manager works independently, determining priorities as necessary. The position requires a high degree of independent, executive decision making, ability to assess and implement work required, strong organizational skills and the ability to provide leadership and support.

Consultation is sought on decisions of strategic significance.

Supervision Given

The position involves: direct supervision of five CUPE 2950 staff; one TRA staff and indirect supervision of 2 - 4 M&P staff and several student workers.



Consequence of Error/Judgement

Work is performed without review; the Manager keeps the Director informed through ongoing communications. Effective management of School's operations specifically in the areas of financial responsibility, labour relations, and leadership is critical in order to maintain the School's financial and operational effectiveness, satisfaction of granting agencies and industrial collaborators, and reputation both within and outside the University community. Considerable judgment and initiative is exercised in decision-making involving implementation of policies. Failure to anticipate the consequences of continued School's growth could lead to serious organizational problems and or resource shortfalls.

Substantial accountability is required in the key areas of recruitment, selection and performance evaluation, ensuring eligible candidates are hired within Canadian Immigration policies , reducing grievances, boosting morale and generally promoting an enthusiastic work team for the School. A safe and efficient operating environment enables the School to meet the needs of the students and to respond to research opportunities.

Qualifications

Undergraduate degree in a relevant discipline. University degree in business administration preferred. Minimum of three years experience or the equivalent combination of education and experience. Management experience in the areas of budgetary, financial and human resources (UBC experience preferred). Managerial experience in a multi-unionized environment (UBC experience preferred).. Experience with and knowledge of University policies and procedures in budgeting, financial reporting, procurement, internal control and payroll preferred. Experience with and knowledge of University policies and procedures regarding the hire and compensation of faculty and staff preferred. Computer experience to intermediate level with spreadsheet, word processing, e-mail and database software required (MS Office preferred). Understanding of the mission and structure of post-secondary education. Ability to communicate effectively verbally and in writing. Competency in word-processing, spreadsheet and database applications (MS Word, Excel and Access preferred) at an intermediate level. Ability to effectively recruit, train, supervise, and motivate employees. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to work effectively independently and in a team environment. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to prepare and present proposals. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to develop and monitor budgets. Ability to exercise tact and discretion. Ability to interpret operational and human resources policies and procedures. Effective organizational skills. Ability to take initiative.

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Job Posting

Job ID: 9770
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level E **Business Title:** Director of Finance
Department: Comptroller
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-10 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

A senior leadership position in the Budget Office, the Director of Finance provides comprehensive strategic financial management for the Faculties of Forestry and Land and Food Systems (LFS). This position has Faculty-wide impact in the two Faculties, contributes to their strategic direction, plans and objectives by identifying issues and opportunities, evaluating organizational impact and introducing innovative initiatives to move the strategic plans forward. At the same time, the Director is a conduit for influence and information sharing between the Budget Office, and the subject Faculties. The Director provides leadership and direction in establishing innovative practices and programs. Further provides authoritative advice on financial issues, and to a lesser extent, human resources and operational issues. Must be aware of both the external and internal political and economic environment within which the University functions and foster relationships with key contacts.

Organizational Status

This position reports directly to the Comptroller, and establishes a close working relationship with the Deans. From a practical point of view, the Director will take day to day direction from the Deans while keeping the Comptroller informed during bi-weekly review meetings.. Has regular contact with Senior Management in central service offices, e.g. VP-Academic & Provost Office, Financial Services, Budget Office, Research Services, UILO, Faculty Relations, Treasury, Legal Affairs, Campus Security, etc., as well as with senior management in other faculties. Internally represents the Faculties in financial and or other administrative matters, while at the same time supporting the Budget Office.

Work Performed

- Reporting to the Comptroller, the Director is Faculties' senior financial officer overseeing their full suite of financial functions.
- Monitors the overall financial effectiveness and efficiency of all units reporting to Deans, and institutes changes as necessary.
- Coordinates and oversees development of policies and procedures related to financial management within the Faculties.
- Develops short and long-range financial plans to optimize Faculties' financial effectiveness.
- Holds signing authority on all Faculty accounts.
- Responsible for managing the allocation of one time funding within the Faculties.
- Acts as liaison between the Faculties and the Comptroller's Office in all financial matters.



The University of British Columbia

Staff Job Postings

- Provides strategic direction and guidance to the Department Heads within the Faculties, the Dean's Office Manager, the Departmental Administrators the Research Forest Managers and similar units in both Faculties.
- Facilitates the Faculties' applications for Start-up Funds, Academic Equipment Funds, Teaching and Learning Enhancement Funds, Minor Capital Funds etc.
- Identifies cost recovery and cost sharing opportunities.

Human Resources

- Works closely with H.R. staff in both faculties to assist in resolving issues, and supporting organizational planning

Strategic Planning and Direction

- Acts as a member of the Senior Management Teams of both faculties, participating in all budget, research, strategic and staffing decision-making
- Researches and identifies issues for the Deans and Senior Management and coordinates the resolution of these issues.
- Executes, or participates in, the delivery of plans to resolve the issues identified by Senior Management.
- Works in close partnership with the Deans on special projects and projects of a sensitive, confidential nature by researching background materials, then strategizing and presenting Forestry's position.
- Writes reports on behalf of the Deans and Senior Management as required to respond to University or external requirements.

Other

- Serves as liaison between many central University departments and Faculty units, providing regular dissemination of information
- Keeps abreast of all issues pertaining to research administration at the University, including participation on various committees and providing input to the office of the VP Research on matters that concern the Faculties.

Supervision Received

The Director works independently under broad directives from the Comptroller and day to day direction from the Deans. Keeps the Comptroller and Deans informed and up-to-date on the Faculties' financial position and administrative issues. Discusses with the Deans and acts upon issues of Faculty-wide impact. Performance is reviewed by the Comptroller in consultation with the Deans in terms of the achievement of long term goals.

Supervision Given

Manages the Finance Manager in each Faculty.

Consequence of Error/Judgement

As a key executive position in the Budget Office and Faculties, this position must exercise good judgment and ensure due process has been followed in all areas. Errors of judgment or procedure in financial or other matters could lead to serious financial issues for the University. Any lapse in judgment in any area of responsibility could seriously undermine the Faculties' credibility. Errors in long term strategic planning could have a lasting negative impact.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree preferred. Completion of a recognized accounting designation (CA, CGA, CMA) or an equivalent combination of education, training and experience from which comparable knowledge and abilities can be acquired. A minimum of 8 years of experience or the equivalent combination of education and experience. Plus, a minimum of eight years' related accounting, financial planning and administrative experience. Experience in financial planning systems development, budgeting and control. Management level experience in strategic planning, facilitative leadership, business process improvement



and systems re-engineering. Thorough knowledge of financial, human resources and administrative management, and budgeting systems.

Ability to deal with a diversity of people in a calm, courteous, and effective manner. Effective financial and management skills; Strategic planning skills; Ability to identify, as well as creatively solve problems and take initiative to improve processes; Proven financial planning and modeling; Ability to work creatively; resourcefully and effectively; Proven ability to work effectively and productively with senior academic administrative and professional staff in VP's Offices; other Faculties and central service units; Exhibited ability to serve in a major leadership role where recommendations have significant policy impact; Effective oral and written skills; Proven negotiation and attention to detail skills; Ability to think strategically and implement actions to move complex issues forward; Ability to lead and motivate a team, providing mentoring, monitoring and feedback; Ability to obtain and convey information effectively and with discretion to individuals from all levels of the University and the external community; Proven judgment and decision-making skills; Proven ability to work independently in problem solving and managing multiple projects.

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Job Posting

Job ID: 9763
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** Web Development Specialist
Department: Continuing Studies
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-28
Job End Date: 2011-07-31
Funding Type: Self Funded
Other:
Date Closed: 2011-03-09 **Available Openings:** 1

Job Summary

This project-based position is responsible for planning, designing and developing significant components of a new, large-scale UBC Continuing Studies web site that consolidates 12 individual web sites.

Organizational Status

Reports to the Director, Strategic Initiatives and Communications. Completes project work in collaboration with members of the Continuing Studies Marketing Services team.

Work Performed

- Manages web development projects.
- Plans, designs, produces and maintains major components of a new, large-scale web site.
- Creates and modifies web pages, scripts, graphics and designs that adhere to brand standards and online best practices.
- Codes HTML and uses web editing tools such as Dreamweaver and WordPress.
- Responsible for overall functionality of sites.
- Applies search engine optimization (SEO) expertise and research to improve overall effectiveness of web site.
- Tracks effectiveness of web site components and reports findings using web tracking software.
- Carries out related duties as required in keeping with the qualifications of the position and the requirements of the job.

Supervision Received

Formally reports to Director, Strategic Initiatives and Communications. Day-to-day work completed in collaboration with project leaders for specific project assignments. Work is reviewed in terms of completeness, accuracy, timeliness and effectiveness.

Supervision Given

None.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

UBC Continuing Studies is a self-sustaining academic unit that views its new web site as a critical marketing tool. Ineffective or inaccurate components of the web site have a detrimental effect on student service and program registrations, and are damaging to the reputation and profile of UBC Continuing Studies and of the university as a whole.

Qualifications

Undergraduate degree in a relevant discipline. University graduation in a related field supplemented by certification in web development and or equivalent experience. Minimum of one year experience or the equivalent combination of education and experience. Minimum of one year of related work experience. Excellent HTML coding skills and knowledge of XHTML, CSS, JavaScript, Dreamweaver and WordPress. Strong knowledge of browser compatibility issues and search engine optimization strategies. Working knowledge of ASP programming and database systems as they relate to web sites. Thorough training working with PC and Mac hardware and software, such as Photoshop, Illustrator, Acrobat, Contribute, Microsoft Word and Excel. Ability to exercise strong attention to detail and resolve problems in a timely manner. Experience with integration of multimedia elements on websites, including video or animation. Good understanding of technical considerations regarding various multimedia formats (QuickTime, RealPlayer). Good written and verbal communication skills. Affinity for working in an interactive team environment.

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Job Posting

Job ID: 9773
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Systems Analyst I
Department: UBC IT - Client Services
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-14
Job End Date: 2012-03-14
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-10 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

The Systems Analyst I consults with users and analyzes their requirements, and assists in the design, implementation and maintenance of vendor supplied applications.

Organizational Status

This position will interact directly with other University technology professionals as well as staff and managers in administrative and academic positions.

This position has a dual reporting relationship to the Manager, Communications and the ITSM Program Manager. The position will work under the guidance of more experienced senior applications analyst and systems analyst roles as required.

Work Performed

Specific Duties:

Consults with service owners, customer service and other stakeholders to identify current or future needs

Responsible for developing requirements and designing web applications

Performs market research and investigation of vendors and products; tests, evaluates and implements new technologies and products (both hardware and software) suitable for, or required for, use by UBC IT and or UBC IT's clients.

Develops and maintains internal sites such as the department intranet

Designs web sites and content to improve usability

Reviews and edits documentation and messaging in preparation for posting to the web

Participates on project teams to provide advice and assistance in creating web content



The University of British Columbia

Staff Job Postings

Tracks and publishes the status and ownership of content across multiple websites

Administers roles within a content management system.

Core Duties:

Consults with users to determine their technical needs and analyses and reviews existing system features and requirements.

Researches vendor applications, proposes recommendations, and participates in the solution design and implementation.

Reviews application logs and alerts to monitor application stability, and identifies opportunities to enhance application performance and operation.

Performs application data conversions, migrations and upgrades.

Assists in integrating vendor supplied applications with existing infrastructure and applications through standard interfaces and protocols.

Plans and performs application configuration changes or module deployments.

Develops or modifies software application modules.

Conducts testing of new or customized application modules to ensure application meets specifications.

Documents functions and changes to new or modified modules, tests activities results, error handling and backup recovery procedures.

Provides ongoing maintenance and operational support for applications.

Produces technical documentation, including operations, maintenance and support procedures.

Supports application lifecycle and applies and follows appropriate change management methodologies and best practices.

Contributes to the ongoing planning and analysis of application enhancements in support of current or new services.

Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.

Participates in project planning and implementation.

Builds and maintains good working relationships and collaborates with others to achieve client objectives.

Performs other related duties as required.

Supervision Received

Works autonomously in accordance with general instructions as to methods and procedures. Work is reviewed in terms of achievement of desired results.

Supervision Given



N A

Consequence of Error/Judgement

Makes decisions within established guidelines regarding the application of computing devices or programs to meet set requirements or makes decisions regarding solutions to defined problems

This position exercises judgement in the management of UBC IT's web sites, and content management systems. Risks include the ability to make technical changes which could result in UBC IT's sites being unavailable resulting in the loss of IT's reputation, the inability of customers to access information about outages and being unable to access IT's services.

Incorrect design of UBC IT's web environment could lead to difficulties in the UBC community accessing services, or influence the success of the broader ITSM toolset implementation.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science, English, Business or Engineering. Minimum of two years experience or the equivalent combination of education and experience. Minimum of 2 years related experience managing web sites, content management systems and web applications. Strong analytical skills. Ability to gather and analyze client requirements. Comprehensive knowledge of web sites, hosting platforms, and content management system. Web hosting and application development technologies such as PHP, Linux, Apache, HTML. Effective web communications skills. Takes initiative to actively participate in team interactions. Without waiting to be asked, constructively expresses own point of view or concerns, even when it may be unpopular. Ensures that the limited time available for collaboration adds significant customer value and business results. Converses with, and writes to, peers in ways that support transactional and administrative activities. Seeks and shares information and opinions. Explains the immediate context of the situation, asks questions with follow-ups, and solicits advice prior to taking action. Investigates defined issues with uncertain cause. Solicits input in gathering data that help identify and differentiate the symptoms and root causes of defined problems. Suggests alternative approaches that meet the needs of the organization, the situation, and those involved. Resolves problems and escalates issues with suggestions for further investigation and options for consideration as required. Checks assumptions about mutual expectations and clarifies standards of overall performance. Checks the scope of responsibilities of self and others. Monitors day-to-day performance and takes corrective action when needed to ensure desired performance is achieved. Defines routine, integrated processes. Documents processes using basic formal process charting techniques. Applies process definitions and flows to work performed. Identifies process bottlenecks and contributes suggestions for process improvement. Possesses a basic understanding of the strategy, structures, processes, and procedures of the enterprise in its relationship with the business and its activities. Troubleshoots in response to requests for technical support. Identifies problems and needs. Escalates problems to appropriate technical experts.

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Job Posting

Job ID: 9767
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Business Analyst II
Department: UBC IT - Business Analysts
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01
Job End Date: 2012-03-30
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-10 **Available Openings:** 2

Job Summary

The Business Analyst II leads the assessment of client needs in an effort to align business initiatives with information technology solutions. Representing UBC IT, the Business Analyst II will provide expertise in the areas of requirements definition, business process analysis and design, functional design, configuration, implementation, testing, training and documentation to deliver enterprise solutions to the UBC community. Majority of work will be performed in a formal project team. Projects typically have a high degree of complexity, influence, and impact as solutions are generally designed for the majority of constituents in the UBC community.

Organizational Status

- The Business Analyst II reports to the Team Lead, Business Analysts in the Project Management Office in UBC IT
- Strategic direction is provided by the Business Manager and Director of the Project Management Office
- Day-to-day direction is given by a Project or Program Manager on assigned projects
- Works daily with a project team typically made up of a project manager, developers, functional experts, and other project specialists
- Works closely with a broad range of stakeholders, including management and staff of UBC IT, clients from administrative and academic units, and external entities including vendors, regulatory agencies, and partner institutions.

Work Performed

Specific Duties:

- Project assignments include but not limited to work on enterprise systems such as the Student Information System (SIS), HR, Finance, Identity and Access Management (IAM), Learning Management (LMS), UBC e-Payment, Email, and Networks (wireless, telephony, Internet, etc)
- Project types include but not limited to software development, ERP and COTS implementation, infrastructure transformation, ITIL and ITSM, BPI BPR, vendor analysis & selection (RFI, RFP)
- Ensures solutions are consistent with the overall technical and business architecture of the university and complies with UBC IT and university policies, as well as governmental legislation and other external entities' compliancy requirements on security, privacy, and accessibility
- Analyses the impacts of proposed changes to technology services and or processes for UBC IT and other UBC departments.



The University of British Columbia

Staff Job Postings

- May perform data analysis and data modeling as required
- Acquire and maintain a working knowledge of the university's technical and business environment. Have a high-level overview of the services delivered by UBC IT.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements
- Build and maintain good working relationships with project teams, business analyst peers, UBC IT colleagues, and client stakeholders.

Core Duties:

- Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities and recommends options.
- Identifies, elicits, and documents business requirements, defines business rules and communicates requirements for the implementation of business solutions.
- Communicates with stakeholders of varying technical ability and subject matter expertise.
- Leads short-term planning sessions to implement integrated business process improvements and documents discussion and agreements.
- Provides consultative services for the development of policies and procedures.
- Analyzes metrics to ensure for client satisfaction.
- Provides input to feasibility studies for standard development projects and enhancements.
- Provides technical guidance and leadership to less-experienced individuals.
- Prepares functional, system and program specifications.
- Develops user test cases and validates test results during user acceptance testing and system acceptance testing stages.

Typically performs functional testing.

- May prepare project status reports and communicate status to client.

Supervision Received

Works under the general direction of the Team Lead, Business Analysts in the Project Management Office of UBC IT and daily direction of a Project or Program Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

In general, provides mentoring and coaching to new or less experienced business analysts, as well as provides leadership and education to other staff in the Project Management Office on demonstrated areas of expertise. May supervise work of other business analysts or UBC IT staff on a project.

Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Business Analysts in general, provides mentoring and coaching to new or less experienced business analysts, as well as provides leadership and education to other staff in the Project Management Office on demonstrated areas of expertise. May supervise work of other business analysts or UBC IT staff on a project. Inadequate analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBC IT and UBC.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree, with regular professional development in business analysis and related disciplines. Formal certification from a recognized professional organization or professional development provider is an asset. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or



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the equivalent combination of education and experience. Minimum 5 years of experience as a business analyst in the information technology sector, or the equivalent combination of education and experience. Experience in at least one of the following areas of IT is required: software development, ERP implementation, infrastructure, and ITIL ITSM. Experience in a higher ed environment is an asset. Proven knowledge and continuous learning of business analysis discipline and best practices. Demonstrated contributions to the continuous improvement of business analysis practices, methodology and implementation.

Working knowledge of project management, quality assurance, change management disciplines and best practices; and development methodologies.

Demonstrated experience in producing BRDs, use cases, user scenarios, user stories, BPMs. Strong knowledge of BPMN

Working knowledge of data analysis and data modeling (conceptual, logical).

Working experience on enterprise-wide projects.

Knowledge of business process re-engineering improvement.

Solid understanding of key trends and players in the IT industry and higher-education sector. Actively solicits ideas and opinions from others to efficiently and effectively accomplish specific objectives targeted at defined business outcomes. Openly encourages other team members to voice their ideas and concerns. Shows respect for differences and diversity, and disagrees without personalizing issues. Utilizes strengths of team members to achieve optimal performance.

Ability to work effectively independently and in a team environment. Conducts discussions with and writes memoranda to all levels of colleagues and peer groups in ways that support troubleshooting and problem solving. Seeks and shares relevant information, opinions, and judgments. Handles conflict empathetically. Explains the context of interrelated situations, asks probing questions, and solicits multiple sources of advice prior to taking action when appropriate.

Ability to communicate effectively verbally and in writing. Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems. Determines the potential causes of the problem and devises testing methodologies for validation. Shows empathy and objectivity toward individuals involved in the issue. Analyzes multiple alternatives, risks, and benefits for a range of potential solutions. Recommends resource requirements and collaborates with impacted stakeholders.

Ability to analyze problems, identify key information and issues, and effectively resolve. Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.

Ability to analyze and interpret data, determine implications, and provide recommendations. Maps full business processes and designs operational process flow. Facilitates group input and drafts proposals for process improvements. Identifies resource implications. Implements process improvement recommendations within the context of overall business processes.

Ability to analyze and redesign work flow business processes to make them more efficient and effective. Seeks out new challenges that require risk taking. Determines the resources, team support, and technical needs necessary to enable success and procures them. Keeps responding to the challenge in spite of obstacles and setbacks.

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contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 9761
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Senior Programmer Analyst
Department: UBC IT - Development
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-14
Job End Date: 2013-03-14
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-10 **Available Openings:** 1

Job Summary

The Senior Programmer Analyst will lead the implementation of existing and future software Build and Release processes for the entire Academic Systems Development group.

In addition, this role may play an important role in all aspects of the development of strategic Student Information Systems applications. These applications include the Student Service Centre, Faculty Service Centre, the Awards Module, Consolidated Billing Module, Application Systems, Learning Management Systems as well as a number of third party provided modules.

Organizational Status

Interacts directly with other University technology professionals and with faculty, staff and students.

Reports to the Manager of Development, UBC-IT. On a daily basis, the position will work under the direction of a Project Program Manager while assigned to a development project.

Work Performed

Specific Duties:

Designs, implements and ensures compliance with the Configuration Management governance model for Academic Systems development. Trains programmer analysts and other stakeholders in its appropriate use and monitoring

Identifies and ensures ongoing implementation of best practices in application build, architecture, software development, automated testing and source code management. Migrates existing processes (ant-based) to new structure

Leads users and software developers architects in developing requirements in order to develop, capture and monitor appropriate software development metrics to ensure the ongoing success of the entire development team.

Provides Configuration Management input and guidance to other teams within UBC-IT and possibly to teams outside of UBC-IT.

Manages and monitors the continuous integration, build, dependencies management and source code repository and an internal Maven repository



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Leads multiple development and QA teams in the training, use and support of the Build and Release system.

Assists in the review of individual developer's and project team work for consistency, good design and compliance with established best practices and guidelines for software component structure.

Keeps track of source code branches

As required, the position may also:

- takes an active interest in current and upcoming technologies and works with the architects to provide input into both the Application and Technical architecture as they relate to the Student Information System and software development
- facilitates and conducts design and code reviews for other Programmer Analysts to ensure that they are efficient and meet our development standards.
- takes a leadership or team lead role in coordinating the various design elements associated with software development. Senior developers work with other developers, UX Architects Designers and DBAs. Ensures that designs are incorporated into Technical Specifications as required.
- conducts testing of new or customized application modules to ensure application meets specifications.
- participates in project planning and implementation
- builds and maintains good working relationships and collaborate with others to achieve client objectives

Core Duties:

Provides technical leadership in the analysis and review of existing or proposed system features and integration, security, scalability and performance requirements with users, business analysts, architects and team members.

Leads the evaluation and selection process for application packages, and advises on options, risk, cost vs. benefits, and impacts on business processes and goals.

Develops system test plans, oversees testing of new or modified applications and ensures applications meet specifications.

Develops integration plans and ensures for the incorporation of plans into integration testing process.

Ensures documentation of functions and changes to new or modified modules, tests activities results, error handling and backup recovery procedures.

Designs, develops and programs specialized custom software, prepares functional specifications, and builds prototypes.

Provides expert advice on complex system design issues and contributes to ongoing planning and development of systems enhancements.

Packages in house developed applications for production or integrates vendor supplied applications.

May manage small to medium sized projects.

Provides technical expertise, training, and consultation to other staff.

Provides ongoing maintenance and operational support for applications.

Supports software development lifecycle and applies and follows appropriate programming development methodologies and best practices as instructed.

Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.



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Performs other related duties as required.

Supervision Received

Works autonomously in accordance with general instructions as to methods and procedures. Work is reviewed in terms of achievement of desired results.

Works under the general direction of the Manager of Development, Academic Systems, UBC-IT. Results are reviewed for achievement of overall and long term objectives.

The Senior Programmer Analyst also takes direction from the Project Manager for daily Project based activities and tasks.

Supervision Given

There are no reports for this position. This role is part of a matrix team of peers and as such it is expected that agendas processes will be moved forward by building agreements and being responsive to feedback. The role is a leadership role in that the build process is owned by this role and as such some training and potentially delegation of tasks to peers is to be expected.

The position may provide guidance, coaching and technical leadership to more junior Programmer Analysts. May conduct peer reviews of the designs and code. May also provide feedback to the Manager of Development on other Programmer Analysts performance and recommendations for facilitating improvement.

In a project leader role, the Senior Programmer Analyst may direct and supervises work of other Programmer Analysts, Business Analysts, QAs, users and other staff assigned to projects.

May provide input recommendations into the hiring, evaluation, discipline and termination of staff.

Consequence of Error/Judgement

The position takes a pro-active leadership role in ensuring the reliability and high availability of UBC mission critical 7x24 systems including application monitoring, tier 2 support, problem analysis and resolution, and ensuring services meet or exceed customer service levels at all times.

Errors in judgment, poor planning, or failure to act decisively could have a detrimental effect on these systems. Unreliable systems and code errors that disrupt the operations of these system, or failure to meet contractual obligations for performance and availability will damage the reputation of UBC and UBC-IT. This could adversely impact the University community, including the large majority of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue.

Makes decisions within established guidelines regarding the application of computing devices or programs to meet set requirements or makes decisions regarding solutions to defined problems.

The position takes a leadership role working with other Programmer Analysts, Build Engineers, Business Analysts and Quality Assurance staff in ensuring the highest quality of the software promoted into our UBC production environments.

Qualifications

Undergraduate degree in a relevant discipline. University degree or technical diploma in an IT-related discipline, preferably in Computer Science and a minimum of 8 years of experience doing progressively more responsible systems development work in designing, developing and implementing medium to large scale software applications. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. A minimum of four years in a systems



support capacity, preferably will have had previous development experience and ideally will have had experience as a build engineer in the software development organization.

A minimum of 2 years of experience as a Build Engineer or Configuration Manager in a large software development organization.

Experience in using Source code repository & Build: SVS, Maven and driving builds from them. Experience in administering 1 or more source code repositories (Perforce, SVN). Expert knowledge and experience with build tools (Maven, Ant, Ivy).

Expert knowledge and experience with continuous integration tools (Hudson, Bamboo) and plug-ins.

Proven ability to design, implement Configuration Management governance Model and lead a team in the adoption and monitoring thereof. Very strong Java development experience, preferably as a senior developer or team lead. Experience should cover the majority of JDK, Java Enterprise Edition (EE), Servlets, JSP, UI Development tools and concepts (e.g. GWT, JSF, Swing, UX).

Expert ability to work in all areas, and troubleshoot Java, Linux, Windows, and VM (Virtual Machines). Strong understanding and experience with Testing best practices concepts (e.g. Test and Behavior Driven Development) and testing automated testing tools (e.g. JUnit, Cucumber, and concepts, SQL, data modeling and database design). Demonstrated ongoing career development through active and self-motivated professional development. Ability to prepare complete, concise, and understandable technical

documentation. Ability to communicate effectively verbally and in writing. Converses with, writes reports for, and creates delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations. Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the right people, within and beyond organizational boundaries, by matching individual capabilities and skills to the team goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments. Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability. Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility. Describes and documents critical cross-functional business process flows. Applies business process reengineering techniques and methods in analyzing process flow and accountability charts. Recommends and advocates substantive process enhancements and assesses both internal and external implications. Identifies means of integrating technical support requirements with enterprise processes and strategies. Identifies technological opportunities to meet client needs. Creates information system solutions to meet the needs of business stakeholders. Partners with appropriate technical consultants, experts, and managers to resolve complex problems across all IT solutions.

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Job Posting

Job ID: 9749
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E2 **Business Title:** Network Architect
Department: UBC IT - UBCNETwrk& Inf Facil.
Salary: \$80,059.00 - \$100,073.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-08 **Available Openings:** 1

Job Summary

The Network Architect provides highly specialized advanced technical information, network systems expertise, and mentoring to the network analysis team and the broader organization.

This position has overall responsibilities including overseeing the sustainment and continuous operation of the UBC data networks.

Organizational Status

This position works within the Network Management Centre (NMC) as part of a team providing support for UBCNET and development of the University enterprise network services. The NMC has overall responsibility for the operation of the University campus data wired and wireless network services. This position works closely with all staff in UBC IT providing network support and particularly with the Network Planning and BCNET team and architects of other teams. This position interacts with a wide variety of academic and administrative clients, staff, network hardware and software vendors, maintains a professional relationship with IT managers and staff at other universities and organizations, in particular those participating in BCNET and CANARIE, regarding communications systems, engineering, and support.

Work Performed

Specific Duties:

- Responsible for designing a sustainable and robust data network environment for all UBC campuses reflecting the business needs of the University, including ongoing operational support, monitoring, capacity planning, troubleshooting systems, service level, and availability requirements.
 - Leads with other managers, architects, and technical staff in short and long term network engineering, designing, and planning of the UBC campus network infrastructure and network services.
 - Leads and designs facilities for network management including software tools and procedures including service level monitoring, incident tracking mechanisms, change management, network data collection, and performance evaluation.
 - Coordinates and leads various projects related to the provisioning of network services and network research with UBC.
- Participates in projects and network services within BCNET and CANARIE.
- Performs backup to other personnel in the Network Management Centre. Able to handle all aspects of NMC core functions during the absence of other personnel.

Core Duties:



- Provides advanced technical expertise and mentoring to the network analysis team and the broader organization.
- Analyzes new and emerging trends in network architecture and technologies, evaluates alternatives, participates in selections, and completes feasibility studies.
- Provides advice to senior management on network architecture advancements, and makes strategic methodology, development, and major expenditure recommendations.
- Leads in short and long term network engineering, capacity planning, and designing of network infrastructure and services to meet user requirements.
- Plans and designs network upgrades and installation projects, establishes backup, version-control and viral defense systems, troubleshoots network architecture and makes recommendations for system fixes and enhancements.
- Develops project plans and prepares budgets and cost benefit evaluations, participating in priority setting and policy development.
- Makes presentations at local, regional, national and international conferences and workshops as well as to partner institutions.
- Establishes governing principles for network design and deployment including best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Responsible for the identification of problems and their resolutions with vendor equipment or software suppliers and maintains a peer technical expertise liaison with vendors and suppliers.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Is available during off-hours in order to assist in handling emergency network problems and planned maintenance activities.
- Performs other related duties as required.

Supervision Received

Works under administrative direction of the Network Management Centre Team Lead. Works under broad technical and strategic direction from UBC IT management. Work is reviewed in terms of achievement of strategic goals.

Supervision Given

Responsible for providing technological leadership, mentoring on technological advances, and representing UBC at the regional, national, and international level. May manage staff indirectly. Provides co-ordination of projects and activities with technical staff and peers as needed within UBC IT, UBC, and external groups.

Consequence of Error/Judgement

The University data network is a critical IT infrastructure for UBC. This position makes decisions regarding the management and technological development impacting the future direction, stability, security, and sustainment of the University network services and all associated services. The actions of this position affect all academic faculties and departments and administrative computing. High attention to detail is required, as is the need to maintain broad technical knowledge of all aspects of data networks and network operational procedures.

Qualifications

Undergraduate degree in a relevant discipline. Post-graduate degree may be required for specialized positions. Bachelor's degree in Computer Science preferred. Minimum of 9 years experience or Supervisory experience may be required. Technical expertise in a highly specialized area required. the equivalent combination of education and experience. Minimum of 9 years experience in data networking with 3 to 5 years recent network design and architecture experience at a senior level in a large enterprise network. Broad knowledge and excellent understanding of all aspects of local and wide area networks, network standards, protocols, network hardware, configuration, architecture, network security and prevailing networking technologies. These include, but are not limited to:

routing and switching (OSPF, BGP, MPLS, HSRP, VRFs, policy routing), network security (firewalls, IDS IPS, SSL, VPN, IPSec), wireless (802.11X, authentication, security), traffic engineering (QoS, IP SLA, policing, shaping, VOIP), load balancing, packet



capture and analysis (wireshark), network design (IPv6, multicast, virtual networks), and network management systems (SNMP, Intermapper, DNS, DHCP).

Expert or Architect certification such as CCIE Routing and Switching, Cisco Certified Architect, Juniper Internet Professional or Internet Expert (JNCIP, JNCIE), or demonstrated equivalent.

A very high level of technical expertise and problem solving abilities and must be able to effectively resolve unusual and highly complex technical problems.

Good working knowledge of operating systems and scripting languages (perl).

Ability to work effectively under pressure in a time sensitive environment and with minimum supervision.

Experience at supervising and coordinating a technical team. Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes. Converses with, writes strategic documents for, and creates delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and recommendations. Anticipates problem areas and associated risk levels with objective rationale. Uses formal methodologies to forecast trends and define innovative strategic choices in response to the potential implications of multiple integrated options. Generates and solicits the approval of senior leadership prior to defining critical issues and solutions to unclear, multi-faceted problems of high risk which span across and beyond the enterprise. Establishes strategic goals and enterprise-wide priorities. Uses techniques of advanced business and organizational analysis to identify and assess problem definitions and potential solutions, and compares and contrasts them against predetermined criteria. Creates framework for reviewing large volumes of unorganized data. Probes for, and points to, subtle and unclear relationships in highly complex matters and evaluates the merit of problem definitions and potential solutions. Anticipates the possible outcome of potential solutions. Systemically identifies and resolves complex enterprise-wide issues, while educating senior leaders as to their solution. Engineers, coordinates, and submits approval for significant enterprise-wide information system solutions that align with organizational processes and long-term strategies. Recommends large-scale, best practice technological opportunities. Engages appropriate technical consultants, experts, and leaders. Sets the vision, defines the value, and acts as role model for creating a culture that sets superior standards and delivers on time and on budget. Agrees upon service level and project expectations with senior leaders. Reviews enterprise's progress against established goals, objectives, service level targets, and project milestones. Devises strategies for delivering large-scale projects on time. Proactively conducts business review meetings for reprioritization of resources and taking corrective action to respond to strategic initiatives. Holds self and leadership team members accountable for achievements, publicly recognizing successes. Identifies areas of potential vulnerability in achieving strategic business drivers. Supports the enterprise in achieving deliverables by investing in world-class organizational processes.

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Job Posting

Job ID: 9693
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Conf, Accom, Cerem & Events
Classification Title: Conf,Accom,Ceremonies, Level A **Business Title:** Event Coordinator
Department: eHealth Strategy Office
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-04
Job End Date: 2012-04-03 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-14 **Available Openings:** 1

The mission of the Faculty of Medicine eHealth Strategy Office is purpose driven eHealth - to explore how modern information and communication technologies (e.g. cell phone, iPods, Internet, etc.) can enable, enhance, and fulfill the academic mission of education, research, knowledge translation and community engagement in the context of health care, ultimately leading to achieving social accountability of academia in partnership with communities.

Job Summary

To plan and arrange events initiatives that support eHealth's projects, objectives and targets. The Event Coordinator works with project managers and managers to initiate, develop, oversee and participate in the execution of promotional events and materials along with specific plans for workshops, programs and various events on behalf of the department. The Event Coordinator may also participate in communication planning under the guidance of project managers and or the Assistant Director.

Organizational Status

Reports to the Assistant Director of Education and works closely with the management team, the Multi-media and Communications Specialist and project managers.

Work Performed

Event Implementation:

Conceptualizes and creates core special events, develops event plans and carries out all arrangements around preparing for and managing successful events occurring simultaneously;

Researches and analyzes user needs and advises on all aspects of event management; documents recommendations; posts event data analysis, and disseminates results to management;

Develops, recommends and implements policies and procedures affecting event planning and administration of the various events;

Manages venue options and feasibility of locations and negotiates all event-related venue catering multimedia contracts ;

Provides direction in the design and development of promotional web sites, brochures, programs, electronic media, DVDs, sponsor and advertising materials for events;



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Negotiates costs of event venues and services, makes travel arrangements, books speakers, videographers, etc. and organizes the production of handouts, programs and agendas for events;

Facilitates the participation of senior business and academic speakers in eHealth events, organizes recruiting efforts, and liaises and coordinates with volunteers, presenters, speakers and committee members;

Performs other events and duties consistent with the skills and level of the position.

Other:

Collaborates with the Multimedia and Communications Specialist and Management Team in creating an overall coordinated communications plan;

Coordinates and prepares content updates for the Office website and assists with the (re)development of the Office website and associated social media tools;

Develops and updates a detailed database of Office contacts - provincial, national and international;

Identifies and assists with media opportunities for events and projects within eHealth and maintains catalogue of eHealth media outputs (e.g. published and online newspaper articles);

Sets up booths and displays, disseminates reports, brochures, etc., and maintains digital files from eHealth presentations;

Oversees budget, prepares invoices, and liaises with project manager, departmental administrator and university finance department etc.;

Acts as the eHealth representative on various campus committees as needed.

Supervision Received

Reports to the Assistant Director of Education.

Supervision Given

Assigns tasks to project team members, students, assistants, and volunteers as required.

Consequence of Error/Judgement

Judgement and tact are required when communicating with others outside of the department, as well as when coordinating projects within the department. All communications outside of eHealth is representative of the department, and should be conducted in a professional and formal manner. Inappropriate judgment could potentially damage the reputation of eHealth, and could possibly have a negative impact on future partnerships. Inappropriate or poor messaging in communications content or delivery could have implications for funding and recruitment.

Qualifications

Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. Undergraduate degree in a relevant discipline preferred. Minimum of two years experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively independently and in a team environment. Ability to exercise sound judgment. Ability to effectively manage



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multiple tasks and priorities. Ability to prioritize time-critical event tasks, liaise with vendors venue providers, attendees and the media. Ability to exercise tact and discretion. Demonstrated ability to exercise diplomacy. Ability to work with various levels of senior administration and university personnel.

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Job Posting

Job ID: 9771
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Project Coordinator
Department: Audiology & Speech Sciences
Salary: \$ 22.24 - \$ 26.70 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-04-01
Job End Date: 2012-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2011-03-10 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

To work as part of a team to develop, implement and evaluate a graduate-level course on "approaches to Speech-language Pathology and Audiology for Aboriginal People." Major responsibilities include: Assisting in evaluating the course through student evaluations and community interviews; recruiting Aboriginal consultants and guests for the course; working with Aboriginal communities (local & rural) to create learning experiences for graduate students in speech-language pathology and audiology; scheduling and attending meetings; and performing other related duties.

Organizational Status

Principal Applicant (P.A. and Co-Aps) - Project Coordinator - Student Assistants

Work Performed

The Project Coordinator will:

- a) Work closely with the project team leaders, including meeting weekly with the Principal Applicant.
- b) Convene meetings of the project team.
- c) Work with Aboriginal communities to develop community learning experiences for students in speech-language pathology and audiology in summer and fall 2011.
- d) Supervise assistants on the project.
- e) Recruit Aboriginal consultants and guests for the course.
- f) Assist in the evaluation of the course by organizing and running focus groups or conducting phone interviews with students and within the Aboriginal communities.

Supervision Received

The Project Coordinator will report directly to the Principal Applicant. The position requires considerable independent work as well as joint work with the project team at regular intervals.

Supervision Given



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The Project Coordinator will supervise up to 4 student assistants at a time on the project

Consequence of Error/Judgement

The School is the sole educational program for audiologists and speech-language pathologists in the Province. Developing courses that are culturally safe and relevant is crucial to the School's educational mission. Towards the development of culturally safe and relevant courses, the position requires someone with an active understanding of such concerns and approaches, and especially issues of respectfulness and trust in working with Aboriginal communities. The position also requires confidentiality, both in disclosing and obtaining sensitive information relating to students and team members, including community participants. The Project Coordinator will be responsible for making many day-to-day decisions about the work performed and will be one of the school's major representatives to the various on- and off-campus communities involved. It is crucial that any judgments made maintain confidentiality, respectfulness and trust for and with Aboriginal communities and project team members in order to ensure the project's successful completion and the School's academic and professional viability.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Bachelor's degree in Arts or Education and or a minimum of two years relevant experience serving Canadian Aboriginal communities, with preference given to persons of Aboriginal ancestry in British Columbia. Strong interpersonal communication skills; works well independently and with others. Excellent time management and organizational skills, effective communication and writing skills; basic computer proficiency. Ability to travel but a car not essential.

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Job Posting

Job ID: 9738
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Program Leader
Department: Continuing Studies
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01
Job End Date: 2012-03-30 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2011-03-07 **Available Openings:** 1

Job Summary

The Program Leader is responsible for the overall planning, development, and administration of one or more Certificate Programs and related educational offerings within a cost recovery operation. Highly knowledgeable about the practice of continuing education in general and especially administrative processes and strategies, the Program Leader strives to develop quality "leading edge" courses and programs while creating profile and visibility with both the community and industry. The Program Leader reports to the Directors of UBC Continuing Studies TMAP.

Organizational Status

The Program Leader works collaboratively within the Technology, Media, and Professional Programs' (TMAP) team to promote excellence in the delivery of courses and quality of instruction in the areas of information technology and applied sciences.

Work Performed

Programs: Creates, maintains and evaluates market-oriented programs as appropriate to retain the first class reputation of UBC programs. Designs and develops programs to attract new students. Plans the schedule of course offerings. Ensures technical requirements for courses are communicated to technical support staff. Develops and reaches yearly financial goals.

Marketing and Promotion: Develops marketing messages and promotional copy for print and electronic media. Writes course descriptions. Works with the marketing department to ensure strategies are in place. Develops relationships on campus and in the external community, acting as a program "champion".

Instructors: Hires instructors and evaluates performance. Reviews resumes, interviews and negotiates salaries within departmental guidelines. Works with instructors to set objectives, provide orientation training sessions, and ensures quality materials. Reviews course objectives and ensures continuity between courses.

Students: Provides educational and career counseling to assist students determine the appropriate courses and levels of difficulty based on current knowledge and anticipated career paths. Creates comprehensive student communication plan and participates in information promotional sessions. Reviews student enrolment levels with regards to course offerings and course cancellations.



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Staff Job Postings

Finance: Works within a team to establish optimal allocation of resources for course delivery and support. Assumes responsibility for program budgets and monitors budgets-to-actuals for reporting purposes. Oversees requisitions and payments.

Record Keeping: Ensures that processes and procedures are in place for appropriate record keeping. Assumes ultimate responsibility for accuracy of student records.

Performs other duties related to the qualifications and requirements of the job as specified by the Directors.

Supervision Received

Formally reports to the TMAP Directors, within the overall policies and procedures of the unit. Works collaboratively in a team structure, while demonstrating capability to work independently in carrying out areas of responsibility.

Supervision Given

Directly supervises between 20-60 instructors. Works with and indirectly supervises additional staff in Student Services and Instructional Support Services. May provide guidance and supervision to Assistant Program Leaders.

Consequence of Error/Judgement

Incorrect or poor decisions will have a significant impact on the reputation of the University, which could affect client satisfaction and the financial viability of the department. Poor judgments could result in legal liability of the University. Poor hiring decisions could affect quality of courses.

Qualifications

Master's degree in Education. University degree in a relevant field. Experience in adult learning is required. Working knowledge of both traditional and online models of educational delivery required. Demonstrated knowledge and interest in technology-oriented education. Experience in teaching is an asset. An equivalent combination of education and experience may be considered. Minimum of six years experience or the equivalent combination of education and experience. Minimum of 5 years experience in an administrative role with demonstrated success in a cost recovery environment. Demonstrated supervisory experience. Demonstrated knowledge of effective instructional design and teaching techniques. Effective organizational skills. Effective interpersonal skills, a supportive leadership style and demonstrated ability to be a team player. Effective problem resolution, analytical and organizational skills. Ability to exhibit tact and diplomacy. Articulate with demonstrated written and oral communication skills. Goal oriented, effective time manager. Desire to learn. Demonstrated ability to work within an entrepreneurial environment. Ability to exercise initiative and motivate employees within a team. Ability to work evenings and weekends as required.

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Job Posting

Job ID: 9760
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Senior Writer, Faculty of Medicine
Department: Development Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-28 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-10 **Available Openings:** 1

Job Summary

Is responsible for developing and delivering a full range of communications programs in support of the Faculty of Medicine's fundraising objectives, including writing correspondence and fundraising proposals for individuals, foundations and corporation, as well as producing content for the Faculty's website giving page and Medicine Magazine.. Provides strategic input on communications projects undertaken by Development units, directs internal and external individuals to ensure the completeness, accuracy and consistency of messaging and content, and oversees the successful creation of the Faculty's development communications.

Organizational Status

Reports to: Assistant Dean, Development and Alumni Affairs
 Works with: UBC faculty and staff involved in fundraising
 Contacts: Donors, alumni, outside community groups and organizations

Work Performed

Work Performed:

- Develop and deliver a full range of communications programs in support of the Faculty's fundraising objectives.
- Provide strategic input on communications projects undertaken by the Development unit.
- Oversee the successful content and design using the Faculty's content management system of the Faculty's giving page, and writing donor and alumni profiles for Medicine Magazine articles related to philanthropy.
- Write donor prospect solicitation materials and correspondence.
- Draft fundraising proposals for senior management.
- Research, write and edit a variety of communications materials, including letters, case statements, reports, and other fundraising materials.
- Prepare and manage timelines and work plans on communications projects.
- Ensure multiple, overlapping deadlines are met.
- May interact with key faculty and university donors to ensure accuracy of content and messaging in relevant communications programs.
- Problem-solve on communications projects.



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Staff Job Postings

Perform other related duties.

Supervision Received

Works within a team focused environment under the direction of a manager to achieve objectives. Work is reviewed for achievement of objectives, soundness of judgement and quality of work.

Supervision Given

No supervisory responsibilities

Consequence of Error/Judgement

Expected to function within a team environment, working under broad guidelines. Makes decisions requiring judgement in analyzing, organizing and presenting complex information. Makes recommendations on appropriate communications vehicles to achieve stated goals.

Qualifications

Undergraduate degree in a relevant discipline. The ideal candidate will have a University degree or an equivalent combination of experience or education in a related discipline. Minimum of five years experience or the equivalent combination of education and experience. Minimum of five years related experience including experience writing marketing copy or fundraising copy or the equivalent combination of education and experience.

Experience in developing and writing proposals and case statements.

Ability to write for various audiences, settings, and tones.

Experience or willingness to learn InDesign for design layout of materials

Experience in creative direction and experience with html and content management systems for websites.

Background in fundraising communications preferred.

Knowledge of fundraising in a university environment preferred. Excellent verbal and written communication skills. Highly effective written communications skills. Strong writing, editing and proofreading skills with an exceptional ability to generate enthusiasm and interest in readers. Strong organizational, analytical and interpersonal skills. Proven ability to interact effectively and positively with staff and managers. High level of attention to detail and accuracy of work. Effective computer skills including html proficiency and experience with content management systems.

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Job Posting

Job ID: 9754
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Media Relations Coordinator
Department: UBCO - Alum.&Univer. Relations
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-09 **Available Openings:** 1

Job Summary

Performs a wide variety of media and public relations tasks designed to enhance the university's reputation by communicating activities, facilities, services, goals and objective to audiences at the local, regional, provincial, national and international levels as well as to faculty, staff and students.

Organizational Status

Reports to the Director, Alumni and University Relations.

Work Performed

1. Enhances the University's reputation by:
 - Developing positive relationships with news media.
 - Pitching story ideas to news media.
 - Responding to media inquiries and referring media to experts or other sources of information and providing factual background information.
 - Building UBC Okanagan Experts list and media contact lists.
 - Planning, organizing and conducting news conferences and other events as required and in conjunction with senior university administrators, faculty and outside organizations, including various levels of government.
 - Researching and writing media releases and other publicity materials.
 - Promoting UBC Okanagan campus research, people, and events at a local, provincial, national and international scale.
2. Provides support to the UBC Okanagan campus by:
 - Providing media coaching to faculty and students.
 - Researching and writing articles for UBC Reports.
 - Liaising with deans, department heads, campus communicators, faculty, staff and students. Providing factual background information and actively promoting story ideas.
 - Working with researchers to create interesting news stories.
 - Creating monthly media reports for Director and Deputy Vice Chancellor and Principal.

Supervision Received



The University of British Columbia

Staff Job Postings

Reports to the Director, Alumni and University Relations and works under broad guidelines established by the Director with minimal technical guidance.

Supervision Given

Supervises the Assistant Communications Co-ordinator.

Consequence of Error/Judgement

The Media Relations Coordinator is expected to function with a high degree of autonomy and independence, working under broad guidelines. The consequence of error in this area could be very serious for the university as it concerns the public image and profile of the UBC Okanagan campus on a provincial, national and international level. Incorrect or insufficient information and advice subsequently passed on to senior administration could have grave consequences.

Qualifications

University degree in journalism or a related field. Experience in print and or broadcast journalism required (broad-based public relations an asset). Superior oral and written communication, media relations, web internet, computer, organizational, writing and multi-tasking skills required. Ability to work independently and within a team and work effectively under pressure to meet deadlines. Ability to work effectively with various levels of senior administration and university personnel at both campuses.

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Job Posting

Job ID: 9750
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Administrator
Department: Cardiology Division
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-16
Job End Date: 2012-03-15
Funding Type: Grant Funded
Other:
Date Closed: 2011-03-09 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

The Research Administrator is responsible for managing the financial and regulatory administrative functions within Cardiology Research at Vancouver Hospital. Manages all UBC and VGH accounts under the direction of the Research Manager.

In addition to areas of the hospital, meetings may be organized with auditors, university and other off-site hospitals. Travel to national international meetings may rarely occur.

Organizational Status

Reports upwards to the Clinical Research Coordinators and Clinical Research Manager. Some supervision of Research Assistants and Students.

Work Performed

Regulatory Activities:

Has knowledge of research policies & procedures and ensures compliance with regulatory requirements.
Prepares study start-up documents including regulatory requirements for sponsors and ethical approvals, Health Canada & FDA .
Prepares study amendments and ensures updated study renewals; communicates with the UBC Clinical Research Ethics Board.
Maintains Investigator and other staff records including CV's, certifications, and renewed appointments for sponsors.
Ensures hospital privacy agreements are in place for each study.
Provides and updates Financial Disclosure documents.
Attends financial and research education sessions with interest in advancement.

Financial Activities:

Provides expertise by performing Overall Cost Balances for the Cardiology Research Program including the preparation of financial forecasts and the analysis of financial information.
Ensures accuracy & timeliness of study payments; identifies deficiencies.
Initiates standard recommendations on budgets and financial execution of accounts,
Manages financial records including expenses & income and maintaining cost records for each trial and project. Ensures that study payments are accurate & timely.



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Oversees invoicing and accounts payable.

Interacts with UBC (multiple PG) and VGH accounting departments.

Ensures transfer of funds that provide salary payments for staff including Interventional Cardiology fellows including the extension of staff appointments.

Acts as liaison in Clinical Trial Agreement negotiation between the sponsor, UBC and the Vancouver Coastal Health Research Institute.

Builds and fosters effective relationships with sponsors on behalf of the Investigators.

Communicates with Hospital, University and other agencies in regards to financial & payroll activities related to maternity leaves, disability claims, hiring and terminations.

Participates in the development of budgets for clinical trials and grant applications.

Prepares study start-up documents including budget negotiation with hospital departments.

Supervision Received

The Research Administrator reports to the Clinical Research Manager and the Director. In particular since the Research Administrator performs his her work in a largely independent role, the interim and annual financial reports are used by the Divisional Research Steering Committee to make study decisions.

The Director and other Investigators (Cardiologists) rely on his her accountability in regards to ensuring that all research trials and projects have current and appropriate approvals in place. These approvals are in turn scrutinized by sponsors, granting agencies, and Hospital and University officers. They may also be audited by representatives of Health Canada and the U.S. Food and Drug Administration.

Supervision Given

The Research Administrator coordinates trials with the Clinical Research Coordinators in regards to study budgets, Clinical Trial Agreements, grant applications, accounting, and regulatory approvals by the industry sponsors, grant agencies, the Hospital and the University. The Research Administrator acts as a resource with hospital and university staff.

Consequence of Error/Judgement

The Administrator is responsible for:

a) Lack of careful attention to regulatory guidelines and approvals could suspend Investigator physician and hospital University as a site for further clinical research and or funding. The performance of clinical trials and research projects must strictly conform to appropriate regulations: 1) personal: maintaining professional behavior and respect for patients and staff 2) local: the UBC Clinical Research Ethics Board 3) provincial: B.C. Privacy Act 4) federal: Health Canada, International Conference on Harmonization, Tri-Council Policy Statement, Good Clinical Practice and 5) international: U.S. Food & Drug Administration.

In addition, the Manager and Director rely on the Administrator to alert him her to financial and regulatory problems and unexpected events concerning trial conduct: 1) Lack of study enrollment and completion of work according to deadlines would threaten loss of funding and consideration for future invitations to participate in clinical trials and 2) Strategic decisions made on staffing levels, acceptance of trials, grant applications and initiation of internal projects would be in jeopardy if information supplied by the Administrator was inaccurate, delayed or poorly evaluated.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Strong financial background, preferably in an institutional setting.

Related clinical research administration experience (preferred).

Prior experience with the preparation and presentation of interim and annual financial reports.

Familiarity with hospital and or university environment a valuable asset. Strong leadership capabilities, critical thinking and



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Staff Job Postings

planning. Demonstrated organizational skills.

Prior experience with the preparation and presentation of interim and annual financial reports.

Ability to oversee the financial and regulatory administrative operation of 35-40 research projects including clinical trials, grants and internal cardiology projects.

Excellent oral and written communication, problem solving, interpersonal, multi-tasking and excellent organization. Act with responsibility and accountability.

Experience with grant application process a valuable asset.

Successful interaction amongst physician, hospital, industry and university staff.

Strong computer skills including Word, Excel, RISE, accounting programs (such as QuickBooks), and electronic communications.

Self-directed (ability to exercise judgment and initiative), team-oriented, committed and precise.

Demonstrated ability to work effectively and precisely under pressure and time constraint (accuracy and attention to detail required).

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Job Posting

Job ID: 9705
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Grant Facilitator
Department: Anesthesia,Pharmclgy&Thraputcs
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01
Job End Date: 2012-03-31
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2011-03-08 **Available Openings:** 1

Job Summary

The Research Grants Facilitator will take responsibility for developing, writing, publishing and editing scientific grants and papers along with a wide variety of research related documents within the Department of Pediatric Anesthesia at British Columbia Children's Hospital.

Major responsibilities include but are not limited to: assisting with identifying, developing, preparing and coordinating research grant and academic proposals, letters of intent, background documentation, research program rationales, ethics submissions, and other documents.

Organizational Status

The Research Grants Facilitator will report to the Director of Research with the Department of Pediatric Anesthesia, who holds a faculty appointment with the University of British Columbia. The incumbent will also report to the Research Manager and interacts closely with other members of the team including staff, students, faculty, and internal & external collaborators.

Work Performed

Major responsibilities include:

- Assisting with identifying, developing, preparing and coordinating research grant and academic proposals for publication, letters of intent, background documentation, research program rationales, ethics submissions, and other documents;
- Acting as liaison with investigators and staff to assist in converting research initiatives, concepts and results into written documentation, and disseminating information;
- Writing and editing scientific and technical documents based on communications with investigators and staff;
- Collecting and coordinating relevant grant information, research budgets, statistics and curriculum vitae;
- Conducting in-depth literature searches of scientific publications and resources;
- Acting as a resource to research fellows, assistants and students for writing and writing related tasks when requested;
- Developing a timeline and framework for grant deadlines;
- Performing other related duties.

Supervision Received



The University of British Columbia

Staff Job Postings

Reports directly to the Director of Research and Research Manager.

Supervision Given

The Research Grants Facilitator will provide assistance to incoming staff, students and research fellows, as required.

Consequence of Error/Judgement

The Research Grants Facilitator is required to conduct all activities in an ethical manner. Patient confidentiality must be respected when dealing with research data. Errors made could cause the ethic approval to be withdrawn, which would stop the project. Serious errors of an ethical nature would be a reason for termination. Errors could influence the ability of research staff to meet critical deadlines, as well as compromise the results of the research project, and therefore affect the credibility of the investigators and the Department. As data and results may be disseminated to other research partners; their results, credibility, and ability to secure more funding could be negatively influenced.

Qualifications

Undergraduate degree in a relevant discipline. Master's preferred and or strong technical scientific writing certification skills. Minimum of two years experience or the equivalent combination of education and experience. - Experience in scientific technical writing and grant writing fund-raising for non-profit organizations
- Experience in a scientific medical research environment including a full understanding of research methodology. Ability to prepare effective grant applications

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Job Posting

Job ID: 9742
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Health Economics Research Coordinator
Department: Vanc Coastal Health Resch Inst
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-12
Job End Date: 2012-03-12 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-03-07 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

The Research Coordinator will contribute to the development of strategy within the Health Economics Program, will contribute to and leading research projects, will develop grant submissions, and will facilitate knowledge exchange.

The post holder will be required to coordinate multiple projects and provide assistance in design and delivery of projects. The working environment will require both independent research and working as a core member of the health economics team, with opportunities to engage with researchers, health care professionals and policy makers.

Organizational Status

The research coordinator reports to Dr. Stirling Bryan and Dr. Craig Mitton. The post holder will interact and work with graduate students and other research coordinators study coordinators within the Centre for Clinical Epidemiology and Evaluation.

Work Performed

- Contribute to applied health economics research, including cost-effectiveness analyses and health care priority setting studies.
- Assist with the development of research strategies and methodologies.
- Contribute to developing decision analytic models of health care technologies and services.
- Conduct systematic and non-systematic literature searches, compile and synthesize reference materials and technical information.
- Edit and review articles for publication and technical reports.
- Present research findings at academic conferences and workshops.
- Help prepare major grant applications.
- Assist in providing instructional seminars on health economics with clinicians and decision makers.
- Act as liaison between funding agencies and the C2E2 health economics team.
- Participate in implementing vision for the health economics within C2E2.
- Implement a strategy for dissemination of results and knowledge transfer activities.

Supervision Received

The Research Coordinator reports to Dr. Craig Mitton. The post holder will work independently but update progress of each project



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Staff Job Postings

to Dr. Mitton and Dr. Bryan as need.

Supervision Given

The research coordinator will provide supervision to summer students and or junior graduate students.

Consequence of Error/Judgement

The Research Coordinator must exercise judgment on the day-to-day progress of research projects. The individual must perform their duties and interact tactfully with co-workers, researchers and study participants. A high level of confidentiality is essential. High level of decision making and ability to work independently is critical. Consequence of error would be great. The Research Coordinator's role could negatively affect the accuracy of research findings if attention to detail and sufficient skill are not applied to work.

Qualifications

Undergraduate degree in a relevant discipline. Postgraduate degree in health economics or a related discipline an asset. Minimum of two years experience or the equivalent combination of education and experience. Minimum of two years of experience with health research projects in either an academic or policy setting (or preferably experience of both academic and policy environments). Knowledge and understanding of health economics research methods. Familiarity with health and health care issues. Familiarity with writing, editing, and reviewing reports and journal manuscripts. Demonstrated knowledge and experience with successful grant application procedures. Ability to communicate effectively verbally and in writing. Ability to exercise tact, discretion, initiative, confidentiality and judgment. Ability to analyze problems, identify key information and issues, and effectively resolve. Demonstrated analytical and organization skills. Ability to multi-task will be vital, along with accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to organize work to meet deadlines. Expert knowledge of current search methodologies and resources.

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Job Posting

Job ID: 9755
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Research Coordinator - BC site
Department: UBCO-HlthyLvng&ChrcDseasPrevtn
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01
Job End Date: 2012-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2011-03-09 **Available Openings:** 1

Job Summary

This is a two year grant funded full time Research Coordinator (RC) position reporting to the Project Manager and British Columbia (BC) Principal Investigator of the Older Persons' Transitions Care (OPTIC) research project. The RC will focus on the implementation of a study that is taking place in two Canadian provinces. The incumbent will be primarily responsible for data collection in Kelowna, BC and as such is expected to exercise initiative, independence and tact in the field while working directly with administrators, professionals, residents, resident families and staff at long term care centres (nursing homes), Emergency Medical Services, and Emergency Department. Responsibilities of this position also include facilitating communications within the BC team and coordinating the work of the BC team with Alberta collaborators; providing regular progress reports, participating in data analysis, preparing reports, and other duties as required.

Organizational Status

The RC will report directly to the BC Principal Investigator (Dr. Colin Reid).

Work Performed

Provides leadership in developing, designing, and implementing data collection protocols, research methods and standards in consultation with the UBC Principal Investigator, Project Manager (at the University of Alberta), Provincial Lead Investigators and Committee Chairs.

Develops and coordinates implementation and refinements of data collection tools (e.g. questionnaires, recruitment materials) and protocols.

Collaborates with others to support meeting the objectives of the OPTIC project, by establishing effective communication with the research team, provincial leads, co-investigators, participating collaborators from the health regions, and facility staff.

Collects data by obtaining informed consent, conducting open-ended, audio- taped interviews with participants recruited to the study and keeping field notes of these interviews (interviews may be face-to-face, individual or group).

Prepares field notes, recruits, tracks, and enters detailed quantitative data into web based database.



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Staff Job Postings

Coordinates all organizational aspects of data collection and management of data collected in BC.

Works in co-operation with members of the research team and provides regular reports of progress with data collection and analysis.

Organizes and participates in meetings of the research team.

Participates in qualitative data analysis by coding and interpreting narrative data to identify themes.

Prepares reports to be shared with members of the research team and participating agencies, and for publication.

Develops materials for dissemination of findings (e.g. summaries of findings for participants and community collaborators, PowerPoint presentations; reports for website and newsletters).

Builds and maintains a network of contacts in support of the development and progress of the research team.

Ensures compliance with Tri-council and University policies as well as prepares facility operational approval applications and ethics renewals as required.

Provides administrative support to the committees and working groups.

Performs student and other employee supervisory duties as required

Performs other related duties as required.

Supervision Received

The work will be carried out under the supervision of the Principal Investigator. The incumbent will be provided with orientation and training. The Principal Investigator will review the RC's work from time to time to ensure that it meets the expected standard. The incumbent will work under "minimal supervision" circumstances.

Supervision Given

Supervision of a student and another research assistant will be required.

Consequence of Error/Judgement

Errors in the RC's work will hold serious consequences for the timeliness and quality of the research project. Failure to clearly represent and communicate the work of the research team could result in severed relationships with clinical partners, decision makers, and funding agencies. The work of the RC must be completed at a high level of accuracy and efficiency.

Qualifications

Undergraduate degree in a Health or Social Science discipline, plus a minimum of three years combination of research and clinical experience is required. Experience in working with multi-disciplinary investigative multi-site research teams, and education training in qualitative and quantitative methodologies is required. Experience and knowledge of long term care and or emergency care preferred. Experience in recruitment of participants and conducting interviews and surveys. Excellent organization skills and ability to set priorities and deal with multiple tasks. Must display initiative, adaptability, flexibility, good judgement and a creative approach to problem solving. Proficient in a Windows 2007 platform computer environment with a working knowledge of various programs and information skills, including Microsoft Office applications (Word, Excel, Powerpoint, and familiarity with Nvivo). Ability to work under limited supervision. The RC is expected to anticipate and identify administrative and resource problems and to recommend appropriate solutions to the Project Manager.



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Staff Job Postings

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Job Posting

Job ID: 9757
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Health Safety & Environment
Classification Title: HS&E, Level B **Business Title:** HSE Associate (Ergonomics)
Department: Human Resources
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-11
Job End Date: 2012-04-14
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-03-09 **Available Openings:** 1

Job Summary

Responsible for the implementation and delivery of a University-wide Ergonomics Program in accordance with regulatory requirements in order to reduce the number and severity of musculoskeletal injuries. Under the mentorship of staff from the Department of Human Resources, consults with Heads and Senior Managers of Faculties Departments, faculty and staff to provide guidance on ergonomic issues. Meets with architects, designers and project managers to provide ergonomics input on the designs of new facilities and renovations. Consults with Safety Committees and provides assistance on ergonomic issues and training. Facilitates sessions with user groups to determine needs for facility design. Develops course and training materials as well as promotes the program on campus. Performs assessments of ergonomic risk factors and recommends control measures. Trains designated management staff, safety committee members and staff to conduct field inspections. Oversees the Office Ergonomics Representatives Program involving training of designated management staff or alternatives to conduct office ergonomics assessments within their departments, as well as coordinating activities for the Office Ergonomics Representatives. Provides assistance in facilitating the return of injured workers to full employment.

Organizational Status

Reports to the Manager, Health Promotion Programs, Department of Human Resources.

Work Performed

- Participates in developing, implementing and maintaining the University Ergonomics Program and procedures.
- Meets with Heads and Senior Managers of Faculties Departments, faculty and staff to provide direction on ergonomic issues. Advises departments on the application of WCB Ergonomics Regulations and UBC procedures to specific work situations.
- Implements workplace policies as well as safe work procedures.
- Meets with architects, designers and project managers to provide ergonomics guidance on the designs of new facilities and renovations, as well as lead focus groups to determine needs for the facility.
- Consults with Safety Committees and affected workers about risk evaluations and proposed control measures.
- Develops course and training materials and implements training standards to ensure worker awareness of ergonomic risk identification, symptoms and health effects. Trains designated management staff and safety committee members to conduct field inspections.
- Provides training to safety committee members, supervisors and affected workers on ergonomic risk assessment protocols, and musculoskeletal injuries.



- Assesses the effectiveness of musculoskeletal injury prevention programs by methods such as analyzing WCB and university injury statistics, and conducting periodic audits of work activities; revises the contents of ergonomics and MSI education accordingly.
- Performs assessments of ergonomic risk factors and makes recommendations to control the identified risks.
- Assists Health Promotion Programs staff in assessing and recommending appropriate ergonomic interventions for ill or injured workers; provides ergonomic assessments of injured employees and written reports as required.
- Works collaboratively with other HPP staff.
- Supports the deliberations of an ergonomics program advisory committee.
- Assesses UBC jobs and prepares Job Demand Analysis reports as needed.
- Oversees the Office Ergonomics Representatives Program involving training of designated management staff or alternates to conduct office ergonomics assessments within their departments, as well as coordinating activities for the Office Ergonomics Representatives.
- Liaises with other departments and campus wide initiatives such as Sustainability.
- Other related duties.

Supervision Received

Works under the general direction of the Manager of Health Promotion Programs, Human Resources Department. May receive mentorship from an Ergonomics professional.

Supervision Given

Does not directly supervise full or part-time staff. May provide assignments and direction to clerical or student support staff.

Consequence of Error/Judgement

Responsible for ensuring that the design and implementation of the Ergonomics program at the University conform to regulatory requirements and minimize the risks of accidents or injury. The result of inadequate programs may result in serious injury or disease leading to faculty, staff, students and visitors, or loss of equipment or facilities. Higher injury rates significantly impact the costs of operation and WCB insurance coverage. Decisions made by the incumbent will ensure that University Departments are in compliance with WCB Ergonomic Requirements, will protect staff from ergonomic risks and improve operational procedures by applying ergonomic principles to task designs, and facility design. Incorrect decisions may result in increased costs, injuries, or in WCB orders or penalties if ergonomic risk factors are not controlled and adequately documented procedures not available and followed.

Qualifications

Undergraduate degree in a relevant discipline. University degree in science or related area of study that incorporates ergonomics. C.P.E. designation preferred. A combination of experience and extensive technical training in ergonomics would be considered. Minimum of two years experience or the equivalent combination of education and experience. Two years of experience in ergonomic field evaluations and program development in a municipal or educational setting. Training experience preferred. Knowledge of University programs, policies and procedures an asset. Knowledge of standard office computer software. Ability to make sound technical decisions. Ability to apply regulations and procedures to a wide variety of work situations. Program planning and evaluation skills required. Ability to work effectively with minimal supervision. Ability to train. Ability to develop and deliver effective presentations and workshops. Ability to exercise initiative and judgement. Ability to communicate effectively verbally and in writing. Ability to perform technical writing and editing duties. Ability to write technical reports and manuals. Ability to be assertive and a self starter. Ability to wear personal protective equipment such as a hard hat or respirator. Must hold a valid BC drivers license.

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women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 9744
Location: Vancouver - Other
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level A **Business Title:** Business Development Coordinator
Department: Ctr-Molecular Med&Therapeutics
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-08
Job End Date: 2012-03-07
Funding Type: Grant Funded
Other:
Date Closed: 2011-03-08 **Available Openings:** 1

Job Summary

Works with the Director of Business Development and Centre Director in the creation of new initiatives and programs for CMMT. Provides project coordination in overseeing the new CMMT space for the Canadian Pharmacogenomics Network for Drug Safety (CPNDS) Initiative and CMMT Core Facilities. Coordinates communication plans, community outreach plans, and knowledge translation activities. Identifies new revenue generating activities for the CMMT Core Facilities. The incumbent will play an active role in strategic decision planning and reporting with regard to existing relationships and the development of new relationships for the Centre. This will include funding agencies, potential collaborators, vendors, and donors.

Organizational Status

The Business Development Coordinator will work in partnership with the Director of Business Development and both report to the Director of the Centre for Molecular Medicine and Therapeutics (CMMT), CMMT Investigators, Researchers, Operation Leaders, employees, UBC and Funding Agency representatives.

Work Performed

- Identifies the goals, objectives, risks, assumptions, deliverables and long-term vision for CMMT business development projects with special attention attributed to CMMT Core Facilities and knowledge translation.
- Assists the Director of Business Development in the creation of strategic plans and business opportunities and projects. Administers and implements these strategic plans.
- Identifies new knowledge translation and other business opportunities for the CMMT labs and Core Facilities and coordinates the projects required for their success.
- Acts as the point of contact for CMMT's Core Facilities and facilitates communication of business projects. Promote services offered by the Core Facilities to potential users of these services. Proactively contact and foster relationships with potential users.
- Participates in the establishment of the infrastructure necessary for supporting projects. Manages timelines, progress and milestones for these business projects
- Negotiates and develops written agreements with participating organizations.
- Prepares and drafts progress reports identifying progress against project plan, outlining issues (both resolved and outstanding), and summarizing critical decisions made either for further review and or escalation to appropriate individuals.
- Participates in the implementation of community outreach programs that help further build on CMMT's reputation in the community



(Café Scientifique, Gairdner Event, Scientifique Symposiums, High School and Donor Tours, etc.)

- Organizes the planning of CMMT's bi-annual centre-wide strategic retreat, CMMT Advisory Board meetings and other events.
- Performing other related duties.

Supervision Received

This position operates in close partnership with the Director of Business Development; receiving limited direction from the Centre Director. The incumbent must be able to identify circumstances that require consultation with appropriate associates: Project Managers, faculty, researchers and other staff.

Supervision Given

Provides functional supervision of project managers and other project team staff as necessary to the completion of projects related to the program of research.

Consequence of Error/Judgement

The incumbent will work independently and exercise judgment and professionalism.

Work requires initiative, ingenuity, and attention to detail. Must be capable of managing and coordinating many tasks related to multiple initiatives. Ability to manage priorities, schedules, and resource requirements.

Must communicate clearly and effectively in both written and interpersonal forms. Clear, concise, and convincing writing is required in the preparation of research and knowledge translation documents and, in particular, in the preparation of grant proposals and related documentation.

Inability to successfully develop and implement strategic initiatives could diminish CMMT's ability to attract the support of the scientific community. Poor public private sector relationships could result in a negative image of the CMMT, and may impact on research funding made available through partnerships.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. This includes at least two years of experience in business analysis or project management. Excellent oral and written communication skills.

Ability to communicate effectively with a variety of different audiences Excellent time-management skills and demonstrated ability to direct multiple projects.

Demonstrated ability to take initiative.

Demonstrated organizational skills and well-developed problem solving and conceptual abilities.

Ability to work well under the pressure of critical deadlines. Ability to use standard computer software applications. Proven ability to work with a broad range of stakeholders, including government, communities and various academic collaborators. Strong interpersonal, conflict resolution and negotiation skills. Possesses self-motivation and the ability to work well with minimal supervision. Demonstrated project budgeting skills and knowledge of budget processes.

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Job Posting

Job ID: 9753
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Operations Mgmt
Classification Title: Business Operations, Level B **Business Title:** Manager, The Point Grill
Department: Food Services
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-21 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-03-09 **Available Openings:** 1

Job Summary

This position is responsible for the day to day operation of The Point Grill restaurant.

Organizational Status

Reports to the Director, Food Service Operations; works closely with the Executive Chef and all other Food Services Managers, as well as members of the University community. This position manages 3 supervisors, 1 commissary chef and approximately 30 unionized food service workers, including cooks, sales attendants, and general workers.

Work Performed

- Overseeing day to day operations of The Point Grill restaurant.
- Developing relationships and a network to support student initiatives in the residence community. This includes but is not limited to a relationship with the Marine Drive Residence Life Manager.
- Meeting with summer conference clients to sell the facilities and the products, present menu options, review floor plans and all other function requirements. Working with Food Services Residence Managers as required.
- Conducting sales and marketing programs to maintain and increase sales that positively impact the bottom line and promote the visibility of The Point Grill. Compiling the results of marketing tools and making appropriate modifications. Working with campus groups to partner on tours and promotions for The Point Grill.
- Implementing quality control policies and procedures. Ensuring that a high quality of food and service is maintained in areas of responsibility. Promoting and evaluating customer satisfaction and continuously monitoring all aspects of customer service.
- Maintaining policies, internal controls, systems and procedures to ensure efficient operations.
- Participating in long term strategic planning of the facility with the Director. Implementing short range plans.
- Purchasing liquor and equipment for the facility. Overseeing, approving and reviewing the purchase of food and supplies based on unit requirements and budget. Monitoring inventory levels, arranging regular inventory counts and implementing controls.
- Ensuring compliance with liquor standards and arranging for appropriate business and liquor licenses as required. Ensuring compliance with "Serving it Right" standards including tracking of related training.
- Ensuring systems for daily sales, cash collections controls, banking, ledger reconciliation and petty cash are in place. Ensuring related procedures are followed accurately and on a timely basis.
- Remaining proficient in technical software programs that are used in the unit. This includes the point of sale system for the restaurant.



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- Working with the Executive Chef and the Chef in designing and implementing new menu items and setting price points.
- Participating in the testing, standardizing and costing of recipes.
- Recruiting, motivating, coaching, supervising, evaluating, disciplining, and terminating staff as required. Implementing, coordinating and delivering training programs for service staff.
- Coordinating and overseeing the repair and maintenance of equipment for the facility.
- Working with the Director to plan, forecast and submit an annual budget for The Point Grill.
- Managing the operating budget. Monitoring all areas of responsibility for cost controls, including food, labour, liquor, overhead and other related costs impacting net profit. Preparing reports and statistical data as required for comparison and tracking purposes.
- Maintaining sales and purchasing ledgers and general ledger reconciliations according to established procedures. Compiling and submitting month end financial information to accounting department.
- Overseeing staff payroll and employee records. Ensuring employee payroll records are up to date.
- Working with the Director to develop staff schedules. Scheduling and overseeing staff scheduling changes to meet operational requirements. Reviewing vacation schedules and requests for time off.
- Maximizing departmental resources by working with Wescadia Catering and Totem production kitchen. Working with all other Food Service units as required.
- Researching and reporting restaurant, food presentation and menu market trends on an ongoing basis.
- Support and promote the department's values and vision statement.
- Maintaining high safety and sanitation standards in compliance with the health board, Food Safe practices and UBC Food Services policy and UBC policy.
- Participating on departmental committees.
- Preparing reports and special projects as required.
- Performing other related duties in keeping with requirements of the position.

Supervision Received

Works independently under general direction. Reports to the Director, Food Service Operations.

Supervision Given

This position manages 3 supervisors, 1 commissary chef and approximately 30 unionized food service workers, including cooks, sales attendants, and general workers.

Consequence of Error/Judgement

The Department of Food Services is an ancillary service and therefore is non-funded. This position is responsible for the financial accountability and success of The Point Grill. This operation provides services to a unique market segment for on and off campus clients. Failure to maintain quality, service and value would result in loss of customers, adverse financial results, and loss of prestige to the Food Service department.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Business Administration or Commerce preferred. Experience in a complex restaurant environment preferred. Demonstrated experience in business management, restaurant retail sales, administration and staff management, preferably in a unionized environment. Computer experience required. Ability to delegate, lead, motivate, coach and train. Ability to interpret and analyze financial data and information. Effective verbal and written communication, sales, presentation, marketing, supervisory, organization, prioritization, interpersonal skills. Ability to plan and work independently with a high degree of accuracy. Ability to work flexible hours including evenings and weekends. Minimum of three years experience or the equivalent combination of education and experience.



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Staff Job Postings

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Job Posting

Job ID: 9768
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level A **Business Title:** Energy Manager
Department: UBCO - Sustainability
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-10 **Available Openings:** 1

Job Summary

The Energy Manager is responsible for providing technical and project support to the Director, Sustainability Operations to identify and maximize the campus' opportunities to reduce utility consumption, mitigate greenhouse gas (GHG) emissions, and capture energy and carbon reduction savings. This position develops and recommends sustainability practices, strategies and programs for energy and resource management, green buildings, climate change and behavior change that support the goals of the University and the Okanagan Sustainability Office.

Organizational Status

Reports to the Director, Sustainability Operations.

Work Performed

1. Provides technical and project support to the Director, Sustainability Operations by:
 - Identifying and maximizing the campus' opportunities to reduce utility consumption, mitigate greenhouse gas (GHG) emissions, and capture energy and carbon liability savings.
 - Developing and recommending practices, strategies and programs for energy and resource management, green buildings, climate change and behavior change that support the goals of the University and the Okanagan Sustainability Office.
 - Performing audits, opportunity assessments and necessary monitoring related to energy, water and waste.
 - Providing technical calculations and metrics to capture the overall carbon footprint of the campus.
 - Assisting in the development of energy emissions inventories and reporting protocols for scope 1, 2 and 3 emissions.
 - Conducting research, planning, writing and analysis related to programs and policy where required.
2. Develops and recommends sustainability practices, strategies and programs for energy and resource management, green buildings, climate change and behavior change by:
 - Working with the Director to develop and update energy, resource and climate management plans for the campus.
 - Investigating opportunities for use of alternative energy sources on campus and working with the Director in the development of next-generation programs and business case development.
 - Recommending, developing and maintaining a comprehensive method of tracking energy management changes to systems to validate predicted to actual energy savings. Monitoring and preparing documentation for the Director to capture subsequent savings and paybacks.



- Tracking the implementation and monitoring of green buildings and programs. Providing input on sustainable design for new building developments and major renewal renovation projects.
- Monitoring and modeling energy and water performance of sub-metered buildings and irrigation to demonstrate the effectiveness of water reduction strategies. Analyzing data and producing reports for communication of performance.
- Monitoring and providing recommendations on new technologies for UBC's Okanagan Campus, including technologies for green labs.

3. Working with internal departments and external agencies in relation to sustainability by:

- Acting as liaison with operating units, specifically Facilities Management, to provide optimum building performance and identify energy conservation opportunities. Developing training on sustainable energy management practices and GHG reduction programs as appropriate.
- Acting as liaison with utility companies and appropriate government agencies.
- Supporting the Director in working with utility providers regarding energy savings programs and incentives as appropriate.
- Working with affected departments on the implementation of capital and other projects that increase energy efficiency and that reduce energy use.
- Identifying and pursuing internal and external funding sources for conservation projects.
- Coordinating community, staff and student engagement in energy and resource management.
- Promoting to all faculty, staff and students, the need to embrace energy saving initiatives at all levels within the campus community and beyond.

Supervision Received

Reports to the Director, Sustainability Operations, Okanagan Sustainability Office.

Supervision Given

Student projects and internships where appropriate.

Consequence of Error/Judgement

Given the high profile nature of climate change and global sustainability the consequences of poor decisions or errors will negatively affect the prestige of the university as it aspires to be a global leader. Decisions made in error can result in significant financial liability to the university. Decisions can affect the environmental conditions in any building on campus and wrong decisions could result in disruption of class schedules or normal working conditions. These decisions will also affect the cost of purchased utilities. Decisions can impact building operations, equipment performance and efficiency, user comfort, institutional and departmental image.

Qualifications

Technical diploma or undergraduate degree in mechanical, electrical or energy utility engineering or related basic sciences discipline. Minimum of five years experience including experience in related technical fields, project coordination and cost control or the equivalent combination of education and experience. Commercial building design operation experience preferred. A designation as a Certified Energy Manager or SEMAC (Sustainable Energy Management Certificate) would be an asset. Knowledge of commercial building design operation. Knowledge of and interest in climate and energy management program development and implementation. Knowledge of performance management systems as related to energy and climate. Knowledge, interest in and understanding of current energy and climate policy. Knowledge and understanding of HVAC, lighting, water and district energy systems. Experience in Project Management. Ability to prepare technical feasibility studies and project work plans as required. Experience in developing contracts. Ability and interest in engaging with the academy to leverage the intellectual capital of the university. Strong organizational, communication, and interpersonal skills. Strategic thinking and problem solving. Ability to effectively use Excel. Motivated self-starter. Professional, ethical, and responsible behavior. Ability to compose correspondence, reports, presentations, and other written materials.



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Job Posting

Job ID: 9747
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level B **Business Title:** Geothermal Engineer
Department: UBCO - Facilities Management
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-15 **Available Openings:** 1

Job Summary

Under the limited supervision of the Director of Facilities Management the Geothermal Engineer is responsible for coordinating the effective identification, evaluation, maintenance and repair of the Campus Geo-exchange system. This position is also responsible for providing expertise for energy related projects on the Okanagan campus and partnering with internal departments and external agencies with respect to energy related projects.

Organizational Status

Under the general direction of the Director of Facilities Management.

Responsible for development and maintaining effective working relationships with a variety of internal, external and international groups, including other UBC Okanagan campus faculties and administrative departments, other institutions, external agencies, advisory committees, funding agencies, professional associations and community organizations.

Work Performed

1. Managing the maintenance and operation of the Geo-exchange and other energy systems by:

- Establishing yearly budget for on-going maintenance of geo system, monitoring costs, methods and procedures to comply with budget.
- Inspecting and assessing geo system function and efficiency.
- Monitoring efficiency of the extraction and injection wells including planning and coordinating preventative maintenance.
- Monitoring water quality in both open loop and district energy loop.
- Coordinating maintenance and repair of Geo system and peripheries.
- Directing and coordinating in-house staff through Assistant Managers, Facilities as well as executing and supervising geo exchange contract work.
- Keeping records of utility data and geo system maintenance and repairs.
- Ensuring asset management of the Geo-exchange system.
- Acting as liaison with the Ministry of Environment and other agencies.

2. Provides expertise for energy related projects by:

- Participating in planning new construction on campus.



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- Writing reports and presenting as required.
- Gathering energy related data for reporting purposes.
- Compiling statistical analysis on energy use and emission trends.
- Monitoring Campus domestic and irrigation water and providing water saving recommendations.

3. Partnering with internal departments and external agencies with energy related projects by:

- Working closely with the Campus Sustainability office.
- Working with partners in retro commissioning projects.
- Seeking incentive projects with Utility providers.

4. Performs other related duties as required.

Supervision Received

Under the limited supervision of the Director of Facilities Management.

Supervision Given

Oversee Facilities staff in conjunction with Assistant Managers, Facilities, by assigning, directing and reviewing work relating to geo-exchange system. Oversees and supervises professionals, consultants and contracted services.

Consequence of Error/Judgement

Must be able to effectively plan, forecast and or problem solve through use of policy and procedures, resolving issues with resources to keep the campus geo utility in an operable state of operation by mitigating risk.

Given the high profile nature of sustainability, the consequence of poor decisions or errors will negatively affect the prestige of the University as it aspires to be a global leader. Decisions made in error can result in significant financial liability to the University. Decisions can affect the environmental conditions in many buildings on Campus and wrong decisions could result in disruption of class schedules or normal working conditions. These decisions could also impact building operations, equipment performance and efficiency, user comfort, institutional and departmental image.

Qualifications

Undergraduate degree in Engineering and Journeyman certification in an appropriate trade. Minimum of five years of related experience, or the equivalent combination of education and experience. Ideal skills in facilities, mechanical, electrical and automated controls. Managing multi-skill resource. Sound knowledge of current health and safety regulations. Must have a sound knowledge in hydro geology. Experience in Project Management of small capital projects. Proficient computer skills such as MS Word and Excel.

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Job Posting

Job ID: 9732
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level G **Business Title:** Associate Director, Infrastructure Planning
Department: Campus&CommunityPlanning
Salary: \$95,120.00 - \$118,898.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-21 **Ongoing:** Yes
Job End Date:
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2011-03-19 **Available Openings:** 1

Job Summary

The Associate Director, Infrastructure Planning provides civil engineering leadership and expertise for the Vancouver campus. The position is responsible for managing long range planning for roads and utility infrastructure on campus (including water, sewerage, stormwater, electrical and gas infrastructure), for ensuring that engineering requirements for capital projects on campus are identified and addressed appropriately, and for managing a regulatory system that ensures appropriate control of capital projects for safety, appropriate installation and protection of existing works and services.

The position is also responsible for planning of signage, mapping, way-finding and improvements to provide a safer and accessible campus, and regulatory systems that ensure that specific projects comply with university policy and other regulatory requirements.

The position reports to the University Architect, works closely with the senior leadership in Campus and Community Planning, with other university departments, and with external agencies. The position also works with the campus community and broader public as appropriate. Work outside normal hours is required.

Organizational Status

Reports to the University Architect, Campus and Community Planning and supervises the work of others including the Assistant Civil Engineer and Planning Assistant.

Work Performed

- Overseeing and updating the technical engineering models for the utility infrastructure on campus, and the use of these models in developing long range plans for infrastructure improvements required to service growth, and in developing engineering requirements for capital projects on campus. Ensuring the integrity and reliability of the data and models is crucial to prudent management of the university's infrastructure and road systems.

- Overseeing and periodically updating long range (20 year), engineering plans and policies for, roads and utilities including water, sanitary sewerage, gas, electrical, and stormwater. This includes identification of capital projects required to service growth and to address cyclical maintenance needs, and include recommendations for funding sources.



- Developing short-term (5 year) capital plans that implement the long range engineering plans. These plans are developed in collaboration with units in Building Operations, Utilities, Sustainability and Transportation Planning. Recommended funding sources are included in these short term capital plans.
- Coordinating the implementation of short term engineering capital plans, and reporting out on progress.
- Collaborating with UBC's Sustainability and Transportation Planning groups in their various initiatives to develop more sustainable policies, practices and infrastructure on campus.
- Developing the minor capital plans for wayfinding, exterior accessibility, lighting and safety and managing implementation of these plans. Direct project management is generally rare as UBC has project management groups that provide such services.
- Providing civil engineering advice to UBC units responsible for planning and implementing cycling and accessible routes and infrastructure.
- Providing civil engineering advice to UBC units responsible for maintaining lighting, roads and utilities.
- Providing civil engineering advice, direction and conditions of approval for site selection and development permits for housing, commercial and academic projects on campus, consistent with UBC policies and guidelines. Establishing engineering services requirements for capital projects is a key output of this work.
- Overseeing the management of the Streets and Landscape Permit process, including addressing compliance issues.
- Developing and managing a Signage Permit process and periodically updating the UBC Signage Guidelines.
- Liaising with UBC Building Operations staff to collaborate on the integration of long term planning objectives in maintenance programs and review of Building Permits.

Supervision Received

Works independently under the direction of the University Architect.

Supervision Given

Supervises the work of others including the Assistant Civil Engineer and Planning Assistants as well as consultants and providing advice to allied unit personnel.

Consequence of Error/Judgement

The Associate Director, Infrastructure Planning makes judgments and decisions in regard to future needs of the campus, as well as responding to immediate needs or problems. The position is critical to the lands, infrastructure and buildings development process. The consequences of decisions or failure of vigilance could result in increased facility life cycle costs, requirements for unplanned repairs or expansions, and risks to human safety through poor design. Reputational risks for the university also may result from poor engineering planning.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. Candidate must be a registered, or readily eligible, member of the Association of Professional Engineers and Geoscientist of British Columbia. A minimum of 11 years experience and in the discipline or the equivalent combination of education and experience. with a civil engineering and engineering planning background including:



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Experience in a municipal, institutional, public sector or complex organization.

Utility modeling management experience.

Capital planning experience, and capital plan implementation experience.

Working knowledge of regulatory processes and issues and experience with compliance management.

Supplementary knowledge and skills in financial planning, asset management and project management.

Strategic thinking with the ability to conceptualize and manage the planning process for infrastructure systems, and to analyze and evaluate data for developing solutions to complex problems.

Experience working with interdisciplinary teams, and with members of the public.

Ability to develop strategic long-term and short-term plans; and to achieve consensus on priorities within those plans.

Ability to work independently, to organize work programs and set priorities for team members.

Effective judgment with the ability to make decisions and take actions that moves issues to closure.

Ability to be flexible and adaptable to meet constantly changing priorities and deadlines.

Innovative, creative, future oriented with a commitment to improving approaches and procedures.

Strong sense of accountability for the effective utilization of UBC's resources.

An effective communicator, able to develop and impart the vision and strategy of UBC's campus infrastructure.

An effective leader where the fostering of individual efforts, the co-ordination of a complex range of human and other resources and the encouragement of cross-functional collaboration are critical to success.

Ability to establish and maintain positive and productive relationships with a broad range of stakeholders including professional and construction bodies, volunteers, consultants, as well as campus students, faculty and staff.

Effective presentation and written and oral communication skills; ability to synthesize issues and convey ideas succinctly and with clarity.

Ability to draft and prepare detailed and complex correspondence, briefing documents, reports and proposals.

Ability to solve problems collaboratively and manage conflicts effectively.

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Job Posting

Job ID: 9775
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** Graduate Program Manager
Department: Inst-Resorcs,Environ&Sustainbty
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-11 **Available Openings:** 1

This position is expected to be filled by promotion and is included here to inform you of its vacancy at the University.

Job Summary

Responsible for the development, coordination and management of the RMES Graduate Program in the Institute for Resources Environment and Sustainability.

Major responsibilities include identifying student needs, advising students on academic planning, evaluating student applications and making recommendations to the admissions committee, streamlining the admissions process, scheduling graduate courses, and overseeing the promotion of the program to attract new students to the RMES Program. Develops and implements new initiatives for the graduate program, oversees the orientation for incoming students, and advises students on awards and funding applications.

Organizational Status

Reports to the Administrative Manager. Sits on all IRES graduate program committees. The incumbent is key liaison with Faculty of Graduate Studies, Classroom Services, upwards of 20 UBC Faculties and other student service offices.

Work Performed

- Advises faculty, students, institutions, organizations and the public with respect to the RMES Program, as well as providing consultation to prospective and current students on a variety of issues including university admission, academic policies and requirements, awards and scholarships.
- Assesses, evaluates and recommends graduate applications, including complex evaluation of both domestic and international students.
- Manages and authorizes student eligibility for registering in RMES courses.
- Develops and implements practices and policies in consultation with the Faculty members, graduate Advisors and Committees.
- Acts as resource for faculty, staff and students for all matters pertaining to SISC and FOGS
- Manages the admissions online application system.
- Reviews and advises on student progress and course requirements for graduation.
- Identifies any student concerns and works to resolve these issues. Liaises with Graduate Advisors, FOGS, and the Director when issues are not resolved as required.
- Provides expertise, advice and knowledge of University policies and procedures for Department Curriculum, Admissions and Awards Committee.
- Identifies, fosters and develops relationships with potential employers.
- Represents and promotes the RMES program to the wider UBC community and beyond.



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Staff Job Postings

- Attends Faculty School centred career fairs in order to promote the RMES Graduate Program to potential star students.
- Develops and implements new initiatives for the graduate program.
- Coordinates Faculty School based recruitment programs and services.
- Manages the process for student funding agreements by publicizing student awards; advises and oversees nomination process by reviewing application files and making recommendations to the Awards Committee as required.
- Develops and oversees maintenance of manuals relating to the RMES Program.
- Researches best practices in graduate studies programs to improve systems at IRES and within the RMES Graduate Program.
- Works in close consultation with the Graduate Faculty Advisor to implement improved processes to enhance the efficiency of the RMES program. Highlights and proposes changes to the IRES Faculty.
- Trains and supervises work study students on the departmental use of the database and delegates works to the Student Communications Coordinator including generating class lists and entering grades, course scheduling on the UBC system, course times, locations and details.
- Performs other duties as required.

Supervision Received

Works independently. Reports directly to the Director on complex graduate program issues and to the Administrative Manager on Administrative issues. Works closely with the Chairs of the Awards and Admissions Committees

Supervision Given

Supervises work study students. Directs and delegates work to the Student Communications Co-ordinator.

Consequence of Error/Judgement

The incumbent exercises considerable judgement and must demonstrate tact and discretion. Consequence of error is high and incorrect actions or decisions could jeopardize students' academic programs and their ability to graduate or acquire funding for their studies. The incumbent represents first impressions of the Graduate Program. Poor decisions could lead to appeals that would negatively affect the reputation of the program, the College and the University.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of one year experience or the equivalent combination of education and experience. University degree and at least one year experience in student administration or equivalent. Excellent oral and written communication skills as well as strong interpersonal skills required

Proven people or relationship management skills with strong customer service attitude and the ability to exercise professional judgement and initiative

Demonstrated ability to multitask or coordinate numerous projects simultaneously while operating in a demanding client-focused environment

Proven collaborative skills and ability to work with diverse constituencies (students, staff, faculty, business community)

Ability to work independently, with minimal supervision, as well as part of a team

Advanced database and excel skills; technically proficient in standard computer software applications, strong comfort levels with adapting to new technologies

Familiarity with university student systems (AS, SISC) and WebCT preferred

Demonstrated research and analytical skills

Ability to exercise tact, good judgement, confidentiality and discretion

Sensitive to dealing with faculty, students and staff in a multi-cultural context.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. UBC is strongly committed to diversity within its community and especially welcomes applications from visible minority group members,



The University of British Columbia

Staff Job Postings

women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 9737
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Internship Coordinator
Department: Continuing Studies
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-03-07 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

The Internship Coordinator provides support in the overall planning, development and administration of internship placements and workplace preparation workshops and curriculum integration for a series of Continuing Studies programs comprised of local and international students within a cost recovery operation. The Internship Coordinator is responsible for assisting with administrative and project oriented work as well as other related assigned tasks within International Career and Internship Programs, Continuing Studies.

Organizational Status

Formally reports to the Senior Program Leader and Divisional Director.

Work Performed

- Researches and identifies potential host organizations
- Develops and maintains relationships with host organizations in diverse fields industries
- Performs on-site visits to monitor and evaluate placements
- Arranges student interviews and provides resume packages to host organizations
- Matches students to potential host organizations
- Resolves placement issues with students and host organizations
- Assists Senior Program Leader and Administrative Manager in developing policies, procedures and standards for internship programs
- Liaises with program instructors and administrative team in the development and implementation of workplace preparation workshops and curriculum content integration
- Ensures criminal record checks, work permits, accident coverage and medical insurance are in place for each student
- Keeps abreast of industry trends and builds and maintains contacts through industry knowledge
- Maintains a database of host organizations and inputs data as required
- Works with Continuing Studies, IT, in data management and updating centralized management system
- Evaluates and collates internship feedback from intern students and host organizations
- Prepares internship summary and placement statistic reports
- Conducts initial student selection interviews in person (possibly overseas) or online



- Identifies new potential international markets and develops strategies in consultation with the Senior Program Leader
- Provides support to senior staff in the development of marketing message and promotional copy for print and electronic media
- Participates within a team to establish optimal allocation of resources for program delivery and support
- Assists with creating a budget and monitors budgets to actual for reporting purposes
- Assists Senior Program Leader, Administrative Manager and program team in the delivery of educational and internship counseling to assist students in determining the appropriate program based on current knowledge and anticipated career paths
- Participates in information promotional sessions and assists in the review of student enrollment levels
- Approves application forms
- Performs other duties and tasks related to the qualifications and requirements of the job
- May share an office or occupy a single person workstation. Must be able to handle interruptions and plan changes, and readjust priorities accordingly. Generally expected to work Monday to Friday, and to work flexible hours as program or project related events may occur during evenings and weekends. Off-site meetings and visits will be required. International travel may be required.

Supervision Received

Formally reports to the Senior Program Leader and Divisional Director. Receives day to day supervision and guidance from Senior Program Leader and Program Leaders.

Supervision Given

May provide instructions and guidance to support staff or work-study students on project specific initiatives.

Consequence of Error/Judgement

Error in the performance of this position and incorrect or poor decisions will have a significant impact on the reputation of the University. Misjudgments could not only affect the quality of the programs but also result in legal liability of the University.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Minimum of 4 years of related experience in an administrative role, preferably in a cost-recovery environment, with experience in adult learning and student placements , or an equivalent combination of education and experience. Knowledge of intercultural studies and diverse workplace settings. Project management experience an asset. Effective oral and written communication, interpersonal and organizational skills. Ability to provide supportive leadership and be a team player. Ability to exhibit tact and diplomacy. Ability to work independently and within a team environment. Proficiency in use of office software and database applications. Ability to work evenings and weekends as required. Ability to travel internationally as required.

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Job Posting

Job ID: 9675
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level E **Business Title:** Director - Student Academic Services
Department: Faculty of Graduate Studies
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-05-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-03-09 **Available Openings:** 1

Job Summary

The Director of Graduate Student Academic Services (SAS) provides leadership and oversees six key university graduate program administrative services: 1. Enquiry and Application, 2. Admissions, 3. Student Registration and Enrollment Management, 4. Doctoral Oral Examinations, 5. Thesis Receipt and 6. Graduation. The Faculty of Graduate Studies works in conjunction with departments, schools and other Faculties to co-ordinate and monitor the quality of the over 150 graduate programs at UBC. The SAS unit in the Dean's office is annually responsible for: responding to 30,000 enquiries, managing 12,000 applications; monitoring and providing academic services to 9000 enrolled students; annually holding 450 doctoral oral exams, and the graduation of 2,400 students. In sum, the SAS unit, under the leadership of the Director, is responsible for providing management and support to a relatively large and diverse range of fundamental activities related academic services for graduate students.

Organizational Status

The SAS Director works closely with the Dean, Associate and Assistant Deans, and other senior staff in the Faculty of Graduate Studies. Interacts with senior academic and administrative staff within the University and at other higher education institutions (national and international), professional associations, accreditation bodies; granting agencies; embassies, high commissions; and immigration offices.

Work Performed

Administration

- Develops, implements, evaluates and oversees a comprehensive strategy for delivering quality academic services to students, faculty, and administrative staff;
- Responsible for overseeing and integrating management of services relating to students from application inquiry stage, through adjudication and admission, registration, doctoral orals and graduation;
- Leads strategic planning within SAS unit to identify operational priorities; and secures required resources
- Oversees , interprets and reports detailed analysis on student admission and registration, works with data analysts to forecast and project future enrollments to assist policy decisions of the university;
- Provides comparative analysis of graduate admission and enrollment amongst institutions to UBC faculty and staff to help develop and drive departmental recruitment plans and initiatives;
- Oversees the implementation of a strategic enrolment initiative to optimize enrollments and improve services and access to information by linking academic and administrative goals of the university;



- Makes binding decisions in problematic and complicated student cases concerning admission, re-admission, visiting graduate students, student exchanges, registration, tuition fee appeals, transfers, reinstatements, leaves of absence, program extension, academic performance, low scholarship, withdrawals etc.; consults with and advises Dean, Associate & Assistant Deans in highly unusual cases.
- Evaluates and approves extensions to time allowed in program and extensions to time allowed to advance to candidacy; receives and reviews progress reports for students on extension. May consult with Dean or Associate Dean on highly complex cases.
- Oversees the production of Academic Progress Tracking reports and their distribution to graduate programs.
- Advises students, faculty and staff and works to resolve complex, problematic administrative situations involving graduate students and their departments, supervisors or other university units.
- Prepares background information and may write responses to formal appeals of Faculty decisions to the Senate Committee on Appeals on Academic Standing, in collaboration with Faculty Executives. May represent the Faculty at appeal hearings.
- Provides administrative direction and leadership to support strategic student enrolment goals and manages related special programs, including Joint PhD, Aboriginal applicant support, and special scholarship students.
- Provides direction and back-up coordination for the Doctoral Exams Unit. Duties include: Interpretation & implementation of Faculty policies on doctoral exams, review of external examiners' and chair's reports, forwarding of reports to Doctoral Exams assistants to circulate to examining committee members, advising external examiners, research supervisors, students and examining committee members issues related to exams. Has signing authority on University Examiner payment forms.
- Oversees staffing strategy for SAS unit; provides direct supervision to 3 M&P staff and is indirectly responsible for performance of entire SAS unit union staff (12 CUPE 2950)

International

- Implements methodologies for the adjudication and assessment of international credentials;
- Develops and or revises standards guidelines for admission of international students; Researches trends in international education, accreditation of new institutions, implementing changes to policy, as required, and disseminating information to the university community; oversees the maintenance of updated information in the UBC International Student Evaluation Manual
- Manages relationships and directs processes to support students obtaining funding through scholarship agency partners such as China Scholarship Council, Becas Chile, Organization of American States, etc. Works closely with agencies to place top scholarship nominees in graduate programs.
- Liaises with and makes recommendations to UBC International Student Development, Canada Immigration and other federal educational lobbying bodies on student mobility and immigration issues affecting international students.

Information Technology

- Oversees the implementation of effective methods for delivering customer service using new technologies (i.e. database driven student management systems, , on-line application etc.);
- Conceptualizes and oversees the development of on-line information for use by the university community and students - i.e. Web-based International Evaluation Manual;
- Initiates, coordinates, recommends and justifies system development plans or modifications and enhancements to existing systems for supporting student academic service functions;
- Oversees content preparation for the Student Academic Services sections of the Faculty's web site.

Communication and Outreach

- Oversees the delivery of seminars to department graduate advisors and or program staff on policies and procedures affecting prospective and current students;
- May represent the Dean, Associate or Assistant Dean on committees in his her absence.
- Maintains membership in various external associations such as: The American Association of Collegiate Registrars and Admissions Officers (AACRAO), The Canadian Association for Graduate Studies (CAGS), Canadian Bureau for International Education (CBIE), The Association of Registrars of the Universities and Colleges of Canada (ARUCC) and the Western Associate Deans of Graduate Studies.
- Other duties commensurate with the skills and experience of the position.

Supervision Received



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Reports directly to the Assistant Dean, Student Administration and Strategic Initiatives; receives direction from Associate Deans and Dean. Works independently under general administrative direction. Work is reviewed for overall effectiveness.

Supervision Given

Responsible for the hiring, and performance evaluation, and disciplining of three SAS managerial staff (Associate Director, Admissions & Records Manager, Doctoral Exams Coordinator), and for ensuring the overall effectiveness of 12 CUPE 2950 staff. Delegates day-to-day supervision of clerical secretarial staff to unit managers.

Consequence of Error/Judgement

This is a key senior administrative position responsible for overseeing and enforcing the policies of the Faculty of Graduate Studies on student academic services. Actions and decisions may be binding to the University and are crucial to the academic and personal welfare of students since they directly affect admission, academic progress, the right to continue in a program, and the determination of qualifications for graduation. Incorrect actions or decisions may damage the careers of students and lead to academic appeals or lawsuits.

Qualifications

Undergraduate degree in a relevant discipline. University degree, preferably at a graduate level, from a recognized university. Minimum of five years experience or the equivalent combination of education and experience. A minimum of five years experience in university student administrative services, preferably including the strategic use of technology and handling of admissions and student records for domestic and international graduate students. Three years in a senior managerial and supervisory capacity in a University environment, or equivalent combination of education, training and experience. Superior communication skills (oral, written and presentation) Demonstrated leadership skills, supervisory and interpersonal skills Extensive knowledge of world higher education systems Demonstrated interpersonal, organization and problem-solving skills Proven ability to adapt and to work effectively in a multi-tasked environment under pressure with high volume of work and critical deadlines Proven organizational and project management skills Proven ability to facilitate dialogue between diverse constituents Ability to understand and in-depth working knowledge of appropriate computer programs and systems technology, web interfaces, application-oriented software including databases Excellent knowledge of word processing, spreadsheet, power point skills

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Job Posting

Job ID: 9748
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level F **Business Title:** Associate Director - Career Development
Department: Career Services
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-09
Job End Date: 2012-03-16
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-03-08 **Available Openings:** 1

Job Summary

The Associate Director, Career Development reports to the Director, Career Services and is responsible for advancing the University's goals with respect to career development programs and services for undergraduate and graduate students. The Associate Director, Career Development works in close collaboration with faculties, units both within the Vice President, Students portfolio and across the University, AMS GSS and student groups, faculty and staff. Oversees major Career Services projects and initiatives that have a significant impact on student's career development and the university's reputation as an innovator of career programs.

Manages the Career Development team within Career Services to achieve the goals and objectives of Career Services. This includes: establishing the strategic goals of the Career Development team, supervising the team to implement the strategic goals, budget management, evaluating existing practices, aligning services with national and international best practices, and developing new services.

Organizational Status

Reports to the Director, Career Services. Works with Academic Department Heads and Associate and Assistant Deans to advance career development initiatives within academic units. Works in close collaboration with Associate Directors and Managers across the Vice President Students portfolio to strategically integrate career development programs and services throughout the UBC student experience. Externally, this position interacts with local, national and international association representatives ranging from senior level executives to human resources staff as well as UBC campus wide programs and services. This position also works with Career Services staff, Cooperative Education, Alumni Relations, the Development Office and various Student Societies.

Work Performed

Develops and implements short and long term strategies that will advance the delivery of career development services and programs across and within academic units and other student learning communities at UBC.

Develops, implements and evaluates comprehensive programs and services for both undergraduate and graduate students including career assessments, alumni mentorship programs, experiential education, career planning and job search skills, professional and employability skills, and career peer programs.



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Staff Job Postings

Oversees the design and collection of data on career development activities; prepares detailed analysis of data and outcomes to guide strategic development of programs and services.

Sets goals and objectives for the Career Development team, oversees their implementation and evaluates results. Responsible for managing the team to ensure effective service to students and achievement of unit goals and institutional objectives.

Provides overall leadership and manages team of five M&P staff (5 Career Educators), student assistant(s), and numerous student volunteers. Recruits, hires, trains, supervises and manages performance.

Prepares and monitors budget for the career development team and ensures that resources are allocated in accordance with the strategic priorities.

Prepares project proposals, defines project objectives, budgets, timeframes, and required resources. Manages project team performance, reports progress regularly and initiates action to ensure project objectives and schedules are met and work is performed within budget and according to specifications.

Develops, oversees the production of career development curriculum to be used as the basis for student learning in Career Services' in on-line learning programs, workshops, and web based material. Works in collaboration with academic partners, co-operative education staff, and leaders within VPS portfolio to ensure curriculum is academically relevant to students and based on the most current student and career development theories.

Works with the Associate Director - Employer Relations to develop and implement comprehensive marketing strategies for expanding employment opportunities for students and graduates in local, national and international markets.

Manages communications and relationships with numerous external partners including professional associations, alumni, employers, and post-secondary educational institutions

Works with Director and others to design unit evaluation to ensure Career Services conforms to established standards for delivery and practice.

Represents Director, Career Services in his/her absence.

Other related duties as required.

Supervision Received

Works independently, under general guidance from the Director, Career Services toward broad objectives. Participates in setting goals and objectives with the Director and Associate Director of Career Services.

Supervision Given

Provides overall leadership and manages team of five M&P staff (5 Career Educators), student assistant(s), and numerous student volunteers. Recruits, hires, supervises and manages performance of direct reports.

Consequence of Error/Judgement

This is a senior administrative position within Student Development and Services with responsibility for helping the university achieve its goals with respect to career development and strengthening the university's reputation. Incorrect decisions or judgment will directly affect the UBC's reputation with students, the employer community and future alumni. Incorrect decisions would have impact on the employment of students, the operations of the programs, and the reputation of the Faculty and the University.

Qualifications



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Staff Job Postings

Undergraduate degree in a relevant discipline. . Minimum of six years experience or the equivalent combination of education and experience. Undergraduate degree required, graduate degree in education, social sciences, or related field preferred. Minimum of six years of related experience in student affairs at a post-secondary institution preferably in career education. At least five years in a managerial and supervisory capacity in a university environment. Experience and education in the areas of career development. Demonstrated understanding of theories of career development. Demonstrated ability to direct and manage functions simultaneously proven ability to facilitate dialogue between diverse constituents and to develop creative solutions to complex issues with minimal resources. Expertise in designing and delivering student development programs and services. Experience in program assessment and evaluation.

Excellent interpersonal skills and inter-cultural sensitivity. Ability to work effectively in teams and develop effective working relationships with students, faculty, staff and community members. Excellent writing and oral communication skills. Excellent computer skills and willingness to learn new systems. Knowledge of career, employment and job search strategies used by students and alumni. Knowledge of Canadian Association of Career Educators (CACEE) standards and guidelines for ethical recruitment. Familiarity with human rights, labour legislation and current human resources practices. Knowledge of local and national labour market. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for students. Ability to work under pressure of critical deadlines. Valid BC Drivers License and own transportation required. Ability to incorporate a varied workday Some evening and weekend work will be required.

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Job Posting

Job ID: 9745
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** CDM Tech 1
Department: Animal Care Services
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-07
Job End Date: 2011-09-09
Funding Type: Self Funded
Other:
Date Closed: 2011-03-08 **Available Openings:** 1

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This position will be responsible for providing daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of CDM. All applicants must be willing to work weekends; and will be expected to successfully complete mandatory job related courses.

Organizational Status

The Senior Manager of the Centre for Disease Modeling is ultimately responsible for this position; however day to day direction will be determined by the current organizational chart and operational need.

Work Performed

Under general supervision provides daily care of laboratory mice and rats and ensures the health and cleanliness for research animals and their housing facilities. Interacts with technical staff, UBC researchers, and veterinarians.

Duties include:

- Demonstrating and explaining T1 duties and tasks
- Assisting CDM Staff
- Animal handling, feeding, watering and health monitoring
- Daily census recording
- Maintaining records
- Maintaining inventory
- Assisting in sample collection
- Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general Participating in continuing education program
- Shipping and receiving of animals



The University of British Columbia

Staff Job Postings

Operation of rack and tunnel washers

Cleaning of cages, accessories, bottles, carts, and racks

General Housekeeping, including:

- Preparation and use of disinfectants and detergents
- Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
- Removal of waste
- Cleaning and general facility upkeep

Assemble clean caging units

Perform minor maintenance tasks on facility related equipment

Performing other related duties.

Supervision Received

Works under minimal supervision; receives specific instructions only on unusual problems or on matters which are not covered under established SOP's and policies.

Supervision Given

There is no formal supervisory responsibility associated with this position, but this person will be expected to share technical knowledge and occasionally demonstrate techniques to others.

Consequence of Error/Judgement

This person must be willing to pay attention to details; be aware of pitfalls; and be willing to repeat tasks if necessary. Most of the procedures will require following a protocol already in place. Incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study

Qualifications

High School graduation. . Minimum of one year experience or the equivalent combination of education and experience. Completion of a Veterinary Office Assistant program or equivalent preferred. Experience in an animal care facility preferred. Required skills include: Ability to communicate effectively verbally and in writing; Ability to listen actively and attentively, and obtain clarification as required; Ability to work effectively independently and in a team environment; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to deal with a diversity of people in a calm, courteous, and effective manner; And the physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.

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Job Posting

Job ID: 9746
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** CDM Tech 2
Department: Animal Care Services
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-07 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-03-08 **Available Openings:** 1

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This position will be responsible for providing: skilled technical services and assistance; and daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of the CDM. All applicants must be willing to work weekends; and will be expected to successfully complete mandatory job related courses.

Organizational Status

The Senior Manager of the Centre for Disease Modeling is ultimately responsible for this position; however, day to day direction will be determined by the current organizational chart and operational need.

Work Performed

Under general supervision provides daily care of laboratory mice and rats and ensures the health and cleanliness for research animals and their housing facilities; the incumbent will also provide skilled technical services and assistance and Interact with technical staff, UBC researchers, and veterinarians.

Duties include:

- Managing breeding colonies (under general supervision)
- Performing minor surgeries and techniques, including: tissue collection and organs, blood collection, surgical implantations, tumour implantations, injections, embryo manipulations, vessel cannulation.
- Performing laboratory techniques such as media preparation, cell culture, hormone preparation as required
- Identify, report and treat sick animals.
- Demonstrating and explaining T2 duties and tasks
- Assisting CDM Staff and Users
- Animal handling, feeding, watering and health monitoring
- Daily census recording



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Staff Job Postings

- Maintaining records
- Maintaining inventory
- Assisting in sample collection
- Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general - Participating in continuing education program
- Shipping and receiving of animals

- Operation of rack and tunnel washers
- Cleaning of cages, accessories, bottles, carts, and racks
- General Housekeeping, including:
 - Preparation and use of disinfectants and detergents
 - Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
 - Removal of waste
 - Cleaning and general facility upkeep
- Assemble clean caging units
- Perform minor maintenance tasks on facility related equipment
- Performing other related duties

Supervision Received

Receives instructions during orientation, on subsequent new assignments, on changes in procedures, and on unusual problems or matters which are not covered under established SOP's and policies. Carries out familiar duties and responsibilities under general supervision.

Supervision Given

The incumbent may distribute work assignments to employees at lower classification levels and initiate new employees into routines, procedures, and operation of equipment. They will be expected to share expert technical knowledge and occasionally teach techniques to others.

Consequence of Error/Judgement

This person must be willing to pay attention to details, be aware of pitfalls and be willing to repeat tasks if necessary. Most of the procedures will require following a protocol already in place, however there is room for innovative thinking to improve upon existing protocols and provide input into the direction of the project. CDM Tech 2's are expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion; new or unusual problems would be referred to supervisor. Incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study.

Qualifications

High School graduation. AHT or VT Preferred. Knowledge in the Canadian Council on Animal Care Guidelines mandatory. CALAS Registered Laboratory Animal Technician (RLAT or ARLAT) level certification preferred. 2 years relevant experience or the equivalent combination of education and experience. Experience in an animal care facility required. Required skills include: Ability to communicate effectively verbally and in writing; Ability to listen actively and attentively, and obtain clarification as required; Ability to work effectively independently and in a team environment; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to deal with a diversity of people in a calm, courteous, and effective manner; And the physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.



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Staff Job Postings

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Job Posting

Job ID: 9739
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Respiratory Medicine Division
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2011-03-16
Job End Date: 2012-03-15
Funding Type: Grant Funded
Other:
Date Closed: 2011-03-07 **Available Openings:** 1

Job Summary

This is a 50% FTE part-time position (days to be determined). The research assistant will participate in the Pulmonary Hypertension research program with responsibilities directly related to assisting the study coordinators administrating clinical trials in pulmonary hypertension and related laboratory responsibilities.

Organizational Status

The incumbent will report to the clinical trials physicians (Drs. Swiston & Levy) and coordinator of the pulmonary hypertension clinic.

Work Performed

A. Typical Duties

Responsible for subject sample collection and preparation:
Conducts informed consent with potential study subjects in onsite settings as per GCP (Good Clinical Practice) Guidelines.
Administers questionnaires to study subjects.
Carries out functions outlined in the study protocol(s) such as assessing vital signs and collecting blood samples.
Administers oral study medication under supervision of PI and or supplies appropriately as per study protocol, provides patient education on appropriate use and storage.
Performs venipuncture for blood collection and collects urine for analysis
Identifies, monitors and assesses subjects for adverse events and adheres to protocol under direction of the Investigator.
Informs investigator, sponsor and UBC Clinical Research Ethics Board of any Serious Adverse Events to patients during trial.
Performs dipstick urinalysis
Prepares, packages and sends blood samples to central laboratories situated elsewhere in North America. (ambient and frozen).
Separates serum and aliquots into vials for tests and storage
Prepares slides for differential and morphology
maintains documentation re lab samples (logs, requisition processing)

B. Responsible for preparation of clinic visits for study patients:

Execute screening questionnaire for potential study candidates
Prepare study forms for visits (requisitions, case report forms, source documents)



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Prepare and deliver laboratory and other paraclinical test requisitions

C. Participate in study logistics:

Maintain regulatory files

Maintain lab documentation for local central satellite labs (current certifications, lab normals)

Receives lab reports and distributes to appropriate personnel, transcribes data when necessary, files reports appropriately

Monitors and maintains inventory of technical supplies

inputs electronic study data

Complete case report forms

Assist with scheduling and confirming patient appointments

Escorts study patients to various departments when necessary

Assist with review and recruitment of patients for clinical trials

Maintains and transmits study logs to sponsors

Ensure completion of Data Query Forms

Supervision Received

Receives detailed instructions during orientation and on subsequent new assignments or changes in procedures. Carries out familiar phases of the work under general supervision.

Supervision Given

None

Consequence of Error/Judgement

Works within well-defined guidelines and procedures, but is expected to exercise considerable initiative and judgment in establishing priorities, and carrying tasks through to completion. New or unusual problems would be referred to the study coordinator. Errors in this position would potentially result in incorrect data being collected on a particular study patient when related to error in form preparation or incorrect blood preparation and shipping. Subject records are highly confidential.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Current CPR certification and current Phlebotomy certification. 3 years relevant experience or the equivalent combination of education and experience.

Previous experience in clinical drug trials, computer skills, medical terminology. Previous experience in conducting clinical trials, experience in venipuncture. Self-directed and has the ability to exercise judgment and initiative.

Team-oriented, committed and precise

Demonstrates responsibility and accountability.

Good organizational and communication skills

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Job Posting

Job ID: 9621 (Repost)
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Cont. Professional Development
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-14
Job End Date: 2012-03-13
Funding Type: Grant Funded
Other:
Date Closed: 2011-03-11 **Available Openings:** 1

CPD UBC is looking for a highly motivated individual to join our educational research team.

Job Summary

To perform various research and associated administrative activities in support of innovation and education delivery for the UBC Division of Continuing Professional Development (UBC CPD).

Organizational Status

The individual interacts with CPD staff members, physicians and other health professionals in practice, funding agencies, and physician organizations.

Work Performed

Assisting in the planning, coordination and implementation of research and educational activities, in a variety of formats;
Working with health professionals in developing needs assessment and evaluation instruments;
Helping develop and conduct surveys; leading focus groups and conducting interviews;
Preparing, collecting, entering, and analyzing data (qualitative and quantitative);
Supporting the preparation of conference presentations and research reports;
Investigating applicable granting agencies; searching and compiling submission criteria; assisting with developing grant proposals and frameworks; assisting in the final drafting of proposals; drafting components of letters of intent;
Performing other related duties.

Supervision Received

Works under general supervision; receives detailed instructions on the assignment of new duties from project managers, director and or other senior leadership.

Supervision Given

May oversee the work of one or two more less experienced employees in which case they are responsible for accuracy and production.

Consequence of Error/Judgement



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Tasks are assigned and the candidate plans and schedules his/her own work. Failure to work cooperatively and collaboratively with UBC CPD staff could lead to lower office productivity.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree (Graduate degree an asset) in an area of health science plus minimum three years of related experience. 3 years relevant experience or the equivalent combination of education and experience. Experience with a variety of research traditions and methodologies Experience with data analysis software (SPSS, Nvivo or equivalent preferred) Experience with the BC medical community. Ability to prepare effective grant applications. Knowledge of educational research requirements and procedures. Computer experience required (Word, Excel, Outlook, and Internet Explorer preferred). Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact and discretion. Ability to make thoughtful, informed, and thorough decisions. Ability to exercise initiative and judgment. Ability to effectively work both independently and within a collaborative team environment. Effective organizational skills.

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Job Posting

Job ID: 9774
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Human Early Learning Partnrshp
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Part-Time (20%)
Desired Start Date: 2011-04-01
Job End Date: 2011-06-30
Funding Type: Grant Funded
Other:
Date Closed: 2011-03-10 **Available Openings:** 1

This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy at the University.

Job Summary

To assist the Communications Director with tasks related to core research activities of the Human Early Learning Partnership (HELP). The incumbent will be responsible for the development and oversight of the HELP website including monitoring, evaluation, design (with assistance from UBC Office of Learning Technology and other website design and development partners), etc. The incumbent will also assist in various capacities such as compiling information, setting up database contact software lists.

Organizational Status

The Research Assistant reports to the Communications Director of HELP and will work closely with the Communications Officer, Event Coordinator and key HELP staff within HELP's research units.

Work Performed

Website

- Develop protocol for web authoring and site maintenance with WordPress Content Management system; coordinate WordPress 'page' & 'post' layout and facilitate 'page' development;
- Evaluate usability of redesigned HELP website; track and analyze website statistics;
- Collaborate with Professional Experience students (UBC-SLAIS; UBC-Communications);
- Provide website support to staff and issues communiqués regarding website;
- Trouble-shoot issues, problem-solve and evaluate information;
- Provide one on one training to staff as needed;
- Assist with maintaining the content of the website.
- Compile HELP highlights (awards, publications, etc) for marketing and dissemination;
- Compile key contacts for targeted communications in government, business, and community sectors;
- Perform other related duties

Supervision Received

The successful candidate will receive direction and detailed guidelines from the Communications Director.



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Supervision Given

None

Consequence of Error/Judgement

The RA Tech will make basic decisions around organizing their tasks in a meaningful and useful way. The RA will work with the Communications Director and other research staff and follow established protocol. All work is subject to review by the Communications Director.

The consequence of inappropriate judgment exercised by this position could be missing important and relevant information, and or misrepresenting projects while performing tasks of the position, which may result in additional work for the Communications Director. Since all work is reviewed, consequences are minimal.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Such as B.C.I.T., preferably with marketing and communications experience. 3 years relevant experience or the equivalent combination of education and experience. Ability to perform word processing at 60 words per minute. Ability to rapidly learn new terminology. Ability to communicate effectively verbally and in writing. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to work effectively independently and in a team environment. Ability to demonstrate capacity for innovation and flexibility. Ability to effectively use MS Word, HTML Authoring, WordPress at an advanced level. Ability to effectively use Excel, PowerPoint, Outlook, Maximizer at an intermediate level. Ability to effectively use Flickr, Delicious, Google Docs, Calendar (misc Social Media applications) at an immediate level.

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Job Posting

Job ID: 9752
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Ctr-Molecular Med&Therapeutics
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-03-09
Job End Date: 2012-03-08
Funding Type: Grant Funded
Other:
Date Closed: 2011-03-23 **Available Openings:** 1

Job Summary

This position is for Lab Manager. The successful applicant is to help supervise the daily operation of the lab, to ensure that it operates smoothly and troubleshoots any problems that arise. The appointment is a research position in which complex technical skills and good judgment are needed. In addition, there will be some administrative duties.

The research position requires experience in molecular biology (recombinant construct design, cloning in E.coli) and molecular genetics (DNA, RNA preparation, PCR, genotyping, Sanger sequencing, next generation sequencing etc.). The applicant's focus will be neurogenetics, but within a laboratory that pursues translational neuroscience research based on genetic discovery. Hence, some knowledge and experience in protein biochemistry and cell biology (Western blotting, cell culture, immunocytochemistry, ELISA, HPLC) or animal models of neurologic disease (mouse husbandry, primary cell culture, ex vivo and in vivo neurochemistry and neuropathology) would be advantageous.

The neurogenetic projects performed will depend on the applicants' background and prior experience, ability and interest. All projects are done as part of a team but the incumbent will be expected to make a significant hands-on and intellectual contribution. They will be expected to keep abreast of new developments technologies in a rapidly developing field.

In addition, the successful applicant will be expected to organize day-to-day operations and maintenance of the research laboratory. These tasks will include a combination of administration, equipment maintenance, ordering, and immediate supervision training of new junior personnel.

Organizational Status

Reporting will be to Dr. Matt Farrer, Professor of the Department of Medical Genetics and Senior Scientist at the Centre for Molecular Medicine and Therapeutics.

Work Performed

Lab Management Duties:

- Acting as a resource person consultant to laboratory personnel and other investigators for research projects, including data interpretation and trouble-shooting for sample preparation and experimental design
- Managing budget expenditures, financial reporting, P-Card reconciliation and invoice payments.



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- Coordinating Material Transfer Agreements with other institutions.
- Acting as a liaison with external staff and collaborators on operational issues.
- Managing safe handling and proper disposal of chemicals, radioactive, biohazardous, and infectious materials in accordance with WCB, WHIMIS and Atomic Energy Control Board regulations
- Participating in safety committee
- Managing laboratory safety (including training and certification), compliance, security, building and contracts; radioisotope and chemical compliance.
- Maintaining records, inventory, and databases
- Participation in the recruitment, training and supervision of junior technicians and students
- and orientation to new employees
- Strategic resource planning for labs, selection and recruitment of technicians
- Researching, purchasing, maintaining, and upgrading laboratory equipment and software
- Ensuring proper use and maintenance of equipment
- Ordering and cataloguing supplies, reagents, chemicals and animals
- Overseeing shipments of documents and hazardous and non-hazardous reagents and samples

Research Duties:

- Molecular genetics including: isolation and characterization of DNA and RNA; restriction enzyme digest; design and ordering of primer sets, PCR assays including their development and optimization; gel electrophoresis, Southern blotting.
- Genotyping, Sanger and next-generation sequencing. Experience with genome-wide analyses using Applied Biosystems, Illumina, Sequenom and or Affymetrix technologies is preferred. Work will include analyses, compiling raw data and reports.
- Molecular biology including construct design, cloning and prokaryotic and mammalian cell culture. Gene expression analysis, ABI7900 and northern and western blot analyses.
- Researching, purchasing, maintaining and upgrading laboratory equipment, software and consumables. Ensuring proper use of equipment and safety.

Supervision Received

Formal interaction with Dr. Farrer will be as required.

Supervision Given

The supervisory aspect is a critical component of this position. The incumbent will be expected to supervise all aspects of the day-to-day operation of the lab, such as dealing with equipment maintenance, teaching procedures to newer lab members, and ensuring that safety guidelines are followed.

Consequence of Error/Judgement

The incumbent will make important decisions affecting the direction and development of the research projects underway. Incompetence or incorrect decisions could jeopardize the progress of the research and adversely affect future research objectives and personnel. Consequence of error could have an adverse impact on research programs and the future livelihood of research personnel.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute, such as B.C.I.T. The incumbent requires a University degree (Masters preferred) in Genetics, Molecular Biology, Biochemistry or Biology. 4 years relevant experience or the equivalent combination of education and experience. Due to the supervisory requirements of this position, the incumbent must have the ability to work both independently and within a team environment, interacting with people from diverse backgrounds. The incumbent must also have the ability to manage and monitor operations to effectively resolve problems, challenges or issues, and exercise tact, diplomacy, discretion and confidentiality. This position requires flexibility and responsiveness to changing needs. The incumbent will need to exercise a considerable amount of judgment, responsibility, and initiative in



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determining work priorities and procedures. Effective oral and written communication, interpersonal, analytical, supervisory, multi-tasking, and organizational skills are required. Ability to maintain accuracy and attention to detail. Also required are strong organizational skills, ability to think logically, understand instructions, and to work well under pressure. Valuable laboratory experience would include knowledge of molecular genetics, molecular biology, tissue culture, mouse genetics, mouse husbandry, and animal behavior.

Familiarity with laboratory safety techniques and protocols is essential. Good manual dexterity and willingness to handle biological specimens (human blood and brain tissue, mouse brain tissue, tails) are required. Computer experience is also required (Word, Excel, Access, Powerpoint, Reference Manager Endnote, Photoshop, Illustrator, and software for genomics applications and statistics (e.g. Progeny Lab, Vector NTI, ABI GeneScan GenoTyper, Sequenom, PLINK).

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Job Posting

Job ID: 9743
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 5 **Business Title:** Research Asst/Tech 5
Department: Biomedical Research Centre
Salary: \$53,714.00 - \$57,617.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2011-06-15
Job End Date: 2012-06-14
Funding Type: Funded by Multiple Sources
Other: Leave Replacement
Date Closed: 2011-03-08 **Available Openings:** 1

This position may start earlier and or change into a full time position depending on the needs of the unit. All interested and qualified applicants please apply.

Job Summary

To supervise the daily operation and maintenance of the Transgenic Unit at The Biomedical Research Centre. Supervises, manage and trains unit staff, principal investigator's (PI's), technicians and students so that they treat the animals according to the Canadian Council on Animal Care (CCAC) guidelines. The RAT 5 will directly supervise the RAT 4. Coordinating with the UBC Animal Care Centre (ACC) for ordering mice, supplies, health testing and site visits with the veterinarian.

Organizational Status

The Manager reports to the Animal Unit Director.

Work Performed

1. Is responsible to ensure that all staff adheres to the correct procedures so that the mice remain pathogen free by following aseptic techniques in handling the mice. Maintaining the SPF environment involves daily disinfecting and autoclaving of all caging equipment using a cage washer and autoclave.
2. Designs and develop protocols and experiments
3. Promotion consultation & advise to other universities
4. Oversees sentinel test assess sentinel reports from the unit and from outside suppliers.
5. Overseeing that testing us done in a timely manner. Overseeing quarterly sentinel testing, and all sentinel testing performed in Quarantine. Working with the UBC vets to approve incoming animal transfers from both commercial vendors and other collaborators.
6. The Manager will be performing highly skilled animal surgical procedure on mice that requires extensive experience and biology background.
7. May assist PIs with writing of ethics and grant applications.
8. Leading Developing conferences nationally and internationally
9. Consulting and coordinate mice experiment requests from departments in UBC and other universities internationally.
10. Handling and performing highly skilled surgical procedures on mice.
11. Using micro-surgical techniques to deliver arterial stents in mice aorta. Vessel anastomosis
12. Provide direction to staff members, train new unit staff, technicians and students in handling and procedures done to the mice. Correct technique in mouse handling is essential to get the best results and to cause minimal discomfort to the animal.



13. Keeping detailed pedigree records of approximately 120-130 breeding projects in a database called BBMouse. Daily input into the database is important so PI's can have easy access to their mouse colonies information.
14. Overseeing the main Animal Unit, Quarantine room and Biobubble. The duties would include: coordinating the daily cage changing schedule, ordering supplies, monitoring the mice for signs of illness, machine maintenance, cleaning and disinfecting of these areas.
15. Overseeing the maintenance, updating and following the standard operating procedures manual covering all the duties and procedure of the daily activities in the unit. To instruct individuals on how to do some of the basic mouse procedures e.g.; Setting up timed mating or blood collection. The manager through guidelines set out by the CCAC, UBC ACC, and work experience gathers the SOP manual information.
16. Policing the animal protocols to make sure the mice are being used appropriately. All animal protocols are kept on file for easy reference.
17. Will collect DNA samples from the mice, ear or tail clippings, may need to use an anesthetic machine. These samples are labeled and frozen until the PI's need to genotype them. Once the genotyping is completed, the results are added to the database.
18. The manager produces monthly billings to each PI outlining their expenses for mouse husbandry costs.
19. Directly supervise, direct and manage all animal units staff as well as keeping track of vacation and sick absences.
20. Identify sick animals, and designs an appropriate treatment plan. Provide animals with fluids, antibiotics, and pain killer, in the appropriate amount via Sub Q, IV, or IM injection.
21. Involving in designing experimental plans.
22. Administers animal unit budget. This includes ordering supplies, equipment and keeping track of paperwork for the items, reconciliation of the ledgers and correction of any fiscal errors.
23. Supervise the organizing of shipments of animals nationally and internationally for PIs and students and their collaborators.

Supervision Received

Works independently under general direction from Director of the unit.

Supervision Given

The manager supervises, within the Animal Unit, a total of 7 Research Technicians, Technician (RA T) 1, 2, 3 & 4 as well as people (PI's, technicians, post-doctoral fellows and students) that enter the unit for short procedures on a daily basis.

Consequence of Error/Judgement

The manager, in consultation with the Director and PI's, will make decisions regarding: the health of mice and if a mouse should be euthanised, what breeding pairs to use, how much stock would be needed for a particular strain and figuring out breeding schemes to produce the amount of mice for an experiment. The manager works independently and consults with the Director Finance and Facility Manager when required.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of Bachelor of Science, Animal Health Technology Diploma or equivalent. Masters degree would be an asset. RLAT designation is recommended. 5 years relevant experience or the equivalent combination of education and experience. Minimum of 5 years related practical experience. Excellent knowledge of animal husbandry and breeding management. Strong Science background and experience in handling and performing highly skilled surgical procedures on mice. Experience using micro-surgical techniques to deliver arterial stents in mice aorta. Vessel anastomosis. A strong background in genetics and breeding transgenic mice. Must understand how to manage a SPF facility and have the ability to administer anesthetics and monitor depth of anesthesia on mice. Must be able to interpret health reports, and understand mouse disease, and its pathways. Knowledge of CCAC guidelines is required. Experience in managing a lab and technicians. Ability to communicate effectively verbally and in writing. Must be able to work independently, be very organized, have good interpersonal skills, and be a team player. Ability to supervise work of others. Targets and deadlines must be met while working under pressure. Ability to work with staff, faculty and students as well as explaining practices and procedures to others. Know how to organize staff efficiently and have excellent problem solving and communication skills. Must have computer knowledge.



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