



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:26-SEP-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: 11351
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Housing
Business Title: Service Worker - Housing (Hourly)
Department: Housing-Facilities,Tbird Res.
Salary: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-05
Ongoing: Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-10-02
Available Openings: 10

Job Summary

Under direction and supervision, participates as a member of the mobile housekeeping unit in carrying out cleaning and service work involving moving from building to building within residence areas. Is required to observe safe working conditions and habits; may be assigned to day, evening and night shift and any day of the week. Works from oral and written instructions, schedules, and specific requirements which may be of a daily and periodic nature and according to procedures.

Organizational Status

Reports to Housekeeping Supervisor, Assistant Housekeeping Supervisor, or Manager.

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 is in good operating conditions.

Carries out cleaning and service work in such areas as living accommodations, suites, washrooms, kitchens, meeting rooms, porches, entranceways, lobbies, hallways, corridors, common areas, social wings, game rooms, laundry rooms, storage rooms, workout rooms and other designated areas in residences and housing units involving such duties as:

- Cleaning, dusting, sweeping, mopping, washing, vacuuming, polishing, disinfecting and scrubbing all surfaces of floors walls, fixtures and furniture, shower stalls, bath tubs, sinks, toilets, and appliances, operating light or heavy duty hand or power operated cleaning equipment, replenishing supplies such as soap, toilet paper, paper towels, writing papers etc.
- Removing old wax and polish coating from floor fixtures or furniture and re-waxing or polishing; periodic shampooing of carpets.
- Cleaning and washing interior and exterior accessible windows and other glass surfaces.
- Rearranging, moving and setting up furniture and equipment as required
- Making beds, changing linen and returning soiled linens to designated collection areas; distributing linen and collection laundry.
- Collecting garbage and waste including tidying and cleaning ashtrays, emptying waste receptacles, and depositing them in containers or pick up points.
- Cleaning vents in buildings and all drains, cleaning and servicing washrooms.
- Putting up and replacing signs on notice boards, doors or other easily reachable surfaces as required.
- Sweeping and cleaning sidewalks and related areas; cleaning snow when required.



The University of British Columbia

Staff Job Postings

Performs minor maintenance and repairs including such tasks as hammering in nails, hanging pictures, drapes and blinds, oiling hinges and locks, changing light bulbs, tightening screws on fixtures, minor furniture repairs and adjustments, replacing door stops, adjusting door closures, unplugging toilets, removing broken glass from windows, removing and cleaning light fixtures, changing broken switch and wall plug covers etc.

Submits reports regarding maintenance or repairs needed to buildings and utilities and report signs of failure or abuse of fixtures and furnishings.

Reports any unusual circumstances related to building security, ensures that doors and windows are properly secured.

Attends to guest requests and their needs as appropriate.

Carries out any other related duties and necessary in keeping with the requirements and qualifications for the job.

Supervision Received

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

Supervision Given

May oversee the work of unskilled workers.

Consequence of Error/Judgement

Poor customer service will result in unsatisfactory job performance.

Qualifications

Completion of Grade 10. . 1 years relevant experience or the equivalent combination of education and experience. Preferred experience in institutional janitorial work or hotel experience. General Knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Bondable, and the ability to follow instructions and to adopt new methods and practice. Ability to work with others. Ability to communicate in English effectively verbally and in writing Available to work weekends, may be required to work evenings.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11320
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Painter **Business Title:** Painter
Department: Building Ops - Paint Shop
Salary: \$51,708.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-02 **Available Openings:** 1

Job Summary

Positions in this classification perform skilled painting work in surface and paint preparation and the application of paint, stains, vinyl and paper wall coverings, epoxy coatings and other protection and decorative coatings to buildings, fixtures and furniture.

Organizational Status

Reports to Head Painter on a day-to-day basis. Is managed by Supervisor, Architectural Trades.

Work Performed

Requests and obtains material and equipment required for the work assigned.

In preparation for painting jobs, matches and mixes paint and stains and performs surface preparation, such as, scraping, power washing, sandblasting, minor caulking and plastering.

Utilizing brush, roller and standard and airless spray painting techniques applies paint, stain, vinyl and paper wall coverings, epoxy coatings and other protective and decorative coatings and coverings to the interior and exterior of building structures and fixtures, such as, railings, doors, windows, lamp posts, fire hydrants, machinery, signs, curbs, flashings, vehicles, fire escapes and furniture.

Makes estimates and produces inspection reports as required.

Performs emergency call-outs as required.

Ensures that the workplace is safe and follows safe work practices.

Periodically, positions in this classification may be assigned responsibility for providing training, monitoring and checking the work of one or more apprentices or labourers.

Performs minor glass repairs and may be called on to assist glazier.

Communicates with customers as required to ensure the efficient delivery of service.

Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works under general supervision and from oral and written instructions and according to approved procedures.



The University of British Columbia

Staff Job Postings

Supervision Given

Monitors and checks the work of apprentice(s) and Labourers as the need arises.

Consequence of Error/Judgement

Determines the sequence of work, the work methods and equipment to be employed and how best to complete the work based on technical knowledge of the trade and related departmental guidelines and policies; inappropriate decisions may result in minor service delays and or costs.

Qualifications

Valid BC Drivers Licence. A trades certification to journeyperson level as a Painter. . Minimum 5 years of related experience or the equivalent combination of education and experience.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID:	11339	Business Title:	Serv Wkr - Ice Maker II
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Trades - CUPE 116		
Classification Title:	Serv Wkr - Ice Maker II	Business Title:	Serv Wkr - Ice Maker II
Department:	Athletics and Recreation		
Salary:	\$ 20.74 (Hourly)		
Full/Part Time:	Part-Time	Ongoing:	Yes
Desired Start Date:	2011-10-01		
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2011-10-02	Available Openings:	2

Job Summary

Under the general direction of the Operations Manager and Chief Engineer Head Ice Maker, is responsible for ice making operations, daily routine maintenance of auxiliary equipment and any duties assigned for maintenance, cleanliness (custodial), set-up and safety of the building.

The incumbent will be responsible for all maintenance in the building including minor repairs, emergency glass & board repair, bulb and filter replacements, facility conversions, vehicle maintenance, custodial maintenance and other related duties as assigned. The incumbent is also responsible for delivering a necessary level of customer service to clients, guests, service partners and all rink user groups

Organizational Status

Reports to the Chief Engineer - Head Ice Maker.

Work Performed

1. Works from instructions (written & verbal), operating requirements, guidelines and procedures; Always work in a safe operating manner.
2. Performs all activities required to prepare for, produce and maintain ice surface and building conditions as required.
3. Operates and maintains all equipment connected with assigned facilities as per established procedures and standards.
4. Reads blueprints and understands technical manuals related to work.
5. Operates and services all maintenance tools and equipment involved on the job.
6. Responsible for keeping washrooms, dressing rooms, hallways, lounges, offices, workspace and all public spaces clean, free of debris and in safe operating condition.
7. Co-ordinates and oversees the work of assigned staff as required.



The University of British Columbia

Staff Job Postings

8. Checks and ensures that the workers work in a safe and correct manner and that all normal safety practices are adhered to.
9. Carries out other related duties as required.

Supervision Received

From Head Ice Maker and Operations Manager

Supervision Given

Minimal

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

Completion of Grade 10.

Valid B.C. Driver's License required.

Previous experience operating a Zamboni an asset.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11352
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: 2011-10-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-02 **Available Openings:** 1

Full Time Evening Shift, Monday to Friday, 4pm 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 is in good operating conditions.
Dusts, sweeps, mops, washes, vacuums, strips, waxes, polishes, shampoos, disinfects and scrubs, as applicable, all surfaces of floors, walls, fixtures, furniture and appliances in various areas of buildings, operating light or heavy duty hand or power operated cleaning equipment in the performance of duties, as required.
Cleans up spillages and spot washes and waxes floors where spillages occur.
Cleans the interior and exterior of windows, other glass surfaces, shades and Venetian blinds.
Replenishes supplies, such as soap, toilet paper, paper towels and writing papers in designated areas according to need.
Sweeps and cleans sidewalks and related areas and clears snow when required.
Collects garbage and waste, empties waste receptacles and deposits in containers or at pick up points.
Performs minor maintenance tasks, such as, hanging pictures, drapes and blinds, changing light bulbs, oiling hinges and locks, unplugging toilets, removing and cleaning light fixtures and tightening loose fixture screws.
May be required to re-arrange, move and set up furniture and equipment.
May be required to make beds, distribute and change linens, remove soiled linen to designated collection area and collect laundry.
May be required to fill vending machines and attend to petty cash.
Submits reports regarding maintenance or repairs needed to building and utilities and reports signs of abuse or failure of fixtures and furnishings.
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 required in keeping with the qualifications and requirements of positions in this classification.



The University of British Columbia

Staff Job Postings

Supervision Received

Works under general supervision and from oral and written instructions and in accordance with standard procedures to complete the work; receives specific instructions on new or unusual problems.

Supervision Given

None.

Consequence of Error/Judgement

Makes decisions related to the sequence of duties; errors may have minor impact on service.

Qualifications

Completion of Grade 10. . 1 years relevant experience or the equivalent combination of education and experience. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11353
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: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-02 **Available Openings:** 1

Part Time Evening Shift, Monday to Friday, 7pm 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.
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.
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.



The University of British Columbia

Staff Job Postings

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. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11357
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: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-02 **Available Openings:** 1

Part Time Day Shift, Monday to Friday, 7am to Noon.

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.
May be required to move and set up furniture and equipment as and when required.
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.



The University of British Columbia

Staff Job Postings

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. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11358
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: 2011-10-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-02 **Available Openings:** 1

Full Time Evening Shift, Monday to Friday, 4pm 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.
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.
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.



The University of British Columbia

Staff Job Postings

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. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11356
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: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-05 **Ongoing:** Yes
Job End Date:
Funding Type: Part-Time
Other:
Date Closed: 2011-10-02 **Available Openings:** 1

Part Time Evening Shift, Monday to Friday, 7pm to Midnight (Allard Hall)

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 is in good operating conditions.
Dusts, sweeps, mops, washes, vacuums, strips, waxes, polishes, shampoos, disinfects and scrubs, as applicable, all surfaces of floors, walls, fixtures, furniture and appliances in various areas of buildings, operating light or heavy duty hand or power operated cleaning equipment in the performance of duties, as required.
Cleans up spillages and spot washes and waxes floors where spillages occur.
Cleans the interior and exterior of windows, other glass surfaces, shades and Venetian blinds.
Replenishes supplies, such as soap, toilet paper, paper towels and writing papers in designated areas according to need.
Sweeps and cleans sidewalks and related areas and clears snow when required.
Collects garbage and waste, empties waste receptacles and deposits in containers or at pick up points.
Performs minor maintenance tasks, such as, hanging pictures, drapes and blinds, changing light bulbs, oiling hinges and locks, unplugging toilets, removing and cleaning light fixtures and tightening loose fixture screws.
May be required to re-arrange, move and set up furniture and equipment.
May be required to make beds, distribute and change linens, remove soiled linen to designated collection area and collect laundry.
May be required to fill vending machines and attend to petty cash.
Submits reports regarding maintenance or repairs needed to building and utilities and reports signs of abuse or failure of fixtures and furnishings.
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 required in keeping with the qualifications and requirements of positions in this classification.



The University of British Columbia

Staff Job Postings

Supervision Received

Works under general supervision and from oral and written instructions and in accordance with standard procedures to complete the work; receives specific instructions on new or unusual problems.

Supervision Given

None.

Consequence of Error/Judgement

Makes decisions related to the sequence of duties; errors may have minor impact on service.

Qualifications

Completion of Grade 10. . 1 years relevant experience or the equivalent combination of education and experience. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11355
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: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-02 **Available Openings:** 1

Part Time Evening Shift, Monday to Friday, 7pm 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.
May be required to move and set up furniture and equipment as and when required.
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.



The University of British Columbia

Staff Job Postings

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. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11354
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: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-02 **Available Openings:** 1

Part Time Day Shift, Monday to Friday, 7am to Noon

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.
May be required to move and set up furniture and equipment as and when required.
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.



The University of British Columbia

Staff Job Postings

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. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11364
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Apprentice Locksmith **Business Title:** Apprentice Locksmith
Department: Housing-Facilities,Tbird Res.
Salary: \$51,708.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-05 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-10-02 **Available Openings:** 1

Job Summary

Under the full time apprenticeship program, the Apprentice Locksmith acquires skills in and gradually assumes responsibility for the performance of skilled locksmith work on door closures, panic hardware, and related fittings as it pertains to the installation, maintenance and repair of locks, keying of lock cylinders for the master key system and maintenance of appropriate records.

Starting salary is \$26,888, representing a wage scale of 52% of a journey person wage of \$51,708. Salary will increase incrementally at a rate of 13% every 6 months over the 2 year apprenticeship program.

On completion of apprenticeship period an apprentice will join the staff of the University only if a suitable vacancy is available and if he she is recommended for it by the department concerned.

Organizational Status

Performs duties and acquires skills under the guidance of qualified University Locksmiths. Will receive additional training with other University departments and with off-campus organizations during period of apprenticeship; will receive direction from qualified trainer resources at these times.

Work Performed

Under the supervision of a qualified Locksmith, the following work will be performed:

- Requests and obtains material and equipment required for the work assigned.
- Keys lock cylinders for the master key system.
- Repairs locks and closures in the shop and elsewhere on campus.
- Assists in setting up key schedules and maintains appropriate records.
- Assists in the selection of hardware and keying for new buildings.
- Cuts keys as required.
- Installs and maintains locks, door closures, panic hardware and related fittings.
- As required, will make estimates and produce inspection reports.
- Ensures that the workplace is safe and follows safe work practices.
- Installs and maintains 12 24 volt door operating equipment.



The University of British Columbia

Staff Job Postings

- Communicates with customers as required to ensure the efficient delivery of service.
- Performs emergency call-outs as required.
- Carries out any other related duties as required in keeping with the qualifications and requirements of positions in the Locksmith classification.

Supervision Received

Position reports to Locksmiths and or Sub-Head Head Tradespersons who assigns tasks, ensures position has sufficient training and skills to perform them and checks work performed. During period of apprenticeship, progresses to working independently.

Supervision Given

None.

Consequence of Error/Judgement

Determines the sequence of work, the work methods and equipment to be employed and how best to complete the work based on guidance and supervision by Locksmiths and or Sub-Head Head Tradespersons; inappropriate decisions may result in minor service delays and or costs

Qualifications

Secondary school education and or completion of high school, valid BC driver's license or an equivalent combination of education and experience. The successful candidate will be required to register with ITA (Industry Training Authority) upon selection. Familiarity with UBC Student Housing and Hospitality facilities and existing key plans and procedures preferred.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11311
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 2 (Gr3) **Business Title:** Administrative Support
Department: Medicine - Dean's Office
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **Available Openings:** 1

Job Summary

Provides administrative support to the Office for Faculty Development and Educational Support and to Faculty Development Director, Vancouver-Fraser Medical Program, MD Undergraduate Program. Duties include: arranging meetings by performing duties such as coordinating schedules, preparing and distributing meeting agendas, materials, notes and minutes, booking rooms, ordering catering and preparing audiovisual equipment; handling workshop registration and follow up, and preparing workshop packages and other materials; distributing and summarising program evaluations and surveys; typing dictations and other communication; responding to telephone, email and in-person inquiries and providing information of a moderately complex nature; drafting routine correspondence; processing payments accurately and promptly; receiving, processing and distributing mail, fax messages and courier packages; assisting with the production of newsletters, program catalogues and other materials; ordering and maintaining office supplies; performing other duties related to the requirements of the job.

Organizational Status

Reports to the Program Manager, Faculty Development, to the Director, Faculty Development and liaises with the Assistant Dean, Faculty Development.

Work Performed

- Provides administrative support to the Office for Faculty Development and Educational Support;
- Provides administrative support to the Faculty Development Director, Vancouver Fraser Medical Program, MD undergraduate program;
- Organizes, along with Faculty Development Program Manager, the Problem-Based Learning Tutor Training workshops at least four times a year;
- Arranges meetings, coordinates schedules, prepares and distributes agendas, materials, notes and minutes, arranges room bookings, catering and audiovisual equipment and takes minutes;
- Handles workshop registration and follow up, and prepares workshop packages and other materials;
- Distributes and summarises program evaluations and surveys;
- Types dictations and other communication;
- Responds to telephone, email and in-person inquiries and providing information of a moderately complex nature;
- Drafts routing correspondence;
- Processes payments accurately and promptly;
- Receives, processes and distributes mail, fax messages and courier packages;



The University of British Columbia

Staff Job Postings

- Assists with the production of newsletters, program catalogues, workshop packages and other materials;
- Orders and maintains office supplies;
- Performs other duties related to the requirements of the job.

Supervision Received

Duties are performed as required, under limited supervision.

Supervision Given

None.

Consequence of Error/Judgement

This area is administered by the Assistant Dean, Faculty Development and or the Director, Faculty Development. The incumbent, in coordination with the Program Manager, is responsible for the daily administration of the office. It is important that faculty records, payments and all materials be dealt with conscientiously and accurately, and that members of faculty be given correct information regarding the programs.

Qualifications

High School graduation and one year of related training. Training in secretarial practices and office procedures. 2 years relevant experience or the equivalent combination of education and experience. UBC experience preferred. Computer experience required-Microsoft Word, Excel, Outlook and Internet Explorer preferred. Strong organizational skills, excellent follow through and ability to work with details. Effective oral and written communication and superior interpersonal skills. Ability to type at 60 wpm and operate office equipment. Skilled in working with numbers. Ability to exercise tact and discretion in dealing with faculty and staff. Knowledge of Problem-Based Learning tutor training program an asset.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID:	11308		
Location:	Vancouver - Hospital Site		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 3 (Gr6)	Business Title:	Administrative Support 3 (Gr6)
Department:	Emergency Medicine		
Salary:	\$39,168.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2011-10-16		
Job End Date:	2012-10-15	Possibility of Extension:	Yes
Funding Type:	Grant Funded		
Other:			
Date Closed:	2011-09-26	Available Openings:	1

Job Summary

To provide senior secretarial, financial, and administrative support to the Head; Senior Faculty Program Directors; and the Department of Emergency Medicine.

Organizational Status

Reports to and works closely with the Head; reports to and receives direction from the Program Leader on administrative, personnel, financial, and facility management relating to the Department and the Head. Interacts and regularly receives administration requests from Senior Faculty, and Staff.

Work Performed

Support to the Head:

- Maintains Head's schedule: coordinates for various internal and external meetings of the Head (e.g. Faculty, Department, Faculty of Medicine, interdepartmental meetings, external agency meetings, research meetings etc.); receives and determines urgency of meeting requests; resolves schedule conflicts.
- Monitors and responds to daily emails and calls and prioritizes those that call for immediate action attention from the Head's Office.
- Screens and prioritizes all incoming calls for the Head.
- Screens and sorts incoming mail addressed to the Head.
- Makes travel arrangements for the Head, as necessary.
- Liaises with external organizations on behalf of the Head.
- Sets up and maintains filing system for the Head's Office.
- Maintains the Heads CV and Maintenance of Competence documents.
- Keeps a schedule of faculty staff away days for the Head.
- Attends and takes minutes of the Departmental meetings.
- Arranges rooms and sends announcements for all DEM meetings and rounds, including video-linked distributive sites.
- Maintains comprehensive and sub-category email group lists for messages from the Head.
- Maintains DEM policy files and committee documents.
- Completes invoices as required.



The University of British Columbia

Staff Job Postings

Support to Faculty:

- Screens and prioritizes incoming calls for the Research Director as required.
- Coordinates meetings for the Research Director as required.

Support to Staff:

- Provides reception support.
- Organizes Department events, as necessary (making catering arrangements and assisting in the organization of the event).

Communications and Information:

- Assists the Head with implementing a departmental communications strategy that includes an up to date departmental website and contact database.
- Act as directory administrator and computer officer for department.
- Maintains and circulates the Faculty and Staff Directory.
- Maintains faculty information on website and supports all faculty and staff who are responsible for specific areas of the website.
- Ensures that awards, publications and news-items are up-to-date on the website.
- Develop a template for the annual report in conjunction with the Head.

Research:

- Compiling and coordinating grant applications including communications between applicants, communications with agency offices, Dean's Office and Research Services Departments.
- Provide assistance to the Finance Manager who provides consultation and guidance to faculty members on budget and administration of research grants.
- Assist in grant compilation for submissions to the CIHR and other agencies.
- Remain current on policies and new developments pertaining to research awards and liaise between faculty and UBC and health authority research departments and institutes.

Overall:

- Performs other duties related to the qualifications and requirements of the job.
- Deals with faculty members, staff and others in a professional manner. Consistent with the Faculty's professional Standards documents, the Faculty is committed to the highest level of professionalism in all interactions.

Work is performed in accordance with established procedures and accepted practices.

Supervision Received

While the position reports to the Head, the Program Leader has ultimate responsibility for the administration of the office staff, and thus oversees this position to ensure that workloads and assigned duties are appropriate, and that jobs are being accomplished in a proficient, timely manner. The incumbent is expected to manage to his/her own workload and there is no direct supervision of the position on a task-by-task basis.

Supervision Given

The position is not expected to supervise.

Consequence of Error/Judgement

The general nature of the tasks to be carried out by the incumbent are provided by the Head, but the incumbent has discretion in organizing and determining the best means to accomplish each task. The nature of the position requires an ability to work independently and manage a heavy workload with self-direction and initiative. The position requires significant confidentiality, both in disclosing and obtaining information on sensitive, restricted and confidential matters. Failure to exercise appropriate judgment in dealing with this sensitive information could compromise the Department and Head's academic and professional



The University of British Columbia

Staff Job Postings

viability.

Qualifications

High School graduation and 1 year post-secondary education. . 4 years relevant experience or the equivalent combination of education and experience. Training in secretarial, office and basic accounting procedures and practices. Ability to work effectively independently and in a team environment. Ability to communicate effectively verbally and in writing. Ability to read and interpret financial statements and reports. Ability to effectively use Outlook, MS Word, MS Excel at an advanced level. FMS on-line training an asset. Ability to maintain accuracy and attention to detail. Ability to gather, record, and organize information. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to anticipate and analyze problems, identify key information and issues, and effectively resolve and plan ahead. Ability to take and transcribe accurate meeting minutes. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to accurately create and maintain records. Ability to provide quality service to customers in a courteous, patient manner.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID:	11290		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 3 (Gr7)	Business Title:	Administrative Support 3 (Gr7)
Department:	Civil Engineering		
Salary:	\$40,440.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2011-09-26	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2011-09-29	Available Openings:	1

Job Summary

Provides complex, senior and confidential administrative support (in the areas of teaching, research, editorial and website), to the Department Head, 3 Associate Heads, and 34+ Civil Engineering Faculty members, Adjunct Professors, and Professors Emeritus.

Organizational Status

Reports directly to the Managers of Administration. Works with the Department Head, and faculty members. Interacts with other UBC Departments (e.g., Faculty Relations, UILO, Research Services, Applied Science Student Services, Applied Science Dean's Office, Enrolment Services, and Faculty of Graduate Studies), as well as with external agencies (e.g., NSERC, CIHR, NRC), and industrial partners.

Work Performed

1. Graduate Student Program Support

- Responsible for the correspondence and applications of the Graduate Student Program, as follows: corresponds with prospective students, receives and maintains application files, administers the online application system, prepares files for adjudication, manages the review process.
- Communicates and advises applicants on possible admission options, referring to faculty advisor if required.
- Advises students and faculty regarding student registration procedures and regulations.
- Processes graduate student key requests.
- Composes routine correspondence for the Graduate Advisor.
- Responsible for distributing communications to graduate students.
- Provides Departmental information for new and prospective students.
- Processes and distributes preliminary applications to group leaders for review and communicates results to applicants

2. Administration

- Drafts and edits reports, compiles simple statistical data and produces reports, and conducts research as required.
- Oversees all special events conferences - preparation and production of event-related materials; relevant correspondence for each event, booking of venue, catering and speaker accommodations.



- Liaises with internal departments (e.g., Applied Science Dean's Office, Engineering Students Services, Enrolment Services, Faculty of Graduate Studies), as well as external agencies.
- Assists in the maintenance of department database using advanced MS Access database systems including coding. Performs analysis and produces reports.
- Researches and subsequently formulates recommendations for the lease and or purchase of automated office equipment.
- Oversees maintenance and service calls for the Civil Engineering equipment (i.e. color printers, photocopiers, fax machines), as required.

3. Finance

- Processes financial paperwork, reconciles petty cash and distributes petty cash.
- Uses knowledge of accounting principles, UBC, and Tri Council policy and practice to make decisions during document preparation and data-entry.
- Ensures compliance with department financial policies.
- Assists with maintaining and correcting financial records and transactions for department research grants and contracts.
- Checks, investigates and resolves queries and errors independently or interacts directly with faculty members involved.
- Processes travel claims and requisitions for payment using smart forms. Assesses the accuracy of GST and PST on claims.
- Prepares journal vouchers for internal charges for services rendered to various university departments.
- Liaises with Financial Services, Dean's office, faculty members, and other external agencies, students and suppliers.
- Maintains records of faculty office supply purchases and vehicle use for the purpose of charging for purchase use.
- Disperses petty cash funds for the Department.
- Maintains stock and orders departmental supplies and equipment, and researches suppliers.

4. Editorial

- Edits various materials for submission; proofreads and corrects grammar, spelling, punctuation and stylistic errors in manuscripts.
- Creates and formats for faculty technical figures, diagrams, tables and plot scientific charts in a form suitable for journal publication or course notes. Digital image manipulation is often required.
- Creates PowerPoint presentations and transfers slides and images to digital form.
- Oversees graphical and visual aid materials, including posters, handouts, charts and graphs using PowerPoint, Photoshop, Illustrator and Pagemaker.

Supervision Received

Reports to the Graduate Student Support Secretary and Department Administrator. Works independently under broad supervision. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete recurring assignments independently, and judgment to determine which of many methods are applicable in any given situation. There are a variety of tasks requiring ongoing prioritization.

Supervision Given

Supervises a Workstudy student and temporary clerical staff.

Consequence of Error/Judgement

Work requires a high level of judgement, initiative, attention to detail and high standards of quality. Makes decisions necessary to ensure commitments of the Department members are met. Care must be taken to meet the objectives of the Department and satisfy the needs of faculty, yet stay within the guidelines of Department University policies. Poor judgment, errors and delays can result in opportunities being missed and deadlines not being met. Failure to act in a professional, tactful manner will have an adverse effect on the image and reputation of the Head of the Department and the faculty. Exercises judgment and initiative in independently carrying out projects and while assessing and establishing priorities. Judgments are made to ensure that editorial



The University of British Columbia

Staff Job Postings

standards are met.

Qualifications

High School graduation and 1 year post-secondary education. Training in office procedures at an executive level, desktop publishing, graphic design, information technology applications, web-based programming and basic accounting practices. 4 years relevant experience or the equivalent combination of education and experience. Experience required in providing administrative assistance to senior executives. Experience required in proof-reading, editing, desktop publishing website design and maintenance. Computer experience required (Word, Excel, Access, PowerPoint, Publisher, Adobe Pagemaker, Photoshop, Adobe Acrobat, Adobe Illustrator, Dreamweaver, HTML, Java Script, Visual Basic for Applications, WebCT, UBC-SISC (Student Information Service Center), UBC-FSC, (Faculty Service Center), Outlook, Internet). Ability to effectively use word processing, spreadsheet, database, presentation, desktop publishing, graphic design and web design applications at an advanced level (Word, Excel, Access, PowerPoint, Publisher, Adobe Pagemaker, Photoshop, Adobe Acrobat, Adobe Illustrator, Dreamweaver, HTML, Java Script, Visual Basic for Applications, WebCT, UBC-SISC (Student Information Service Center), UBC-FSC, (Faculty Service Center), Outlook, Internet). Ability to exercise tact and discretion when dealing with confidential information. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to listen actively and attentively, and obtain clarification as required Ability to analyze problems, identify key information and issues, take initiative, exercise good judgment and effectively resolve problems. Ability to plan and ensure efficient records management procedures and practices are followed. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment, and bring energy, motivation and enthusiasm to the job. Ability to prioritize and work effectively under pressure to meet deadlines in a hectic environment. Ability to communicate effectively verbally and in writing at an advanced level. Ability to proof read and edit written materials by applying correct English grammar, spelling, punctuation and writing style.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11345
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr7) **Business Title:** Administrative Support 4 (Gr7)
Department: Medicine,Udgrd Ed.(Dean'sOff)
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-29 **Available Openings:** 1

Job Summary

The main function is to provide administrative support of a complex nature and to provide coordination support for the MD Undergraduate Program (MDUP) Instructors. Each of the ten instructors has particular and common areas of activity and responsibility in the MD undergraduate program. Instructor responsibilities include teaching (both students and faculty), carrying out research (medical education research and basic science research), directing coordinating courses, and designing redesigning courses. The incumbent will frequently perform work of an administrative and secretarial support level.

The incumbent will need to use initiative, interpretation and ingenuity to aid the Instructors Unit and a high degree of professionalism and clear communication is required.

Organizational Status

Reports to the Administrative Director through the Program Manager (Years 1 and 2) and receives day to day direction from the MD Undergraduate Program (MDUP) Instructors.

Work Performed

Serves as administrative support for the MD Undergraduate Program (MDUP) Instructors . Works closely with the other full-time administrative support as needed.

The incumbent provides support for the instructors by:

Preparing lecture materials (Powerpoint presentations and Word documents for handouts).

Creating or manipulating images figures using Photoshop software.

Assisting in preparation of manuscripts for publication.

Updating CVs, teaching portfolios dossiers.

Coordinating instructor appointments, maintaining calendars.

Performing library internet search and retrieval on behalf of instructors.

Conducting literature searches for updating lectures and for medical education and basic science research.

Maintaining an open door and supportive face for the instructors' unit.

Liaising with HR managers in different UBC Departments, with members of the Dean's office, Med IT, program directors and program assistants at all 3 sites, etc in order to provide accurate information to the instructors.



The University of British Columbia

Staff Job Postings

Screening of all incoming materials, re-referring for reply or additional information, and distributing to the appropriate instructor.

Creating on-line survey templates for course evaluations, teacher evaluations, medical student peer evaluations

Compiling data on student exam grades, teacher instructor evaluations, course evaluations.

Assisting in the preparation of confidential student teacher assessments evaluations.

Arranging for travel and accommodations for instructors visiting the other three sites (Victoria, Prince George and Kelowna) within the distributed program and for travel to national and international meetings

Proofreading editing per instructor request.

Answering detailed procedural questions from students faculty based on knowledge of the policy and procedures of both the Faculty and UBC.

Providing a link to technical staff for the instructors.

Arranging for courier service and coordinating courier packages when necessary

Providing administrative support to coordinating interviews for research positions (eg. summer research or workstudy students) working on instructor-guided projects.

Preparing agendas and taking minutes from instructor and committee meetings.

Assisting in setting up and maintaining a database and portfolios of the individual instructors and the unit's activities.

Coordinating the organization of a given academic block week for those instructors who are Block Week Chairs; contacting and confirming lecturers for the week block; troubleshooting solving problems as appropriate.

Preparing and processing journal vouchers, travel requisitions, etc., for financial expenditures of the unit.

Coordinating member of the Safety Committee. Responsibilities in this committee include monthly safety inspections, as well as being the fire coordinator for 1500 block of the LSC.

Coordinating workshops meetings for instructional support; providing administrative support and recruiting guest speakers experts; inquiring as to their AV requirements.

Coordinating and assisting with Special events - e.g. Orientation week, Lab exam organization and written invigilation.

Other related tasks as necessary.

The above tasks will all be performed for the 10 instructors in the MD Undergraduate Program, in support of students, faculty, and instruction as a whole within the program.

Supervision Received

Day-to-day tasks will be performed under the supervision of the MDUP undergraduate instructors.

Supervision Given

None.

Consequence of Error/Judgement

Errors in judgment or ineffective communication will compromise the ability of the MDUP instructors to operate effectively, thereby affecting the quality of the MD Undergraduate Program and its accreditation status and could reflect negatively on the Faculty of Medicine and the University.

Qualifications

High School graduation and two year post-secondary diploma. . 4 years relevant experience or the equivalent combination of education and experience. Ability to effectively use <job-specific software> at a basic level(e.g., Outlook, MS Word, MS Excel). Ability to communicate effectively verbally and in writing. Ability to make thoughtful, informed, and thorough decisions. Ability to input and extract data, and compile data reports from <job-specific computer applications; e.g. SPSS>. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to build, maintain and troubleshoot <specify> databases.



The University of British Columbia

Staff Job Postings

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11341
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 3 (Gr4) **Business Title:** Financial Proc. Spec 3 (Gr4)
Department: Faculty of Land & Food Systems
Salary: \$37,308.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-29 **Available Openings:** 1

Job Summary

Reporting to the Finance Manager, the Financial Processing Specialist is responsible for the delivery of financial services in the fast paced environment of the Dean's Office. The incumbent is the subject matter expert of all routine financial transactions in the department, supporting the day to day financial activities of the faculty, researchers, staff and students, and providing administrative clerical support to the Finance Team. The position ensures that all transactions processed by the department conform to University policy, guidelines, procedures and government regulations and provides financial advice as required.

Organizational Status

The position reports directly to the Finance Manager and indirectly to the Director, Finance. Works under supervisor's direction regarding day-to-day activities and priorities and works with workstudy student. Interacts with faculty, researcher, staff and students. Liaises regularly with individuals in Financial Services, Supply Management and other University departments as well as a number of external vendors.

Work Performed

Financial:

- Reviews and processes requisitions for payments, journal vouchers, travel requisitions, purchase orders and cash receipts directly into the FMS Live system. Uses the knowledge of UBC Policy and practice to make decisions during document preparation and data entry. Traces rejected transactions, follows up and resolves errors.
- Reviews all financial paper work to ensure appropriate back up documentation is attached, proper signatures are obtained. Follows up with originating faculty and staff members when additional documents are required.
- Maintains files of all financial transaction documents and supporting material.
- Assists with reconciliation of PGs, following up on and resolving variances or discrepancies.
- Prepares and processes bank deposits
- Receives and disburses petty cash (\$500).
- Works with HR Coordinator and Graduate Student offices to obtain UTA and GTA records and prepares reconciliations of TA expenses and budget information
- Assists with setting up new project accounts, including assisting in the preparation of Granting Information Forms
- Responsible for vehicle booking and maintain vehicle keys and records
- Performs other financial tasks as required by the finance manager and or by the supervisor



The University of British Columbia

Staff Job Postings

Receptionist Duties:

- Receives and directs visitors in a professional and courteous manner. Responds to in-person and email enquiries. Provides and obtains information effectively and tactfully. Refers the individual to the appropriate staff or faculty member as necessary
- Sets up meetings as required and assists booking rooms, organizing meetings, setting up AV or other supplies
- Files and retrieves documents, reviews existing files, and renames, culls, archives, and disposes of material.
- Checks mails on a day basis

Performs other related tasks as required

Supervision Received

Works under general direction of the Finance Manager. Receives detailed instructions from supervisor on the assignment of new duties and thereafter only on new and unusual problems. Technical problems and matters involving policy are referred to supervisors.

Supervision Given

none - may assign work or train work study students when required.

Consequence of Error/Judgement

This position is required to exercise considerable tact, discretion and initiative in the performance of duties. Errors could result in significant financial and reputational losses. A high level of security and confidentiality is required in all financial transactions. Payment delays can result in poor relations with suppliers. Errors in the Financial Management System could result in inappropriate financial management decisions being made.

Qualifications

High School graduation and one year of related post-secondary education. High school graduation plus one year of post-secondary education with training in office procedures and bookkeeping practices. 3 years relevant experience or the equivalent combination of education and experience. Minimum of three years of related experience or two years of relevant UBC experience preferably including UBC experience with FMS and financial procedures. FMS certification preferred. Ability to effectively use at an intermediate level (e.g., Outlook, MS Word, MS Excel) Ability to communicate effectively verbally and in writing. Ability to perform word processing at 50 words per minute. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to demonstrate initiative. Ability to effectively use at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to communicate effectively verbally and in writing. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to perform word processing at 50 words per minute. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to demonstrate initiative.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11310
Location: Vancouver - Point Grey Campus
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: Financial Services
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-28
Job End Date: 2012-09-07
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-09-26 **Available Openings:** 1

Job Summary

Primary responsibility is reviewing the authorization, accuracy, and completeness of data submitted on Smart Forms based on the University policies, procedures, guidelines and government regulations, and processing the Smart Forms in an accurate, timely and auditable manner. Other responsibilities include providing backup support to Payment Processing Team and ongoing support to online users and campus departments.

Organizational Status

Reports to the supervisor of Smart Forms

Work Performed

- Reviews and verifies accuracy, adequacy, completeness and authorization of information provided on Smart. Matches the supporting documentation to the related information. Corrects minor errors where possible and for other errors, prepares a memo of explanation and returns documents to originator.
- Processes the Smart Forms based on the University policies and procedures. Coordinates with Payroll, Revenue Accounting, and Research and Trust Accounting on Honoraria, withholding tax, and research project grant transactions.
- Assesses the accuracy of GST and PST on requisitions and self assessing such taxes where necessary. Ensures appropriate tax forms are issued in relation to the payments and withholding taxes are deducted.
- Assists in creating and correcting the Smart Form interface file.
- Provide backup support to the Payment Processing Team.
- Liaisons with the bank and departments in regards to the required information (currency, beneficiary payee and bank account information) for wire transfer and bank draft requests.
- Investigates and rectifies discrepancies related to requisitions. Prepares and enters journal vouchers and cash receipts where necessary. Performs collection procedures for payments made to wrong vendor payee.



The University of British Columbia

Staff Job Postings

- Answers queries and resolves problems of a routine and non-routine nature from Faculty and Staff concerning requisition processes and interpretation of University policies, procedures, and government regulations. Questions are presented by e-mail, telephone and over the counter. Refers complex or sensitive enquiries to the Supervisor.

- Performs other related duties as required.

Supervision Received

Report to Requisition Processing Supervisor. Organizes and prioritizes workload to meet service needs within guidelines.

Supervision Given

None

Consequence of Error/Judgement

Delay in processing payment could result in over spending for the project. It could result in goods and services being withheld from the University, interest charges assessed to departments for late payment, and a damaged reputation for the University. Miscoding of Requisitions for Payment could result in cheques not being available to the payee on time, going to the wrong payee, or the wrong amount being paid. Undetected error in coding types of expenses could result in disallowed expenses by the grant contract agency and significant time-loss to the researcher scientist in explaining the error to the agency to get a correction processed.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. and Office procedures and practices. 3 years relevant experience or the equivalent combination of education and experience. Or two years of relevant UBC experience. Computer experience required (MSWord, Excel, UBCFMS preferred). Effective oral and written communication, interpersonal, customer service and organizational skills required. Detail-oriented with good problem skills needed. Abilities to type 10,000 keystrokes per hour and to operate the normal range of office equipment. Must be able to multi-task, set priorities, manage workflow effectively, and meet deadlines in a fast-paced environment. Must be able to exercise accuracy and attention to detail. Ability to exercise tact and discretion. Ability to be flexible to meet and adapt to changes in departmental priorities. Able to work both independently and within a team environment.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID:	11321		
Location:	Vancouver - Hospital Site		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Human Resources		
Classification Title:	HR Admin Clerk 4 (Gr7)	Business Title:	HR Admin Clerk 4 (Gr7)
Department:	Emergency Medicine		
Salary:	\$40,440.00 (Annual)		
Full/Part Time:	Part-Time (50%)		
Desired Start Date:	2011-10-03		
Job End Date:	2012-10-02	Possibility of Extension:	Yes
Funding Type:	Grant Funded		
Other:			
Date Closed:	2011-09-27	Available Openings:	1

Job Summary

This position is responsible for providing humans resouces support to Faculty Members including over 200 Clinical Faculty in the Department of Emergency Medicine.

Organizational Status

This position reports to the Head and Program Leader and receives overall direction from the Head. The Program Leader would provide day to day direction as required. The position regularly communicates with faculty members within the department.

Work Performed

Database Reports (STAR, Position Management, HMRS):

- Works with supervisors and the Dean's Office to ensure staff positions are correctly reviewed and advertised.
- Maintains and updates the Star and HRMS databases for faculty within the Department.
- Enters faculty employment and education profiles into STAR database.
- Runs database reports and provides statistical information and analysis when required.
- Produces statistics on areas such as new hires, employee retention, terminations, retirement and ranks.
- Maintains current email distribution lists for faculty. Ensures DEM Website information is current for full-time faculty members.

Faculty Support:

- Coordinates the recruitment of new faculty members, including making travel arrangements, scheduling interviews, etc.
- Maintains current knowledge of the relevant University Policies & Procedures and of the Agreement of Conditions of Appointment for Faculty and of the Faculty Policy on Clinical Faculty Appointments as well as academic licensing and academic certification requirements.
- Creates reports for the Head on faculty with upcoming end dates.
- Coordinates and processes all appointment notice documentation for Faculty including appointment and reappointment forms (extensions, salary changes, PG changes, etc.) and transfer severance notices.
- Coordinates and gathers appropriate documentation for faculty who are reviewed by the Academic Appointments Reappointments, Promotions and Tenure Committee; follows up on changes or information requested by the Committee and ensures appointments and promotions are approved and processed in a timely manner.



- Prepares biographical information on faculty members for Academic Appointments Reappointments, Promotions and Tenure Committee minutes.
- Follows up on clinical faculty, Emeritus, Adjunct and Associate Member appointments sent to the Dean's office. Updates spreadsheets and databases when appointments fully approved.
- Maintains a library of faculty biographical sketches, including photos.
- Ensures all appointment documentation on Postdoctoral Fellows, Research Associates, Clinical Fellows and Visiting Scientists is complete and follows up on discrepancies. Checks financial information with the Head before processing new appointments or reappointments.
- Answers enquiries regarding the status of appointment notices; communicates with Payroll, Faculty Relations, IT, the Dean's Office and the President's Office to investigate and solve payroll and appointment enquiries.
- Maintains a bring-forward system for reappointments, promotions, and merit increases.
- Compiles faculty dossiers for merit review - requests faculty members to submit updated CV's and other necessary materials.
- Encodes and summarizes course and teaching evaluations at the end of each school term for full-time faculty and strategic initiative leaders.
- Compiles and co-ordinates all supporting documentation for appointment, re-appointment, promotion and tenure reviews for clinical Faculty, Adjunct, Associate Members, and Emeritus appointments.
- Maintains appropriate tracking lists and systems to monitor the status of the various faculty appointments, both individually and by rank.
- Requests reviews of the status of research grant funding on new appointments and reappointments paid through research grants from department finance team. Advises Principal Investigators and supervisors and makes necessary changes to PG status salary extension.
- Prepares and sends out template congratulations letters to new clinical faculty members and faculty with adjunct or emeritus appointments.
- Prepares and sends out Welcome Packages to new clinical faculty.
- Coordinates, updates, and submits proofs of faculty personnel information for the UBC Student Calendar.
- Coordinates entries for the UBC online directory and the Vancouver Hospital online directory. Provides advice and training for Divisional Administrators on how to update the directories.
- Coordinates the annual process of clinical faculty reappointments.
- Communicates information about clinical promotions and collects expressions of interest.
- Sends out request for faculty members to submit Conflict of Interest (COI) declarations as applicable.
- Confirms rank start dates for career progress increments for academic faculty.
- Sends out annual requests for faculty to complete the Academic Guidelines, follows up on these requests and gathers statistics on responses.
- Coordinates monthly new faculty announcements and communicates changes when required.
- Compiles information on faculty for department as required.
- Answers or redirects faculty payroll enquiries.

Advertising and Immigration:

- Coordinates and advises Principal Investigators and Supervisors on the advertising process for Research Associates, Visiting Scientists and Postdoctoral Fellow positions on department website and other appropriate media.
- Provides information and assistance on immigration issues including letters of invitation.
- Provides advice on advertising and immigration policies.

Administrative Support

- Prepares orientation packages for new faculty.
- Ensures orientation information is kept up-to-date.
- Responsible for file management of faculty personnel files; including creating, filing, archiving, and disposal.
- Supports training and development programs.
- Assists the Head in preparing paperwork for regular Academic Appointments Reappointments, Promotions and Tenure Committee meetings including uploading documents to a secure part of the department website.
- Attends Academic Appointments Reappointments, Promotions and Tenure Committee meetings and takes minutes.
- Tracks term dates for Academic Appointments Reappointments, Promotions and Tenure Committee members and coordinates the process



The University of British Columbia

Staff Job Postings

of voting new members.

- Assists with maintaining the departmental website and ensures that web-based information is current.
- Updates the job manual annually.

Other Duties:

- Participates in projects and special events, including strategic planning.
- Performs other related tasks.

Supervision Received

Receives general direction from the Head and day to day direction from the Program Leader but works independently.

Supervision Given

Not required to supervise.

Consequence of Error/Judgement

Discrepancies, missing information, and errors could effect faculty promotions, re-appointments, and salary. This would prove to be costly in some cases and extremely embarrassing for the Department and University. Duties require a high level of confidentiality.

Uses own judgement to resolve routine and moderately complex issues. Refers very complex issues to the Head. May develop new methods and procedures to handle workload issues and streamline processes. Participates in making decisions regarding department's human resources goals and policies related to faculty in conjunction with the Head.

Qualifications

High School graduation and two year post-secondary diploma. . 4 years relevant experience or the equivalent combination of education and experience. Experience working in a medical environment preferred. Experience working in STAR and HRMS preferred. Familiarity with and knowledge of University policies and procedures pertaining to faculty an asset. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to exercise sound judgment and initiative. Ability to deal with people in a courteous, calm manner. Ability to exercise tact and discretion when dealing with sensitive and or confidential matters. Ability to communicate effectively verbally and in writing. Ability to effectively use email, Word, and Excel at an intermediate level. Ability to operate job-related equipment. Ability to work effectively independently and in a team environment.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11349
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Human Resources
Classification Title: HR Admin Clerk 4 (Gr8) **Business Title:** HR Specialist
Department: Nursing, School of
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-30 **Available Openings:** 1

Job Summary

Provides support to faculty members and general operations support to the faculty, staff and students of the School of Nursing.
Provides first point of contact in the School of Nursing office.

Organizational Status

Reports to the Manager, Operations & Finance.
Interacts regularly with the faculty, staff and students of the School of Nursing.
Liaises with service providers from Human Resources, Faculty Relations, Payroll, and IT.

Work Performed

- Advises management on terms and conditions of employment for non-union staff and on collective agreements for union staff, including limited interpretation (e.g. sick vacation accruals, notice periods, posting deadlines)
- Provides advice and assistance to employees and faculty members on HR issues (e.g., hiring process)
- Coordinates all staff recruiting processes, including Clinical Associates (responsibility is full cycle, including participation in interviews for some positions)
- Works with managers and UBC Human Resources to ensure staff positions are correctly classified and advertised in eRecruit, maintains the position management library for staff positions within eRecruit system
- Provides information to faculty and staff on current UBC human resources policies and practices, such as attendance and leave management, vacation and sick leave benefits
- Organizes and conducts orientations for all new staff
- Initiates and processes Personnel Action Forms for all HR and Payroll functions, including verification of adequate funding and all backup documentation
- Coordinates the annual review process for all staff
- Tracks milestone events (probationary periods, term end dates, notice periods) and initiates action as appropriate on behalf of the supervisor;
- Coordinates the semi-monthly timesheet process
- Oversees the Attendance Management Program for CUPE 2950, Non-Union Technicians Research Assistants, and M&P staff and advising supervisors when action is needed
- Maintains staff vacation and absence records



The University of British Columbia

Staff Job Postings

- Maintains personnel files for all staff and NBU faculty
- In consultation with the Manager, Operations & Finance, develops, maintains and updates HR procedures for the School of Nursing on the intranet
- Develops, maintains and updates a procedural manual for the position
- Provides backup for the Secretary to the Director
- Performs other tasks related to the qualification and requirements of the job

Supervision Received

Work is performed independently under broad direction and objectives involving frequently changing priorities. Incumbent identifies and resolves problems relating to areas of responsibility and bring matters to the attention of the Secretary to the Director and or the Manager, Operations & Finance as appropriate.

Supervision Given

Formally trains new or replacement staff on work procedures, and oversees work of temporary staff

Consequence of Error/Judgement

- Works independently under broad direction
- Work is performed with authorized prescribed limits and or an approved plan.
- Exercises independent judgment in selecting and interpreting information and reconciling deviations from standard methods.
- Job tasks are governed generally by broad instructions, objectives, and policies, usually involving frequently changing conditions and priorities.
- Assigned tasks make it necessary to determine what data and quality of data are required to make reliable decisions.

Qualifications

High School graduation and two year post-secondary diploma. . 4 years relevant experience or the equivalent combination of education and experience. Ability to effectively deal with difficult people. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to anticipate problems and issues and plan ahead. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to identify and respond to contentious or politically sensitive issues with discretion. Ability to understand and apply policies, procedures, and instructions. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to think conceptually. (i.e., use creative, conceptual, or inductive reasoning or thought processes to identify patterns in complex data, and identify key or underlying issues in complex situations) Ability to gain cooperation in the absence of formal authority. Ability to efficiently and effectively coordinate tasks. Ability to work effectively with minimal supervision. Ability to work effectively independently and in a team environment. Ability to gather, record, and organize information. Ability to interpret and apply complex legislation, policies, regulations, and technical information. Ability to prepare and complete job-related documents using relevant content and appropriate format (e.g., forms, letters). Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to accurately proofread for spelling, grammar, and punctuation. Ability to listen actively and attentively, and obtain clarification as required. Ability to assess situations and make decisions that fall outside the scope of established policy. Ability to exercise sound judgment. Ability to establish effective relationships with a variety of stakeholders, including unions and associations. Ability to interpret and apply collective agreements in a complex, unionized environment. Ability to effectively source and recruit candidates. Ability to conduct job-related interviews to obtain accurate, complete, and relevant information.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We



The University of British Columbia

Staff Job Postings

especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11316
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 3 (Gr4) **Business Title:** Front Counter 3 (Gr4)
Department: Anthropology
Salary: \$37,308.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-27 **Available Openings:** 1

Job Summary

Coordinating the complex workflow in the Anthropology Main Office and Anthropology Undergraduate Office on a day to day basis. Performs secretarial duties for Anthropology faculty and sessional instructors, reception duties, and advises undergraduate students. Keeps files, equipment, bookings, inventory, and exams in order and up-to-date. Assists with departmental photocopy requests.

Organizational Status

Reports to Administrative Assistant.
Coordinates the workflow in the Anthropology Main Office and Undergraduate Office with the Head's and Graduate Secretary.

Work Performed

Anthropology Main Office:

Receptionist duties: Receive telephone calls on a small switchboard and deal with in-person callers, faculty members, students, and visitors. Type correspondence, papers, telephone lists, mail forward lists, tables, letters, and research services forms. Coordinate courier services. Post lecture notices. Maintain a database of course outlines. Process the mail by circulating incoming and posting outgoing. Order supplies and equipment.
Financial duties: Receive cash payments; issue receipts; process expenses, travel advances and clearances, and other financial requisitions; make credit card payments.

Anthropology Undergraduate Office:

Provide assistance to the Anthropology Undergraduate Studies Committee Chair, faculty, and undergraduate students in the administration of the program by providing information, interpretation of policies and procedures, and advice on protocols and interpretation, including how to interpret reasons for decision, and consequences and alternatives related to policies and protocols.

Main Office receptionist duties:

- Process requests for courier service and track waybills.
- Create Excel tables and charts.



The University of British Columbia

Staff Job Postings

- Book (sign in and out) slide projectors, VCR's, overhead projectors, and multimedia projectors for department lectures.
- Maintain office equipment: fax, copier, printer, etc. Arrange regular service maintenance and repair calls for office equipment. Instruct faculty on proper equipment use. Perform daily checks that equipment is returned to department equipment room and in good working order. Keep an up-to-date inventory record of equipment by serial number and type. Handle all booking arrangements for A V equipment, ensuring security for such equipment. Regularly check and update the record.
- Maintain the supply of paper, toner and other office supplies. Provide assistance and supplies to users (faculty, staff, students). Stock the mailroom with supplies as needed. Place paper, toner, and printer supplies orders with Xerox. Order other office supplies from Staples. Keep the Main Office and stationary cabinet stocked.
- Assign new copy & print accounts.
- Answer enquiries from students, UBC personnel, and general public. Refer enquiries to appropriate staff and faculty members.
- Collect student papers from the essay drop box and distributing to appropriate faculty. Keep the front counter tidy and supplied with forms and handouts.
- Post notices on department bulletin boards.
- Regularly update, sort, forward and bundle mail for Campus Mail pick up.
- Report copier meter reads to Xerox as required.
- Keep mailboxes in order with clearly marked name signs.
- Inform Administrative Assistant of calls required to be placed to Trouble Calls or Telecommunications.
- Keep stock and maintenance of the First Aid Kit.
- Monitor water delivery and invoice payments.
- Forward lost and found items to UBC Lost & Found once per month.
- Keep the whiteboard with up-to-date with information on absences, holidays, events.
- Book AnSo Seminar rooms and equipment for faculty.
- Send faxes as required by faculty. Instruct faculty in the sending of faxes.
- Release faxes from the printer and forward to appropriate faculty.
- Process Photocopy Request Forms: photocopy letters, course outlines, and research papers as required by Faculty members. Print addresses on envelopes as requested.
- Check and stock paper supply and toner cartridges for the Computer lab. Attend to student queries. Call for service.
- Hand deliver urgent mail and postings on occasion.
- Place catering orders at the direction of the Head's Secretary.
- Perform a variety of office assistance work for the Administrative Assistant and the Graduate and Head's Secretary.
- Performs other duties related to the qualifications and requirements of the job.

Main Office financial duties:

- Record cash and grant charges in the cash log book.
- Record cheque and grant payments in the cheque log book.
- Fill out journal vouchers; requisitions for payment; honorarium; and travel advance, claim, and clearance forms for Administrative Assistant's signature.
- Monitor the general ledger of the two main department accounts. Reconcile the accounts by checking payments made and received in the cash & cheque log books, as well as Smart forms and paper requisitions, against debits and credits listed on the general ledger. Maintain a record of postage charges on grants and submit a list of charges on a Journal voucher to the Administrative Assistant for any amounts initially charged to the department.
- Process Visa statements once a month. Keep original receipts for items purchased with Visa, attach to statement, check all purchases, sign-off on statement and forward to Administrative Assistant.
- Process AMEX statements as expenses are charged by submitting a travel claim online, using a Smart form.
- Performs other duties related to the qualifications and requirements of the job.

Undergraduate Office duties:

- Type and compile information for departmental reviews and the Departmental Annual Report.
- Update departmental undergraduate webpages.
- Cancel classes and report to Head all requests for class cancellations. Maintain an accurate hard copy list of classroom and



The University of British Columbia

Staff Job Postings

timetable changes.

- Work closely with the Undergraduate Committee chair and members of the committee to provide assistance; type and distribute the agendas and minutes for undergraduate studies committee meetings; and arrange and attend meetings. Maintain current information and inform the chair and committee members of information sent out by Faculty of Arts and Arts Academic Advising in regard to Undergraduate Program.
- Act as a pro-active resource person for Undergraduate Committee Chair and Committee members, Faculty and students, regularly informing Committee Chairs and members of upcoming deadlines and developments regarding policies and clarifying department and University policies and procedures.
- Collect and distribute incoming and outgoing documents such as add drop forms, directed studies forms, and Honours program applications.
- Process all forms related to the undergraduate program and requirements.
- Distribute information to ANTH major minor Honours students.
- Keep track of student records regarding requirements, registration, graduation, etc.
- Act as liaison to direct undergraduate students to appropriate individuals and university and department resources.
- Provide academic advising to Anthropology students by phone, email, and in person.
- Act as the Exam Coordinator for the unit, working with Classroom Services to request exams for courses that require them.
- In conjunction with the Course Evaluation Team and the Department Head, prepare course schedule and TA worksheets, compiling information and checking it for accuracy.
- Forward any SISC system errors or Degree Navigator problems to Arts Academic Advising.
- Inform committee members and post notices relevant to the undergraduate program, including information on awards, employment, graduate schools.
- Collect Directed Studies course outlines and forms and maintain a file of current Directed Studies courses, etc.
- Using FSC, enter grades for Directed Studies, field school, and Honours students as instructed.
- Interact and liaise with Arts Academic Advising, the Registrar's office, departmental undergraduate committees, and other departments.
- Develop forms and an integrated information management system on an ongoing basis. Monitor processes and revises in consultation with Undergraduate Committee Chair in order to streamline.
- Compile data for the Undergraduate Committee in the adjudication of and undergraduate scholarships awards and prepares documents forms included in nomination packages. Prepare summaries of undergraduate awards for publication in the Departmental Newsletter.
- Update undergraduate program information in consultation with the Undergraduate Committee Chair by collecting information and

Supervision Received

Work is done under general supervision. Technical problems and matters involving policy are referred to supervisor. Performs familiar duties independently and in accordance with established procedures.

Supervision Given

Coordinates the work with and provides assistance to other secretaries in the office and in the building.

Organization Chart:

Department Head

Administrative Assistant

Archaeology Tech.

Head's and Graduate Secretary

Main Office and Undergraduate Secretary

Consequence of Error/Judgement

The nature of the work demands planning the sequence of duties, the work methods to be employed and the action to be taken on unusual problems. Must exercise judgment based upon a thorough knowledge of procedures, guidelines and regulations and make decisions based on guidelines and established precedents. This is a positions in the Anth Main Office - a very organized



individual with pleasant attitude; polite and courteous manner when answering the phones and when talking to students and general public at the front counter.

Qualifications

High School graduation and one year of related post-secondary education. Business training in office procedures and practices. . 3 years relevant experience or the equivalent combination of education and experience. Four year's office experience or three years relevant UBC experience. Knowledge of University an asset. Word processing computer experience required (Word, Excel, MS Office, Web, SISC, FSC, FMIS preferred). Ability to perform word processing at 50 words per minute. Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier). Ability to communicate effectively verbally and in writing. Ability to organize effectively. Ability to provide quality service to customers in a courteous, patient manner. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11334
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Lib Asst & Specialst
Classification Title: General Library Asst (Gr1) **Business Title:** General Library Asst - Library Monitor
Department: Library - Borrower Services
Salary: \$ 16.16 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-11
Job End Date: 2012-04-30
Funding Type: Budget Funded
Other: Sessional
Date Closed: 2011-09-29 **Available Openings:** 1

This is a PART TIME HOURLY WINTER SESSIONAL position working 21 - 28 hours per week. Shifts are a combination of day, evening and weekend hours. Shifts to be determined.

Job Summary

Routinely patrols all areas of Koerner Library remaining alert to safety and security problems and monitoring the behaviour of library users. Enforces the Library's policy on unacceptable behaviour. Reports and refers security and safety concerns and problem patron issues to Library staff, Campus Patrol, and the RCMP.

Organizational Status

Supervised by the Circulation Manager and the Circulation & Collection Space Coordinator, Borrower Services. Establishes and maintains good working relationships with Library staff, Campus Patrol, the fire department, and the RCMP. Works closely with the public.

Work Performed

1. Routinely patrols all areas of Koerner Library looking for safety or security problems and being attentive to potential problem patron situations. May patrol other Library buildings on campus as requested.
2. Monitors and receives reports on security problems and users creating disturbances.
3. Enforces library policy on unacceptable conduct by identifying repeat offenders, requesting identification from offenders, diffusing tensions, and requesting that problem patrons leave the Library if necessary. Informs the Circulation Supervisor, the Circulation Manager, or the Circulation & Collection Space Coordinator, Borrower Services after an incident. Calls Campus Security or the RCMP for assistance as required.
4. Records information of and maintains names of repeat offenders and notes specifics of each incident.
5. Maintains and updates documentation on library monitoring guidelines and procedures.
6. Remains alert to and notes maintenance problems in the Library, especially those affecting safe research and study and building security. Reports maintenance problems to appropriate library or facilities staff.



The University of British Columbia

Staff Job Postings

7. Responds promptly to all fire, security, gate, or other building alarms to determine cause and take corrective action.
8. Follows established procedures and assists with the evacuation or containment of the building in the event of emergencies, lockdowns, fire alarms, drills, or power outages.
9. Traces and retrieves missing materials.
10. Collects, sorts, shelves, shelf-reads, arranges, straightens, checks, and transports materials.
11. Picks up and delivers library materials, supplies, and equipment on request.
12. Provides basic directional and informational duties regarding library policies and campus services to users.
13. Participates in departmental and building closing procedures and assists in ensuring all areas of the building are secure at closing time.
14. Performs other related duties.

Supervision Received

Accountable to and receives direction from the Circulation Manger and the Circulation & Collection Space Coordinator, Borrower Services. May receive general supervision from the Circulation, Stacks Maintenance Book Bin, Reserves, and Overdues Units Supervisors as well as circulation desk staff working nights or weekends. Performance reviews conducted by Circulation Manger and the Circulation & Collection Space Coordinator, Borrower Services.

Supervision Given

Is not required to supervise. May explain work procedures to new or inexperienced staff.

Consequence of Error/Judgement

Works within established policies and procedures (e.g., Food and Drink Policy, Responsible Use of Information Technology Facilities and Services). Performs routine duties independently. Resolves routine problems and refers other problems to senior staff. Consequences of inappropriate judgement are adverse patron or public relations. Failure to secure the building may leave Koerner Library, its collection, and its users vulnerable.

Qualifications

High School graduation. Knowledge of University and Library policies and procedures relating to safety and security preferred. 1 years relevant experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, patient manner. Ability to work independently and in a team environment. Ability to effectively manage multiple tasks and priorities. Ability to exercise sound judgment. Ability to exercise tact and discretion. Ability to effectively use email, word processing, spreadsheet and integrated library database applications at a basic level. (MS Office and Voyager preferred). Ability to lift and move up to 20kg of boxed materials and equipment and push fully loaded book trucks. Ability to effectively move within a multi-storied facility. Ability to work evenings and weekends.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively



The University of British Columbia

Staff Job Postings

with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11343
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Lib Asst & Specialist
Classification Title: General Library Asst (Gr1) **Business Title:** General Library Asst - Library Monitor
Department: Library - Borrower Services
Salary: \$ 16.16 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-11
Job End Date: 2012-04-30
Funding Type: Budget Funded
Other: Sessional
Date Closed: 2011-09-29 **Available Openings:** 1

Job Summary

Routinely patrols all areas of Koerner Library remaining alert to safety and security problems and monitoring the behaviour of library users. Enforces the Library's policy on unacceptable behaviour. Reports and refers security and safety concerns and problem patron issues to Library staff, Campus Patrol, and the RCMP.

Organizational Status

Supervised by the Circulation Manager and the Circulation & Collection Space Coordinator, Borrower Services. Establishes and maintains good working relationships with Library staff, Campus Patrol, the fire department, and the RCMP. Works closely with the public.

Work Performed

1. Routinely patrols all areas of Koerner Library looking for safety or security problems and being attentive to potential problem patron situations. May patrol other Library buildings on campus as requested.
2. Monitors and receives reports on security problems and users creating disturbances.
3. Enforces library policy on unacceptable conduct by identifying repeat offenders, requesting identification from offenders, diffusing tensions, and requesting that problem patrons leave the Library if necessary. Informs the Circulation Supervisor, the Circulation Manager, or the Circulation & Collection Space Coordinator, Borrower Services after an incident. Calls Campus Security or the RCMP for assistance as required.
4. Records information of and maintains names of repeat offenders and notes specifics of each incident.
5. Maintains and updates documentation on library monitoring guidelines and procedures.
6. Remains alert to and notes maintenance problems in the Library, especially those affecting safe research and study and building security. Reports maintenance problems to appropriate library or facilities staff.
7. Responds promptly to all fire, security, gate, or other building alarms to determine cause and take corrective action.



The University of British Columbia

Staff Job Postings

8. Follows established procedures and assists with the evacuation or containment of the building in the event of emergencies, lockdowns, fire alarms, drills, or power outages.
9. Traces and retrieves missing materials.
10. Collects, sorts, shelves, shelf-reads, arranges, straightens, checks, and transports materials.
11. Picks up and delivers library materials, supplies, and equipment on request.
12. Provides basic directional and informational duties regarding library policies and campus services to users.
13. Participates in departmental and building closing procedures and assists in ensuring all areas of the building are secure at closing time.
14. Performs other related duties.

Supervision Received

Accountable to and receives direction from the Circulation Manger and the Circulation & Collection Space Coordinator, Borrower Services. May receive general supervision from the Circulation, Stacks Maintenance Book Bin, Reserves, and Overdues Units Supervisors as well as circulation desk staff working nights or weekends. Performance reviews conducted by Circulation Manger and the Circulation & Collection Space Coordinator, Borrower Services.

Supervision Given

Is not required to supervise. May explain work procedures to new or inexperienced staff.

Consequence of Error/Judgement

Works within established policies and procedures (e.g., Food and Drink Policy, Responsible Use of Information Technology Facilities and Services). Performs routine duties independently. Resolves routine problems and refers other problems to senior staff. Consequences of inappropriate judgement are adverse patron or public relations. Failure to secure the building may leave Koerner Library, its collection, and its users vulnerable.

Qualifications

High School graduation. Knowledge of University and Library policies and procedures relating to safety and security preferred. 1 years relevant experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, patient manner. Ability to work independently and in a team environment. Ability to effectively manage multiple tasks and priorities. Ability to exercise sound judgment. Ability to exercise tact and discretion. Ability to effectively use email, word processing, spreadsheet and integrated library database applications at a basic level. (MS Office and Voyager preferred). Ability to lift and move up to 20kg of boxed materials and equipment and push fully loaded book trucks. Ability to effectively move within a multi-storied facility. Ability to work evenings and weekends.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11331
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Lib Asst & Specialist
Classification Title: General Library Asst (Gr1) **Business Title:** General Library Asst - Library Monitor
Department: Library - Borrower Services
Salary: \$ 16.16 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-11
Job End Date: 2012-04-30
Funding Type: Budget Funded
Other: Sessional
Date Closed: 2011-09-29 **Available Openings:** 1

This is a PART TIME HOURLY WINTER SESSIONAL position working 21 - 28 hours per week. Shifts are a combination of day, evening and weekend hours. Shifts to be determined.

Job Summary

Routinely patrols all areas of Koerner Library remaining alert to safety and security problems and monitoring the behaviour of library users. Enforces the Library's policy on unacceptable behaviour. Reports and refers security and safety concerns and problem patron issues to Library staff, Campus Patrol, and the RCMP.

Organizational Status

Supervised by the Circulation Manager and the Circulation & Collection Space Coordinator, Borrower Services. Establishes and maintains good working relationships with Library staff, Campus Patrol, the fire department, and the RCMP. Works closely with the public.

Work Performed

1. Routinely patrols all areas of Koerner Library looking for safety or security problems and being attentive to potential problem patron situations. May patrol other Library buildings on campus as requested.
2. Monitors and receives reports on security problems and users creating disturbances.
3. Enforces library policy on unacceptable conduct by identifying repeat offenders, requesting identification from offenders, diffusing tensions, and requesting that problem patrons leave the Library if necessary. Informs the Circulation Supervisor, the Circulation Manager, or the Circulation & Collection Space Coordinator, Borrower Services after an incident. Calls Campus Security or the RCMP for assistance as required.
4. Records information of and maintains names of repeat offenders and notes specifics of each incident.
5. Maintains and updates documentation on library monitoring guidelines and procedures.
6. Remains alert to and notes maintenance problems in the Library, especially those affecting safe research and study and building security. Reports maintenance problems to appropriate library or facilities staff.



The University of British Columbia

Staff Job Postings

7. Responds promptly to all fire, security, gate, or other building alarms to determine cause and take corrective action.
8. Follows established procedures and assists with the evacuation or containment of the building in the event of emergencies, lockdowns, fire alarms, drills, or power outages.
9. Traces and retrieves missing materials.
10. Collects, sorts, shelves, shelf-reads, arranges, straightens, checks, and transports materials.
11. Picks up and delivers library materials, supplies, and equipment on request.
12. Provides basic directional and informational duties regarding library policies and campus services to users.
13. Participates in departmental and building closing procedures and assists in ensuring all areas of the building are secure at closing time.
14. Performs other related duties.

Supervision Received

Accountable to and receives direction from the Circulation Manger and the Circulation & Collection Space Coordinator, Borrower Services. May receive general supervision from the Circulation, Stacks Maintenance Book Bin, Reserves, and Overdues Units Supervisors as well as circulation desk staff working nights or weekends. Performance reviews conducted by Circulation Manger and the Circulation & Collection Space Coordinator, Borrower Services.

Supervision Given

Is not required to supervise. May explain work procedures to new or inexperienced staff.

Consequence of Error/Judgement

Works within established policies and procedures (e.g., Food and Drink Policy, Responsible Use of Information Technology Facilities and Services). Performs routine duties independently. Resolves routine problems and refers other problems to senior staff. Consequences of inappropriate judgement are adverse patron or public relations. Failure to secure the building may leave Koerner Library, its collection, and its users vulnerable.

Qualifications

High School graduation. Knowledge of University and Library policies and procedures relating to safety and security preferred. 1 years relevant experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, patient manner. Ability to work independently and in a team environment. Ability to effectively manage multiple tasks and priorities. Ability to exercise sound judgment. Ability to exercise tact and discretion. Ability to effectively use email, word processing, spreadsheet and integrated library database applications at a basic level. (MS Office and Voyager preferred). Ability to lift and move up to 20kg of boxed materials and equipment and push fully loaded book trucks. Ability to effectively move within a multi-storied facility. Ability to work evenings and weekends.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively



The University of British Columbia

Staff Job Postings

with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11294
Location: Vancouver - Point Grey Campus
Employment Group: Excluded M&P
Job Category: Human Resources
Classification Title: Human Resources Advisor **Business Title:** Human Resources Advisor
Department: Human Resources
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-30 **Available Openings:** 2

Job Summary

To provide advice and counsel and makes recommendations on all human resources management issues to ensure best practices are established within each unit. To provide leadership with respect to the Focus on People Workplace Practices Initiative. To participate on the Focus on People Integration Team by partnering with units to identify and implement strategies. To develop relationships and partner with clients by providing human resources expertise into their strategic business plans. This is done by participating in the review of organizational structures, performance and change management issues and conflict resolution opportunities. To provide guidance and direction in handling employee relations issues including contract interpretation and grievance handling to Step 2, progressive discipline, investigations, terminations, return to work and accommodation initiatives.

Organizational Status

Reports to the Manager, Human Resources Advisory Services. Provides consultation to Supervisors, Department Managers, Directors, Department Heads, Vice-Presidents. Works with Employee Relations Managers, Organizational Training & Development Practitioners, Return to Work Coordinators, Pension Administrators and Benefit Administrators. Provides direction to Human Resources Associates and Administrative Secretaries.

Work Performed

Consult with and coach clients on all human resources management issues pertaining to staff employees so as to ensure human resource best practices are established within all units. To ensure business partnerships are developed and maintained by regularly visiting units on site and meeting with functional department leaders.

Provide leadership and participate in the Focus on People Integration Team so as to support units in their identified strategies.

Develop and maintain partnerships with client departments so as to provide advice into their strategic business plans by participating in the review of organizational structures, performance and change management issues and conflict resolution opportunities.

Provides interpretation and advice regarding collective agreements, contracts, government legislation and University policies, procedures, practices and guidelines.



The University of British Columbia

Staff Job Postings

Resolve various case issues, grievances and disputes by researching, documenting processes, participating in discussions, recommending solutions and negotiating settlements as applicable. Provide thorough overview of case with recommendations directly to Employee Relations Manager. Consult with Employee Relations Managers prior to advising on appropriate disciplinary action.

Collaborates with Return to Work Coordinators in Health, Safety and Environment to develop action plans for returning employees to the workplace. Oversees accommodation process identified with Human Resources Associate.

Participate in the development, community roll-out and maintenance of attendance management programs. Deliver training sessions and provide guidance and support to address specific attendance management issues.

Identify unit development needs, collaborate with advisory services team members to determine training requirements community wide, participate in program development and deliver training sessions in support of University initiatives.

Using a coach approach, advise units on career development, recruitment practices, succession planning, compensation and performance management and other human resource practices.

Oversees the work of Human Resource Associates and Administrative Secretaries, Advisory Services.

Chairs and or participates regular Employer Council Meetings Administrative Managers Meetings in order to provide a forum for discussion of human resource issues and provide new and revised human resource practices.

Regularly participates in HR Managers Networks Meetings and presents topics at Round Tables and or participates in Round Table discussions.

Answer a wide range of general employment related enquiries from internal and external community.

Participate in a wide range of various projects and committees.

Performs other related duties as required.

Supervision Received

Reports to the Manager, Human Resources Advisory Services.

Supervision Given

Oversees the work of Human Resources Associates and provides guidance in matters of professional practices. Directs and oversees the work of Administrative Secretaries.

Consequence of Error/Judgement

Implications of decisions or advice may result in legal and or financial liability, restrictions on operations, damage to credibility, and poor relations with unions and employees.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of five to seven years of related experience or the equivalent combination of education and experience. Minimum five to seven years of related human resources experience including generalist experience. Experience in administration of collective agreements and labour relations in a complex unionized environment. Knowledge of current Human Resource Management practices. Knowledge of provincial and federal legislation governing employers Human Resource practices. Knowledge and experience in using a coaching model to influence and advise clients. Knowledge of the electronic recruiting systems an asset. Ability to communicate effectively verbally and in writing. Effective presentation,



The University of British Columbia

Staff Job Postings

leadership, organizational, analytical and problem-solving skills. Ability to establish and maintain supportive working relationships with clients and team members. Ability to develop and implement strategies to meet the needs of clients. Ability to travel to on and off-site departmental unit locations.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11301
Location: Vancouver - Point Grey Campus
Employment Group: Excluded M&P
Job Category: Unassigned
Classification Title: Paralegal **Business Title:** Paralegal
Department: University Counsel Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-01 **Available Openings:** 1

Job Summary

Provides paralegal services to the Office of the University Counsel. The incumbent is responsible for ensuring the University's compliance with a variety of deadlines and correspondence obligations via legal tracking systems. This position also provides professional advice to academic and administrative departments, faculty and staff members, and the general public regarding a variety of issues related to contracts and trademarks.

Organizational Status

Reports to the University Counsel. Works directly with the University Counsel, Associate University Counsel and Legal Counsels. Liaises with all levels of administrative units, faculties and departments and external parties.

Work Performed

- Reviews non-standardized contracts between UBC and external parties, making recommendations to the counsel as to their form and execution, ensuring compliance with UBC standards, liaising with university units and external parties, arranging UBC execution and distribution of executed copies to university units, and filing the same.
- Reviews standardized contracts between UBC and external parties, develops variations and modifications in conjunction with counsel, ensures compliance with UBC standards, liaises with university units and external parties, arranges UBC execution of contracts and distribution of executed copies to university units, and filing the same.
- Manages the University's Canadian and international trade-marks portfolio, including preparing trade-mark licence agreements, working with counsel to instruct UBC's external trade-marks counsel and trade-marks agents, performing due diligence on prospective trade-mark licensees, responding to unauthorized use of UBC's trade-marks by third parties, ensuring that all trade-mark related deadlines are met, responding to inquiries from university units and external parties with respect to basic trade-mark matters and reviewing all correspondence from UBC's external trade-marks counsel and trade-marks agents.
- Manages department agreement precedents, and other department databases and resources.
- Performs electronic searches in on-line databases, including B.C. Online and Quicklaw.
- Assists the Office of the University Counsel with special projects that require knowledge of legal files and issues.

Supervision Received

Reports to the University Counsel; work is done under limited supervision. Routine processing matters are handled independently,



The University of British Columbia

Staff Job Postings

occasionally consulting supervisor with reference to new or complex problems.

Supervision Given

May oversee the work of temporary clerical staff and students.

Consequence of Error/Judgement

Exercises considerable judgment and initiative. Ability to act independently. Has legal or financial implications if information disclosed inappropriately.

Qualifications

Paralegal certificate or diploma required. Minimum 4 years' paralegal experience preferred. Advanced word processing computer experience required. Ability to exercise tact and discretion in dealing with confidential and sensitive matters. Effective oral and written communication, interpersonal and problem solving skills. Demonstrated organizational experience. Sound judgment and ability to maintain accuracy and pay close attention to detail is a necessity. Experience working in a fast paced environment. Ability to adapt to changing priorities, multitask, prioritize work and take initiative.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11362
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A
Business Title: Finance & Special Projects Coordinator
Department: UBCO-Dep.ViceChanclr&PrncplOfc
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-01
Job End Date: 2012-03-31
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-09-30
Available Openings: 1

Job Summary

The Finance & Special Projects Coordinator is responsible for performing core accounting functions and providing budgetary support to the Director, Office of the Deputy Vice Chancellor & Principal, including preparing annual budget plans (and budget system entries) and routine and ad hoc financial reports and budget forecasts. This position also coordinates supports special project needs at the Senior Executive level, as assigned by the Director.

Organizational Status

This position reports to the Director, Office of the Deputy Vice Chancellor & Principal.

This position will work closely with constituents on both campuses, especially with regard to coordination of special projects, as necessary.

Department organizational chart attached.

Work Performed

1. Performs core accounting functions and provides budgetary support by:
 - Coordinating budget planning, tracking and management for the Office of the Deputy Vice Chancellor & Principal
 - Preparing forecasts and developing the annual budget for the Office, including expenses related to personnel and operations
 - Monitoring budget variances and providing monthly reports on budget status.
 - Recommending strategies for corrective action and financial efficiencies, as required.
 - Ensuring budget has adequate funding by tracking salaries and increments for the Office budget.
 - Completing expenditure documentation and tracking including: external contract purchase orders, P-card purchases (serving as the Department Card Coordinator), travel requisitions, requisitions for payment and journal vouchers.
 - Making recommendations regarding financial processes and procedures for the Office.
 - Providing departmental support for the Position Management and Hyperion systems.
 - Assisting in the preparation of annual budget plans forecasts for administrative units in the Deputy Vice Chancellor & Principal's portfolio, as required.
 - Reconciling general ledger on a monthly basis to confirm the appropriateness validity of expenditures, bringing issues forward as required.



The University of British Columbia

Staff Job Postings

- Reviewing senior administration expenses and bringing discrepancies forward prior to authorization.
- Preparing year-end audit documentation and providing financial information to internal external auditors, as necessary.
- Maintaining financial management records within the Office of the Deputy Vice Chancellor & Principal.

2. Coordinates and supports special project needs at the Senior Executive level by:

- Responding to identified needs and developing strategies solutions, as assigned by the Director.
- Supporting the roll-out of the Enterprise Risk Management initiative on the Okanagan campus.
- Engaging in recurring and ad hoc responsibilities, as established on a case-by-case basis.
- Providing research and writing support.

3. Supports departmental objectives and needs by:

- Preparing written reports, communiqués and research, as required.
- Providing supporting function to the President's Advisory Committee on Student Discipline.
- Performing other related duties, as required.

Supervision Received

This position works independently under the supervision of the Director, Office of the Deputy Vice Chancellor & Principal, within established guidelines.

Supervision Given

While this position does not directly supervise staff, he she, in consultation with the Director, Office of the Deputy Vice Chancellor & Principal, may assign administrative tasks to the support team, as necessary.

Consequence of Error/Judgement

The work undertaken by this position has a significant impact on the financial administration of the Office of the Deputy Vice Chancellor & Principal. Errors and or lack of judgment may have consequential impact on the planning and decision-making abilities of the department. Furthermore, such error may lead to mismanagement of Office resources which could result in financial losses and negative reputational impact. Work conducted within the Office of the Deputy Vice Chancellor & Principal is of a highly confidential sensitive nature and the position must maintain the strictest level of confidentiality in all proceedings.

Qualifications

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA). Undergraduate degree in a relevant discipline, preferably related to Business Commerce. Minimum of two years experience or the equivalent combination of education and experience. Experience in PeopleSoft or other large ERP system. Experience with reconciliations and analysis of financial data. Experience in a post-secondary environment preferred. Ability to independently apply knowledge of policies and procedures. Ability to work effectively independently and in a team environment. Strong organizational, planning and analytical skills. Ability to set priorities, organize workload and work within deadlines. Ability to act with confidentiality, tact and discretion. Excellent oral and written communication skills. Strategic and system thinking skills, with strong attention to detail.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11312
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level B **Business Title:** Financial Officer, GL & AP
Department: Medicine - Dean's Office
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **Available Openings:** 1

Job Summary

Responsible for managing the general ledger (GL) and accounts payable (AP) functions in the Dean's Office, Faculty of Medicine. The Financial Officer, GL & AP will provide financial management by overseeing the co-ordination and review of general ledger, accounts payables, and purchase requisitions processed through the Dean's Office, assists with the interpretation of University and Faculty policies and procedures, and the implementation of financial systems and internal controls relating to GL and AP. The incumbent will be responsible for creating internal control measures to mitigate the deficits in the Faculty's research, special purpose, fee-for-service and operating accounts. The incumbent will also be responsible for administering the Faculty's endowments and preparing management financial reports.

The work for this position will be conducted in the Dean's Office of the Faculty of Medicine. Local travel between sites may be necessary. The incumbent must be able to deal with changing priorities and multiple deadlines. The position will spend much of their day using the computer.

The Faculty of Medicine is an operation with an annual consolidated budget of over \$500 million including general purpose operating (\$70 million), research (\$250 million or 52% of UBC total research), special purpose (\$120 million), fee-for-service (\$70 million), endowment and trust funds. The Faculty is one of the largest and most complex at UBC with an intensive curriculum and research portfolio delivered by more than 600 fulltime, and over 3500 part time and clinical faculty members and 1000 staff within 19 basic science and clinical departments, two professional schools, and nine Senate approved centres.

Organizational Status

The Financial Officer, GL & AP reports to the Director of Finance, Faculty of Medicine. The incumbent will interact with the senior faculty leaders and financial staff in the Faculty of Medicine and various Health Authorities, and UBC Financial Services. The Financial Officer, GL & AP will also direct three Financial Processing Specialists 4 with regard to the general ledger and accounts payable functions of Med Finance.

Work Performed

-Provides intermediate level financial advice and training to administrators, managers, heads and directors, and financial leadership to those departments within the Faculty of Medicine without administrators with regards to UBC accounting and purchasing policies and procedures;



- Coordinates the Faculty's year-end general ledger and accounts payable process including accruals and providing training to Faculty Administrators. This is very complex and involves the coordination of activities across the Faculty;
- Conducts detailed monitoring of research, special purpose, fee-for-service and operating accounts for the entire Faculty and discuss resolutions with respective departments including liaising with Central Finance to assist in resolving deficit issues;
- Directs and reviews the general ledger and accounts payable functions of the Dean's Office;
- Administering endowment accounts for the entire Faculty;
- Co-ordinates purchase requisitions and purchase orders for the Dean's Office;
- Developing and implementing financial policies and procedures for efficiency improvements;
- Evaluating and making recommendations on internal controls, accounting and reporting systems, and ensuring compliance with generally accepted accounting principles;
- Responsible for highly complex and sensitive transactions;
- Investigating and recommending solutions on issues and disputes of a financial nature for the whole faculty;
- Reviews reconciliations performed by the Financial Processing Specialist 4
- Administers the clinical faculty payment process in collaboration with the Office of Clinical Faculty Affairs.
- Creating and developing financial reports using various software packages (e.g. nVision, excel etc.) to support financial decision making and financial management and monitoring;
- Preparing information and analysis for use by Dean, the Executive Director, Resources and Operations, Faculty Finance Committee, Department Heads;
- Utilizing information from a variety of systems and UBC units such as Treasury, Office of Research Services, etc. to develop reports and provide information to various parties throughout the Faculty;
- P-card co-ordination within the Dean's Office and Faculty
- Managers and directs staff
- Performs other related duties

Supervision Received

The Financial Officer, GL & AP reports to the Director of Finance. The incumbent is expected to work independently and at the level of an accounting professional. The Director of Finance will describe the overall goals of a project or provide a general overview of the information required and the Finance Officer, GL & AP will work independently to produce the end product.

Supervision Given

The Financial Officer, GL & AP manages the shared Financial Processing Specialists 4 responsible for general ledger and accounts payable activities.

Consequence of Error/Judgement

This Financial Officer, GL & AP is expected to work independently at a professional accountant level to produce a product that requires little detailed review. This position is key to maintaining the structure which supports all financial reporting for the Faculty. Errors and poor decisions by this position could result in unreliable information or no information being available to effectively manage the finances of a large and very complex organization. As this position also advises departments throughout the Faculty, errors could have a significant impact throughout the Faculty.

The accountability of this position requires the incumbent to deal effectively with the appropriate personnel, both professional and non-professional, at all such levels of involvement and responsibility, both within and outside the University.

Qualifications

Undergraduate degree in a relevant discipline, Two years of post-secondary education in financial management and Completion of three years in an accredited accounting program (CGA or CMA or CA). UBC FMS financial certification will be required. Minimum of three years experience or the equivalent combination of education and experience. Experience in post-secondary education or health care sectors is preferred. Experience in fund accounting, financial control, and policy interpretation. Experience in



The University of British Columbia

Staff Job Postings

working with people at senior levels and other professionals and with large enterprise systems. Ability to communicate effectively verbally and in writing. Ability to deal with sensitive issues with tact and diplomacy. Ability to interact effectively with professional, and administrative personnel. Ability to effectively use Excel and familiarity with financial accounting systems. Ability to work effectively independently and in a team environment. Ability to work under pressure with changing priorities and to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to analyze and interpret data, determine implications, and provide recommendations. Management and analytical skills. Advanced computer skills required (advanced Excel and familiarity with financial accounting systems).

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11330
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Special Projects Administrator
Department: VP Academic & Provost Office
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (30%)
Desired Start Date: 2011-09-16
Job End Date: 2012-09-15 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-28 **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 special project administrative support to the Senior Advisor International, Office of the Provost and Vice President Academic. Manages and coordinates a variety of projects and activities; and provides communication, research, writing and finance support..

Organizational Status

Reports to the Senior Advisor International (SAI), Office of the Provost and Vice President Academic

The SAI provides leadership and creativity in advancing UBC's international mission by identifying, developing and managing international academic initiatives to promote UBC's academic internationalization objectives. The SAI works collaboratively with the Vice Presidents, the Deans, and faculty members; the Executive Director International; the Executive Director, UBC Asia Pacific Regional office; the Director of the International Student Initiative; and the Director of Go-Global.

Work Performed

- Undertakes projects assigned by the Senior Advisor International (SAI) and the Provost Office, pertaining to international academic initiatives to promote UBC's academic internationalization objectives.
- Manages the international faculty exchange agreement between UBC (via the Sauder School of Business) and Hong Kong Polytechnic University (HK Poly); collaborates on developing new contract terms with the partner institution;
- Manages the teaching exchange with HK Poly and recommends changes to improve the process for UBC faculty. Manages the academic visits and determines appropriate venues and itineraries. Writes project reports.
- Acts as administrative contact with the Sauder School of Business; advises the SAI on a variety of the Sauder School's international projects and manages the work for these projects
- Leads the Chinese English translation process to ensure that documents for use at a high level such as government websites and Chinese government publications are translated appropriately.
- Manages international high-ranking visits, planning programs for these visits to UBC, identifying and contacting senior members of the university (including the Provost and VP Academic, Vice Provosts, Deans) and faculty members to request their involvement in the meetings, preparing agendas and managing the logistics with a goal to sustaining and enhancing UBC's international reputation. Manages the translation of materials if needed. Determines any and all needs of the visitors and follows through to



The University of British Columbia

Staff Job Postings

ensure that the visits were successful and collegial.

- Manages the arrangements for the SAI's international trips on behalf of the university, assisting the SAI in identifying representatives from partner institutions with whom to meet, prepares a complex travel schedule and meeting itinerary, ensuring that trip objectives are met and following up to ensure positive outcomes upon conclusion of the trip. Follows up with the appropriate UBC faculty members to convey pertinent information about the SAI's discussions abroad.
- Manages the preparation of other meetings for the SAI by keeping the SAI informed of developments and the SAI's anticipated contributions to the meetings, researching and assembling background material, writes briefing notes and compiling necessary data.
- Takes a major role in the organizational details of the annual China Forum (a downtown business event between the Sauder School of Business and external partners). Extends invitations to guests, and supports UBC and Sauder participation in the event.
- Collaborates with other stakeholders in the planning and implementation of UBC's annual Celebrate Learning Week (a joint effort led by the Provost Office with involvement from the Centre for Teaching, Learning and Technology).
- Develops and implements administrative systems, policies and procedures to maximize efficiency of the SAI.
- Conveys information and conducts discussions with senior members of UBC (including Provost and Vice President Academic, Vice Provosts, Deans) and members of faculty and staff on behalf of the SAI on a variety of matters.
- Co-manages the budget of the SAI, managing the ongoing tracking of expenses within the allotted funding within the Provost Office for the SAI's work, as well as that of the Asia Pacific Regional Office.
- May be assigned other tasks for the Office of the Provost and Vice President Academic, such as liaising and coordinating details with the Asia Pacific Regional Office on various matters, and preparing submissions to the Board of Governors.

Supervision Received

Works independently under the direction of the SAI. Projects may be undertaken under the direction of other senior personnel within the Provost's Office. Reports administratively to the Director.

Supervision Given

None.

Consequence of Error/Judgement

The incumbent is expected to display personal initiative and must exercise sound judgment in all administrative areas; have tact and diplomacy; be accurate, and maintain confidentiality. The incumbent must be able to act independently in performing defined duties. The incumbent must be up to date on UBC policies and procedures and be able to exercise judgment in the absence of established policies, procedures or guidelines. Failure to act in a professional, tactful and respectful manner would have an adverse effect on the Office of the Provost and VP Academic, and the University. The potential for negative impact on the Provost's Office and the University is significant.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Knowledge of different cultures and ability in at least one Asian language. Ability to exercise tact and discretion. 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 take initiative. Ability to communicate effectively verbally and in writing. Ability to organize, prioritize and work effectively under pressure to meet deadlines in a busy and complex environment. Ability to effectively manage multiple tasks and priorities. Ability to exercise sound judgment. Ability to plan, schedule and organize a variety of complex events such as conferences, visits by foreign dignitaries, receptions and off-site executive-level meetings. Ability to approach interactions with an awareness of sensitive issues. (e.g., issues concerning specific cultures) Ability to obtain and disseminate information effectively and tactfully with individuals from all levels of the University and the external community. Ability to maintain accuracy and attention to detail. Ability to effectively use word processing and spreadsheet applications at an intermediate level. (e.g., Outlook, MS Word, MS Excel). Ability to exercise confidentiality.



The University of British Columbia

Staff Job Postings

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11350
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Manager, Operations & Finance
Department: Nursing, School of
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-30 **Available Openings:** 1

Job Summary

The Manager, Operations & Finance is directly responsible for the Admin Portfolio and works cross-functionally to improve all aspects of the School's processes and controls by identifying areas of best practice and opportunity for improvement, and by implementing solutions. The incumbent is responsible for overseeing the School's administrative systems, managing the School's financial activities, and providing HR guidance to all supervisors of support staff.

Organizational Status

- o Reports to the Director and manages the Admin Portfolio.
- o Works closely with the Associate Directors to support the efficient operation of their portfolios.
- o Interacts with SoN's faculty and researchers, providing guidance in matters related to management of the financial, physical, and human resources of the School.
- o Works closely with and takes direction from the Director, Finance and the Director, HR & Operations from the Dean's Office, Faculty of Applied Science.
- o Interacts with other units (e.g. Faculty Relations, Human Resources, VP Academic, Financial Services, UILO, Research Services, Faculty of Graduate Studies, UBC Security, and Equity Office) and with related organizations (e.g., UBC Hospital, Discovery Parks).

Work Performed

Operational Efficiency and Effectiveness:

- Assesses the effectiveness of existing processes by diagnosing problems or inefficiencies with current processes and identifying areas for potential process improvement.
- Assesses the impact, effectiveness and feasibility of proposed change decisions and presents recommendations to the Leadership.
- Works with the staff involved to implement change to operational processes.
- Assesses effectiveness of implemented change.
- Promotes effective operations, reliable reporting, and compliance with laws, regulations, policies and procedures.

Finance - General

- Develops and implements budget, business plans, and financial analyses summaries.
- Manages a total funding of \$11.0 M (2011 2012): GPOF - \$8.2M; FFS - \$283K; Special Purpose - \$945K; Endowment - \$188K; Research - \$2.85M.



- Manages, reviews, monitor, reconciles, and resolves discrepancies in all SoN's ledgers and responsible for closing of year-end books. Approves account expenditures.
- Purchases major equipment and capital under the direction of the Director.
- Creates internal faculty start-up fund PGs and discretionary fund PGs.
- Develops strategies for budget control and projections. Performs budgetary analysis and provides financial reports and forecasts to the Director for use in planning.
- Participates with the Director in strategic long-term forecasting
- Liaises with the APSC Dean's Office and other UBC units on matters related to GPO budget and other funding.
- Designs and develops methods to extract data to produce various financial reports and statistics for internal management and or external stakeholders.
- Manage SoN's Purchase Cards by securing cards for faculty and qualified employees, providing direction and oversight to work of Financial Clerk; monitors the monthly reconciliations to ensure expenses are appropriately charged.
- Acts as SoN's FRMS Administrator.

Finance - Research Funds

- Manages the Research grants on behalf of SoN.
- Prepares and reviews annual financial reports for grants and contracts.
- Based on approval from the Director, authorizes expenditures on grant accounts.

HR - Faculty

- Manages the administrative process of the appointment, reappointment, promotion and tenure of faculty members. Advises the Director and provides direction to the Director's secretary based on a thorough knowledge of relevant Policies and practices of UBC and the collective agreement as well as related procedures established by the VP Academic Office, Faculty Relations, and the Office of the Dean.
- Manages the appointment and reappointment process of Lecturers and non-bargaining unit faculty (Adjunct Professors, Clinical teaching faculty, Postdoctoral Fellows, Research Associates, Visiting Professors, Emeriti, etc.) and affiliate faculty members. Advises the Director and provides direction to faculty members based on a thorough knowledge of relevant policies and practices of UBC and the collective agreement.
- Manages approval of sabbatical and other leave applications.
- Manages the annual salary increase process for faculty. Sets-up shadow salaries and monitors complex budget transfers related to faculty appointments.

HR - Staff

- Recruits, trains, supervises, sets objectives and priorities, evaluates and recommends termination of staff in the Admin Portfolio.
- Manages the annual review process for staff.
- Provides guidance to supervisors of union and non-union staff based on a thorough knowledge of the Collective Agreement, the Agreement on Conditions & Terms of Employment, the relevant Policies and practices of UBC and any related procedures established by Human Resources or the Office of the Dean. (Straightforward information and resources are supplied by the Operations Clerk. The Manager provides guidance and advice in areas such as performance management and discipline.)

General

- Attends and participates in faculty caucus meetings of SoN and other ad hoc committee and group meetings as necessary
- Undertake special projects at the request of the Director.
- Performs other related duties and responsibilities as required

Supervision Received

Works under the general direction of the Director. Is expected to work autonomously and exercise considerable judgment and initiative in duties and responsibilities.

Supervision Given

The incumbent directory supervises four union staff: the Secretary to the Director, the Financial Processing Clerk, the Faculty Support Clerk, and the HR & Operational Support Clerk.

The incumbent provides guidance and assistance to other staff supervisors in the School of Nursing.



Consequence of Error/Judgement

Work is expected to be at a high level of accuracy. Must exercise judgment based upon a thorough knowledge of procedures, guidelines and regulations.

Financial reports impact the decisions made by the Director and Associate Directors. Incorrect and or untimely information could result in poor financial management decisions and misallocation of school resources. Failure to oversee budgetary procedures and financial management effectively could result in serious impact to the financial position and funding of the school.

Errors in judgment may impact the long term financial and operational activities of the School of Nursing and make it impossible for the Director to represent the School accurately to the University.

The failure to provide adequate budget planning documents would undermine the School's ability to set and implement priorities for allocation of resources, resulting in an inability to achieve the educational and research mandate for the School and in a loss of stature and credibility to the University and the public.

Qualifications

Undergraduate degree in a relevant discipline. (e.g. Finance or Business Administration) and or completion of an accredited accounting program preferred (CA, CMA, CGA). Minimum of three years experience or the equivalent combination of education and experience. Demonstrated ability to perform complex financial analyses. Demonstrated financial, analytical and budgetary planning modeling skills. Ability to communicate effectively verbally and in writing. Ability to think conceptually. (i.e., use creative, conceptual, or inductive reasoning or thought processes to identify patterns in complex data, and identify key or underlying issues in complex situations) Ability to work effectively independently and in a team environment. Demonstrated ability to work with multiple priorities and execute workflow to meet requirements; ability to work calmly under pressure of critical deadlines or heavy volumes during peak periods. Ability to develop and maintain cooperative and productive working relationships. Experience with UBC Financial and Human Resources systems and Supply Management procedures including FMS, nVision, PS Query and Hyperion Budgeting preferred.

Experience in financial reporting, budget planning and forecasting required. Experience and knowledge of University policies and procedures in budgeting, financial reporting, procurement, internal control and payroll preferred.

Demonstrated experience leading business process review or operational effectiveness initiatives. Ability to problem-solve, think strategically, grasp complex business and financial theories, identify key information and issues and suggest viable options as required. Demonstrated ability in analyzing business work processes and providing recommendations for change improvement. Demonstrated ability to take initiative, exercise discretion and sound judgement in complex situations. Computer experience to advanced level with spreadsheet software; and to intermediate level with word processing, e-mail, and presentation software required. (MS Office preferred). Effective organizational, interpersonal, leadership and supervisory skills. Ability to assess situations and make decisions that fall outside the scope of established policy.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11303
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I
Department: UBC IT - Desktop Services
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-26 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **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 Support Analyst I provides technical advice and support in use, configuration and selection of software, hardware and network systems and various end user devices.

As part of a team of Support Analysts this position provides support for Desktop, Virtual Desktop, Desktop Peripheral Hardware, Mac's and Local Area Networks to an ever growing user base across UBC Point Grey Campus and parts of the Lower Mainland.

Organizational Status

Reports to the Desktop Services Manager and Team Lead. Works closely with other members of UBC IT Desktop Services to assist, train, review, research, recommend and implement any and all aspects of Desktop System changes and lifecycle. Interacts with various departments within UBC IT.

Work Performed

Specific Duties:

- Maintains and troubleshoots the microcomputer environment as outlined above including both hardware and software. |
- Tracks, prioritizes and responds to all service requests utilizing in-house ticket systems.
- Maintains and deploys standard and UBC developed software.
- Support and maintain student access terminals, ensures reliability, security and performance.
- Maintains and reports to desktop manager an inventory of all equipment, service contracts, and warranty and maintenance agreements.
- Provides daily administration support for the Local Area Networks (LAN's) hardware and software.
- Provides training, consultation and assistance to all users in the UBC IT Desktop Support portfolio
- Provides consultation and assistance to UBC IT users.
- Keeps abreast with current microcomputer technology by attending internal and external training courses and through trade journals.
- Performs other related duties as required.

Core Duties:



The University of British Columbia

Staff Job Postings

- Provides advice on information technology improvements, services, policies and procedures.
- Designs basic record and report formats.
- Develops training materials and provides training for users in use and configuration of software, hardware, network systems and peripheral equipment
- Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.
- Performs preventive maintenance tasks, troubleshoots and repairs on a variety of computer systems and peripheral equipment.
- Deploys new hardware, software, networking and security updates.
- Maintains an inventory of equipment, service contracts, warranty and maintenance agreements.
- Modifies and debugs existing software application modules using disciplined software development processes, quality standards and procedures.
- Prepares and maintains documentation in accordance with prescribed standards.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under direction, within assigned area of responsibility in accordance with agreed objectives and work plan. Keeps manager and or team lead informed of the status of work in progress.

Supervision Given

Supervision will be given for some of the logistics of operational support. Guidance will be provided for internal project activities and planning.

Consequence of Error/Judgement

Decisions that could affect multiple users will be made in conjunction with the team Lead or manager.

Impact of decisions can affect any number users and ultimately serve to disrupt pre-negotiated service level commitments. An error in judgment or action without thought can result in varying impacts that ultimately could affect services used by UBC Students, Faculty and Staff.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred.

Microsoft and other industry certification is preferred.

Professional development courses in information systems analysis and design as well as personal development courses through continued attendance at short courses and seminars, preferred. Minimum of two years experience or the equivalent combination of education and experience. Two or more years' related experience supporting a variety of PC, LAN and other technical environments, or an equivalent combination of education, training and experience.

Demonstrated experience working with both technical and user personnel.

Knowledge and ability to effectively use and troubleshoot PC's, Mac's, printers, Local Area Networks, Active Directory deployment and management and print server management.



The University of British Columbia

Staff Job Postings

In-depth technical knowledge of standard office tools including: MS Office (Word, Excel, PowerPoint, Outlook, Access), MS Project and other desktop tools.

Knowledge of networks and software distribution tools.

Knowledge of imaging and imaging lifecycle management.

Knowledge of and experience with virtualized computing environments preferred.

Ability to effectively manage multiple tasks and priorities, often to meet critical, time sensitive deadlines.

Collaboration - 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.

Communication for Results - 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.

Problem Solving - 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.

Accountability - Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.

Analytical Thinking - 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.

Information Systems Knowledge - Resolves escalated problems of technical support. Identifies root causes. Sets up and integrates new and enhanced information systems. Identifies customer needs and determines the appropriate approach to apply and ensure resolution. Solicits the input of appropriate technical experts and managers as required.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11361
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I
Department: Medicine - Dean's Office
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-30 **Available Openings:** 1

Job Summary

The Support Analyst I will provide Tier 1 technical advice in use, configuration and selection of software, hardware, network systems, audio and visual equipment, and various end user devices. This position also functions as part of the Network and IT security team to provide advice to network related issues which includes trouble-shooting, port activation, patching, static IP assignments, and hardware repairing across the various location of Faculty of Medicine.

This position may require working shift rotations and providing after regular business hours support as necessary as well as respond to cellular phone during regular business hours.

Organizational Status

Client Services is the Single Point of Contact (SPoC) for MedIT's customers, supporting both our videoconference and IT infrastructure. The team is comprised of three areas of focus: Desktop Support, Videoconference Support, and the Service Desk. Technicians work directly with our faculty, researchers, physicians and staff to address incidents, problems, and requests. The MedIT Service Desk is a Tier 1 support unit, handling all requests and incidents for user related issues within MedIT by providing advice, guidance, and the restoration of service.

This role reports to the MedIT Service Desk Team Lead on daily operation and project tasks. The role will receive instruction from Senior Support Analyst and Senior Network Security Analyst positions, along with other leads and Project Managers.

The role works closely with network technical peers at BCNet, partner Universities and Health Authorities, along with other medical program partners, and various departments within UBC. The role will be required to provide support outside of business hours in situations requiring an urgent response

Work Performed

Specific Duties:

- Provides first level technical advice to end-users customers of MedIT by analyzing, troubleshooting, diagnosing and applying appropriate solutions to restore end-users and customer issues
- Offers advice to customers end-users requesting MedIT products and services including network access, authentication systems, software and operating systems, desktop service, email service as defined by the MedIT Service Catalogue
- Monitors network related tickets and performs first level technical advice to network issues, evaluate incidents, resolving or



The University of British Columbia

Staff Job Postings

escalating where appropriate

- Performs port connectivity audits and patching
- Liaises with necessary teams and project coordinators for port activations, ACL updates, and static IP assignments
- Able to handle many aspects of the team core functions during the absence of other personnel

Core Duties:

- Provides advice on information technology improvements, services, policies and procedures
- Designs basic record and report formats
- Develops training materials and provides training for users in use and configuration of software, hardware, network systems and peripheral equipment
- Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken
- Performs preventive maintenance tasks, troubleshoots and repairs on a variety of computer systems and peripheral equipment
- Deploys new hardware, software, networking and security updates
- Maintains an inventory of equipment, service contracts, warranty and maintenance agreements
- Modifies and debugs existing software application modules using disciplined software development processes, quality standards and procedures
- Prepares and maintains documentation in accordance with prescribed standards
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools
- Performs other related duties as required

Supervision Received

Works under supervision and receives instructions from the Client Services Manager, and Team Lead. Work is reviewed in terms of completeness, accuracy and timeliness.

Supervision Given

None.

Consequence of Error/Judgement

Work requires judgment through the application of basic information processing principles, and concepts. Errors could have major impact on Faculty of Medicine teaching research and administrative network operations; impact on the continued functioning of the Faculty of Medicine, and Hospital computer operations for the supported clients and could have negative effects on the image of MedIT's service offerings.

Qualifications

Undergraduate degree in a relevant discipline. University degree in Computer Science preferred. Minimum of two years experience or the equivalent combination of education and experience. Experience working with enterprise level networks, desktop software operating systems and other end user technologies.

Experience in installing, configuring, troubleshooting and supporting complex enterprise IP network.

Collaboration - 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.

Communication for Results - 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.

Problem Solving - 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.

Accountability - Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.

Analytical Thinking - 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.

Information Systems Knowledge - Resolves escalated problems of technical support. Identifies root causes. Sets up and integrates new and enhanced information systems. Identifies customer needs and determines the appropriate approach to apply and ensure resolution. Solicits the input of appropriate technical experts and managers as required.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11348
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I
Department: Medicine - Dean's Office
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-30 **Available Openings:** 1

Job Summary

The Support Analyst I provides technical advice and support in use, configuration and selection of software, hardware and network systems and various end user devices. As part of a team of Support Analysts this position provides support for Desktop, Virtual Desktop, Desktop Peripheral Hardware, Mac's and Local Area Networks to faculty, researchers, physician and staff under Faculty of Medicine.

This position will be called upon to work within the MedIT Service Desk when necessary.

This position may require working shift rotations and respond to cellular phone during regular business hours.

The role will be required to provide support outside of business hours in situations requiring an urgent response.

Organizational Status

Client Services is the Single Point of Contact (SPoC) for MedIT's customers, supporting both our videoconference and IT infrastructure. The team is comprised of three areas of focus: Desktop Support, Videoconference Support, and the Service Desk. Technicians work directly with our faculty, researchers, physicians and staff to address incidents, problems, and requests. This role reports to the Client Services Manager on daily operation and project tasks. The role will receive instruction from team leads and project managers.

The role works closely with the staff and technicians from the Faculty of Medicine departments, school and research centres (such as VCHRI, ICORD, BRC and etc.)

Work Performed

Specific Duties:

- Provides advice to user groups to ensure a thorough understanding of software, hardware, information systems and procedural requirements in order to determine their business needs and to identify the appropriate technology solution
- Performs analysis, diagnosis, and resolution of complex desktop problems for end users, and recommend and implement corrective solutions, including offsite repair for remote users as needed
- Installs, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels
- Manages and maintains the Virtual Desktop client side infrastructure, including the design and implementation of new "Gold Images", creation of new resource pools, identify any new end user requirements



The University of British Columbia

Staff Job Postings

- Provides input or advises the manager regarding technology hardware lifecycle
- Maintains and reports to client services manager an inventory of all equipment, service contracts, and warranty and maintenance agreements
- Contributes to the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms
- Liaises with third-party support and PC equipment vendors when necessary

Core Duties:

- Provides advice on information technology improvements, services, policies and procedures.
- Designs basic record and report formats.
- Develops training materials and provides training for users in use and configuration of software, hardware, network systems and peripheral equipment.
- Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.
- Performs preventive maintenance tasks, troubleshoots and repairs on a variety of computer systems and peripheral equipment.
- Deploys new hardware, software, networking and security updates.
- Maintains an inventory of equipment, service contracts, warranty and maintenance agreements.
- Modifies and debugs existing software application modules using disciplined software development processes, quality standards and procedures.
- Prepares and maintains documentation in accordance with prescribed standards.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under supervision and receives instructions from the Client Services Manager, and Team Leads. Work is reviewed in terms of completeness, accuracy and timeliness.

Supervision Given

None.

Consequence of Error/Judgement

Work requires judgment through the application of basic information processing principles, and concepts. Errors could have major impact on Faculty of Medicine teaching research and administrative network operations; impact on the continued functioning of the Faculty of Medicine, and Hospital computer operations for the supported clients and could have negative effects on the image of MedIT's service offerings.

Qualifications

Undergraduate degree in a relevant discipline. University degree in Computer Science preferred.

ITIL certification (minimum basic level) would be an asset.

Technical knowledge of PC's, Mac's Blackberry, printers, Local Area Networks, Active Directory and SCCM deployment and management, SharePoint 2007, and server 2003,. Minimum of two years experience or the equivalent combination of education and experience.

Experience working with enterprise level networks, desktop software operating systems, email and other end user technologies.

Collaboration - 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.



The University of British Columbia

Staff Job Postings

Communication for Results - 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.

Problem Solving - 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.

Accountability - Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.

Analytical Thinking - 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.

Information Systems Knowledge - Resolves escalated problems of technical support. Identifies root causes. Sets up and integrates new and enhanced information systems. Identifies customer needs and determines the appropriate approach to apply and ensure resolution. Solicits the input of appropriate technical experts and managers as required.

Ability to provide quality service to customers in a courteous, patient manner.

Ability to develop and maintain cooperative and productive working relationships.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11340
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Programmer
Department: Neurology Division
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17
Job End Date: 2012-10-16 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-29 **Available Openings:** 1

Job Summary

This position is responsible for writing computer software in accordance with a software development life cycle (SDLC), to process and analyze Magnetic Resonance Imaging (MRI) data collected as part of multi-center studies in Multiple Sclerosis (MS). The programmer will be expected to work with the research team to aid in prototyping, implementing and maintaining image processing, data analysis and in-house administrative software.

Organizational Status

Collaborates with radiologists, project leaders, programmers and other staff in the MS MRI Research Group in order to effectively develop, test and validate new existing analysis software. Reports directly to the Director of Operations for the MS MRI Research Group.

Work Performed

1. Implement image processing and mathematical algorithms.
2. Work on all phases of software as described by the Software Development Life Cycle. This includes the need to design, develop, implement, troubleshoot and maintain new and existing software used in the lab.
3. Document all software according to standard laboratory practices.
4. As member of the Production team, implement image processing and mathematical algorithms for ongoing research projects related to semi-automatic segmentation of MS lesions, registration of MRI digital data, brain atrophy measurements, and the quantification of T1 black holes. Will be expected to prototype, implement and or maintain a variety of image processing algorithms published in scientific medical literature as part of ongoing research projects. Will be expected to optimize computationally expensive algorithms. Must work with the analysis team in order to elicit fixes or improvements to both the graphical user interface and the underlying segmentation engines. The programmer will be expected to coordinate the iterative improvement of the production software through the application of the software in numerous analysis projects.
5. Write software which resolves the Proprietary Data Encoding formats and data compression algorithms of MRI Scanners and converts the data to an in-house specified format so that computer aided analysis can be performed. Participate in peer review of all in-house lab software.
6. Set up and execute methodology validation studies for the various types of analyses and prepare reports for the lab's research sponsors. Analyze the results of in-house reproducibility tests, and study analysis results. Execute studies that will characterize the behaviour or performance of the different image processing and image analysis algorithms written to segment the



The University of British Columbia

Staff Job Postings

brain.

7. Assist with the set-up and execution of the production pipeline for the purpose of generating study endpoints.
8. Performs other duties as required in the Lab.

Supervision Received

The programmer works under the general direction of the Director of Operations.

Supervision Given

Responsible for monitoring and training the other staff members in order to oversee the correct use of the developed software.

Consequence of Error/Judgement

Impact of system due to incorrect programming could cause loss of data, errors in analysis results, missed project deadlines. Failure to produce programs and software in accordance with lab guidelines could result in a non-compliance report from Sponsor and Regulatory Auditors.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. At least 2 years work experience with C++ programming. A good understanding of software documentation and testing is essential. Experience with Matlab and the Linux Unix programming environment is an asset. Experience with Version Control Software and programming in a Controller environment is an asset. Experience with computer vision and image processing is an asset. Excellent verbal and written skills are essential. Expert knowledge of object oriented programming design. Familiarity with GUI programming using Nokia Qt. Familiarity with Linux. Familiarity with database design and administration using MySQL. Familiarity with scripting languages (Perl, Ruby, bash) is an asset. Good organizational skills. Good interpersonal skills with the ability to teach others. Excellent problem solving skills.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11314
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Business Analyst II
Department: Medicine - Dean's Office
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **Available Openings:** 1

Job Summary

The Business Analyst II leads the assessment of client needs in an effort to align business initiatives with information technology solutions. The Business Analyst II carries out a variety of analyses (business process, gap, security and privacy, requirements, etc.) in an effort to align business initiatives with information technology solutions, and makes recommendations on how capabilities of automated systems can be used to improve business processes and solve business problems.

Organizational Status

Reports to the Team Lead, Data Management Services, supported by Manager, Application Services, works with a wide variety of Faculty of Medicine stockholders across multiple locations, works with Application Services, Client Services and Infrastructure Services Teams.

Work Performed

Specific Duties

- Leads the assessment of needs with a broad community on the management of information systems and processes supporting Faculty of Medicine operations
- Provides consultative services on changing and streamlining business processes and tool sets for Faculty of Medicine Human Resources Operations such as remuneration, appointments, promotions, activity tracking, and Curriculum Vitae
- Leads analysis of requirements and participates in the implementation of for new or enhanced operational processes with multidisciplinary teams including 3rd party vendors
- Makes decisions and recommendations on changes needed to address business process gaps, inefficiencies, to ensure Faculty of Medicine requirements have been met.
- Analyzes metrics pre and post process technical changes to ensure benefits are being realised and have had a positive effect on the Faculty of Medicine Operations
- Provides business analysis guidance and leadership to less-experienced individuals using information systems and processes in MedIT.

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.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

This position reports directly to the Team Lead, Data Management Services and is accountable to the Manager, Application Services.

Supervision Given

None

Consequence of Error/Judgement

Large volumes of confidential data exist in websites and databases developed to support academic, administrative and research within the Faculty of Medicine. Errors in judgment could severely impact the security and privacy of data, hampering the Faculty of Medicine from meeting its reporting requirements. Errors in design may impact operational efficiencies or affect the misinterpretation of data.

Qualifications

Undergraduate degree in a relevant discipline. University degree in Computer Science
CBAP designation or related is desirable. Minimum of three years experience or the equivalent combination of education and experience. Experience in software implementation projects and system sustainment roles.
Experience with Software as a Service (SaaS) and vendor relations.

Collaboration - 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.

Communication for Results - 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.

Problem Solving - 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.



The University of British Columbia

Staff Job Postings

Recommends resource requirements and collaborates with impacted stakeholders.

Analytical Thinking - 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.

Business Process Knowledge - 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.

Initiative - 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.

Ability to lead change by taking appropriate action to ensure acceptance and support.

Ability to audit system configurations.

Ability to effectively use Human Resources technology platforms and business processes.

Ability to gather information for and model business processes.

Ability to perform business technical writing.

Ability to implement and enhance computer software systems.

Ability to make decisions and recommendations involving groups of disparate stakeholders with potential competing goals and priorities.

Ability to develop and deliver effective presentations.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11363
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Systems Analyst II
Department: Medicine - Dean's Office
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-30 **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 II implements, integrates and supports complex or campus-wide vendor supplied applications.

This position may be called upon to work within the MedIT Service Desk when necessary.

This position may require working shift rotations and providing after hours support as necessary, as well as respond to an assigned cellular phone during regular business hours.

Organizational Status

Client Services is the Single Point of Contact (SPoC) for MedIT's customers, supporting both our videoconference and IT infrastructure. The team is comprised of three areas of focus: Desktop Support, Videoconference Support, and the Service Desk. Technicians work directly with our faculty, researchers, physicians and staff to address incidents, problems, and requests.

This role reports to the Team Lead, of the Service Desk on daily operations and project tasks. The role will receive instruction from other MedIT team leads and project managers.

The Support Analyst II works closely with the staff and technicians from Faculty of Medicine Departments, Schools and Research Centers (such as VCHRI, ICORD, BRC and etc.)

This role also works closely with all other leads and managers across MedIT to identify areas of improvement on incidents, requests, and service delivery. The role will also interact with numerous partners on and off campus, to help identify and improve services.

Work Performed

Specific Duties:

- Research, plan and execute upgrades for videoconferencing infrastructure devices such as bridges, gatekeepers, management servers and codecs; ensuring that functionality and dependencies between devices meet the distributed medical program's functionality specifications.



The University of British Columbia

Staff Job Postings

- Initiate and track problems that cannot be resolved using standard procedures and methodologies. Use problem and change management methodologies to assess, troubleshoot and resolve problems.
- Plan and perform testing of newly released and beta software, hardware and firmware related to videoconferencing infrastructure, document outcomes and provide recommendations.
- Design, create and maintain documentation on videoconferencing infrastructure device configuration; global templates; installation procedures and maintenance procedures.
- Work closely with Health Authority technical teams (partners) to diagnose and resolve cross-jurisdictional issues where responsibility and problem determination may be ambiguous.
- Work closely with 3rd party vendors to troubleshoot videoconference infrastructure problems that cannot be resolved at the first and second levels of support.
- Liaise with Health Authority partners to plan, design and implement changes related to UBC videoconferencing infrastructure that resides in health authority locations.

Core Duties:

- Researches and evaluates vendor supplied applications, develops recommendations, and implements accordingly.
- Analyzes and reviews existing or proposed system features and integration, security, scalability and performance requirements with clients, business analysts, and team members.
- Manages production and non-production application environments.
- Maintains core application infrastructure, including virtual servers, networks and firewalls.
- Plans and performs global configuration changes or module deployments for enterprise or complex applications.
- Integrates vendor supplied applications with existing infrastructure and applications through custom interfaces and components.
- Manages small to medium sized projects and related budgets.
- Provides technical expertise, training, and consultation to other staff.
- Develops or modifies software code to meet specifications or facilitate integration.
- Conducts testing of new or customized application modules to ensure application meets specifications.
- Develops application documentation requirements for functions, modifications, back-ups and operating procedures. Provides ongoing maintenance and operational support for applications.
- Supports application lifecycle and applies and follows appropriate change management methodologies and best practices.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools and provides input to strategies for ongoing support and upgrade of these systems.
- Builds and maintains good working relationships and collaborates with others to achieve client objectives.
- Performs other related duties as required.

Supervision Received

Works under supervision and receives instructions from the Client Services Manager, and the Service Desk Team Lead. Work is reviewed in terms of professionalism, completeness, accuracy and timeliness.

Supervision Given

None

Consequence of Error/Judgement

Work requires judgment through the application of basic information processing principles, and concepts. Errors could have a major impact on Faculty of Medicine teaching, research and administrative network operations, impact on the continued functioning of the Faculty of Medicine, and Hospital computer operations for the supported clients and could have negative effects on the image of MedIT's service offerings.

Qualifications



The University of British Columbia

Staff Job Postings

Undergraduate degree in a relevant discipline. Tandberg Cisco certified engineer (TCE) or comparable level certification.
Minimum of three years experience or the equivalent combination of education and experience. Experience or demonstrated understanding of networking technologies: H.323; H.239; SIP and related videoconferencing protocols; LAN switching; Quality of Service applications to video and audio; Enterprise Firewalls; WAN monitoring tools: jitter latency packet loss SNMP; Troubleshooting above protocols in complex inter-organizational network topologies.
Experience managing server infrastructure: Windows server 2003 2008; Windows terminal server; Windows media server applications.
Experience or demonstrated understanding of networking technologies: H.323; H.239; SIP and related videoconferencing protocols; LAN switching; Quality of Service applications to video and audio; Enterprise Firewalls; WAN monitoring tools: jitter latency packet loss SNMP; Troubleshooting above protocols in complex inter-organizational network topologies.
Understanding and experience with ITIL incident, change and problem management processes.

Collaboration - 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.

Communication for Results - 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.

Problem Solving - 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.

Accountability - Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.

Business Process Knowledge - 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.

Information Systems Knowledge - Resolves escalated problems of technical support. Identifies root causes. Sets up and integrates new and enhanced information systems. Identifies customer needs and determines the appropriate approach to apply and ensure resolution. Solicits the input of appropriate technical experts and managers as required.

Ability to provide quality service to customers in a courteous, patient manner.

Ability to deal with a diversity of people in a calm, courteous, and effective manner.

Ability to communicate effectively verbally and in writing.

Ability to communicate in a clear, attentive, and polite manner
Ability to present ideas in user-friendly language.

Understanding of UBC's goals and objectives.



The University of British Columbia

Staff Job Postings

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11306
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Systems Administrator I
Department: UBC IT - Collaboration Apps.
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-26 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **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 Administrator I consults with users and analyzes their systems hardware and software problems, and contributes to the design, provisioning and configuration of systems based on user needs.

Organizational Status

UBC IT Collaboration Applications provides a suite of communications, collaboration and authentication services to the University community, including voice (telecom), contact centre, email, calendaring, UBC Events and CWL (Campus-Wide Login)

Reports to the Manager, Collaboration Applications. Works independently and jointly within the Collaboration Applications team. Collaborates with management and staff from all sections of Information Technology, other administrative and academic offices, and faculty to coordinate application support. Interacts directly with other University technology professionals.

Work Performed

Specific Duties:

- Contributes and provides input on the analysis and review of functional requirements, system features, integration requirements, security requirements, and scalability and performance requirements. Reviews implementation options, discusses approach and recommendations with systems staff and users, and provides input to technology recommendations for new and changing systems requirements.
- Contributes to the ongoing planning and analysis of systems enhancements in support of current or new enterprise services. Collaborates with peers team members to identify, analyze, recommend and implement appropriate system enhancements that will improve existing information systems and improve business processes and productivity.
- Builds and maintains good working relationships with other IT groups, teams, colleagues and peers. Builds and sustains good working relationships with customers and captures the customer's business needs.
- Participates in end user committees as required on behalf of UBC IT. Maintains communication and develops relationships with the user community in order to develop a sound knowledge of their business and their priorities. Based on client feedback develops recommendations and presents options for improvements and efficiency.
- Investigates and remains current with industry technology trends in the Collaboration Applications field such as: Office collaboration tools (email, calendaring, scheduling), Identity Management, e-commerce, workflow, systems development



methodologies, web-services, applications middleware (apache, tomcat, etc.), anti-spam and anti-virus, electronic forms, etc.

- Provides Tier 2 operational support for production systems including troubleshooting system problem reports, resolving issues with production systems, defining operational support processes, patching systems and applications, documenting and reporting problems and providing end user support as required.
- Develops expertise in the functionality of vendor product(s). Works directly with the vendor's technical support centre in order to resolve product issues.
- Assists in the development of scripts to automate and improve processes, monitor servers, extract and convert data.
- Reviews current support processes and methods of support delivery in order to provide technically accurate solutions to customers and to improve customer satisfaction. Brings recommendations for improvement to the Team Lead and or the Manager.
- Develops and maintains relevant documentation, including operational procedures and guides for customers, end-users, and application support teams. Assists with development of sound business continuity and disaster recovery plans for applications as part of the project delivery.
- Performs data analysis in preparation for conversion and clean up. Develops and or prepares conversion programs and procedures; assists with conversion functions.

Core Duties:

- Consults with users on present or proposed business procedures, problems, and requirements in order to define systems needs and streamline system work flow.
- Supports the monitoring and analysis of systems issues and contributes to recommendations for all systems supported infrastructure as part of regular operations.
- Contributes to the design, provisioning and configuration of systems.
- Acts as a liaison between technical groups and stakeholders to coordinate the system's installation and ensure technical compatibility and satisfaction.
- Contributes to the preparation of documentation and definition of system specific dependencies to assist in problem analysis including user and technical manuals for review by senior Systems Analysts.
- Contributes to the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Manager, Collaboration Applications, Information Technology and under the daily direction of a Team Lead, Programmer Analyst, Systems Administrator or Project Manager as assigned. The Support Analyst must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

May mentor newly hired systems administrators and other resources within the group who assist with application support and maintenance.

Consequence of Error/Judgement

Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The services supported by Information Technology require reliable application systems in order to provide critical functions that support all students, faculty and staff. These systems must be available on a 7x24 basis.

Decisions and actions taken by the Support Analyst will have a direct impact on how efficiently and effectively the systems will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect on these systems. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of Information Technology and UBC. 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.



The University of British Columbia

Staff Job Postings

Qualifications

Undergraduate degree in a relevant discipline. Relevant training and or experience with one or more business systems such as accounts customer management. Minimum of three years experience or the equivalent combination of education and experience. At least one year of application support experience or equivalent is preferred.

Experience supporting Microsoft Active Directory, Windows Server and SharePoint is an asset.

Experience with desktop and end-user support is an asset.

Experience with supporting the following enterprise email systems, mail protection, security products and related technologies is an asset: Microsoft Exchange, Blackberry Enterprise Server, Postfix, Sophos PureMessage; DNS, LDAP, SQL, RBL; Sympa, Majordomo; Perl, Python, bash; SMTP, POP, IMAP, MAPI, RPC over https, ActiveSync, Exchange Web Services.

In-depth knowledge and ability to effectively use E-mail applications such as Outlook, Entourage, Thunderbird, Mac Mail and mobile devices such as the Blackberry and iPhone.

Proficient knowledge of UNIX command line and general usage.

Knowledge of unified communications systems.

Familiarity with some of the following current development tools and environments is an asset: Java, Perl, SQL, Oracle, Cold Fusion, UML, XML, XSL, SOAP, J2EE, Tomcat, Apache, JDK environments.

Sound knowledge of browser standards, common plugins helper apps and Internet connectivity.

Sound knowledge of standard office productivity tools (e.g. MS Word, Excel, PowerPoint, Visio, etc...).

Ability to effectively manage multiple tasks and priorities and work under pressure to meet time sensitive and mission critical deadlines.

Ability to take initiative and work with limited direction.

Collaboration - 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.

Communication for 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.

Problem Solving - 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.

Accountability - 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.



The University of British Columbia

Staff Job Postings

Information Systems Knowledge - 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.

Initiative - Volunteers to undertake tasks that stretch his or her capability. Identifies who can provide support and procures their input. Identifies problems and acts to prevent and solve them.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11325
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Network Analyst II
Department: UBC IT - UBCNETwrk& Inf Facil.
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-27 **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 Network Analyst II designs solutions for existing complex information network systems including the assessment of facilities bandwidth requirements and system interdependencies.

Organizational Status

Works within the Network Management Centre as part of a team providing support for UBCNET. Reports to the Team Lead of the Network Management Centre under the UBCNETWORK and Infrastructure Facilities unit. Works with other teams within UBC IT to support campus enterprise network services. Liaises with personnel from UBC IT, other campus IT units, IT units at other universities and institutions, the research community and other customers.

Work Performed

Specific Duties:

Ensure the operational stability of the campus network by providing support and implementation functions in the following networking areas: Routing and switching, Network Security; Wireless, Support Systems (DNS, DHCP), Network Management Systems, Service Provider (MPLS), QoS and Traffic Engineering (VOIP), Load Balancing, TCP IP and packet capture and analysis, and Multicast.

- Participate in rotation duty which involves assigning tasks to other team members, coordinating trouble resolutions, and monitoring work flows.
- Provide after hours on-call support on a rotational basis.
- Participate in network design and lifecycle planning discussions.

Core Duties:

- Designs solutions for networking technology related failures and provides administrative support for network systems.
- Assesses facilities bandwidth requirements, system interdependencies, and network performance, and participates in capacity and function planning.
- Install, configure and maintain network components as well as any co-ordination efforts related to these activities
- Utilize existing toolsets to perform network installations, troubleshooting and documentation tasks
- Coordinates the installation and configuration of network components.



The University of British Columbia

Staff Job Postings

- Analyses user requirements and prepares detailed designs and equipment specifications.
- Participates in defining disaster recovery plans and the development of network test plans.
- Monitors network activity and connectivity, and troubleshoots, diagnoses and resolves network problems.
- Implements network security procedures and makes recommendations for improvement.
- Participates in the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Contributes to the evaluation of future technologies and makes recommendations for software and hardware upgrades.
- Provides technical guidance and leadership, coaching, and mentoring to team members.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Team Lead of the Network Management Centre and the Manager of the UBCNetwork and Infrastructure Facilities Unit. Must demonstrate the ability to work effectively under pressure with minimum supervision.

Supervision Given

No direct supervision is required, but is expected to assist team members as needed.

Consequence of Error/Judgement

Expected to take actions and make decisions that have direct impact on UBC's campus network with the potential to affect all academic faculties and departments. This position deals directly with the availability, reliability, and security of the campus network used for academic, research, and administrative computing.

Qualifications

Undergraduate degree in a relevant discipline. Bachelor's degree in Computer Science or Engineering preferred.

CCNA or CCNP designation in routing switching, security, or wireless networking. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience.

Minimum seven years of relevant experience supporting enterprise LAN WANs, large campus networks, network operations and network management.

In-depth experience installing, configuring, troubleshooting, and supporting complex, enterprise class IP networks.

Experience working with and demonstrated depth of knowledge in the following areas:

Routing and Switching: 802.1D, 802.1Q, 802.1s, 802.1w, 802.1X, 802.3ad, 802.1AX; HSRP, OSPF, BGP, BGP MPLS, policy routing, redistribution.

Network Security: AAA, ACLs, device hardening, firewalls, IDS IPS, IPsec, port scanning, SSL VPNs, vACLs, VPN.

Wireless: 802.11a b g n, wireless authentication and encryption protocols, identity-based wireless, mesh, RF, site survey, wireless security.

Support Systems: DNS, DHCP, Windows, MAC, UNIX, XML, Scripting (perl).

Network Management Systems: Intermapper, SNMP.

Service Provider: MPLS.



The University of British Columbia

Staff Job Postings

QoS and Traffic Engineering (VOIP): 802.1p, classification and marking, congestion avoidance, congestion management, DSCP, IP SLA, MPLS QoS, rate limiting, traffic policing, traffic shaping, videoconferencing and VOIP specific QoS provisioning.

Load Balancing, TCP IP and packet capture and analysis, Multicast, Network Design.

Preferences will be given to individuals with experience in the following areas: Cisco networked environments; Customer service environments - provisioning services, determining requirements, customer interaction; Service provider environments.

Ability to effectively manage multiple tasks and priorities and work under pressure to meet time sensitive and mission critical deadlines.

Ability to take initiative and work with limited direction.

Collaboration - 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.

Communication for Results - 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.

Problem Solving - 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.

Analytical Thinking - 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.

Information Systems Knowledge - Resolves escalated problems of technical support. Identifies root causes. Sets up and integrates new and enhanced information systems. Identifies customer needs and determines the appropriate approach to apply and ensure resolution. Solicits the input of appropriate technical experts and managers as required.

Thoroughness - Demonstrates operational agility. Uses organizational systems that result in multiple critical activities to be identified and completed on time. Renegotiates priorities as necessary. Puts systems in place and uses them to monitor and detect errors and problems. Tests and inspects outputs and applies quality checks prior to work submission.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11304
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Database Administrator
Department: UBC IT - Database Adminstrn.
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-26 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **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 Database Administrator designs information flow and content solutions for existing systems and advises on database concepts and functional capabilities in order to translate business requirements into environment specific databases.

Organizational Status

The Database Administrator - MySQL - works independently and jointly within the Database Administration team, receiving operational and strategic direction from the Manager, Database Administration and liaising closely with other Database Administrators, the Director, Infrastructure, and other UBC IT management and technical staff within the Infrastructure portfolio, as well as external vendors and various stakeholders.

The incumbent will act as an "expert" on MySQL systems on various committees and projects and as such will provide advice to stakeholders and staff with regard to issues and problems that may arise as well as development and strategy. Additionally, the incumbent will provide advice to business decision makers, understand the impact of technical changes on business processes and leverage common approaches and resources between departments.

Work Performed

Specific Duties:

- Ensures production databases operate effectively and efficiently. This includes ensuring: database management system software and utilities operate correctly; database integrity is preserved; backup and recovery processes for databases are effective; adequate database capacity is provided; databases are monitored; database performance problems are resolved; ongoing database tuning is performed.
- Provides data modeling, logical database design, and physical database design services.
- Liaises at a senior design and technical level with application owners, teams and vendors; translates business requirements into database design.
- Manages and oversees access control, including definition & schema.
- Is a subject matter expert and member of various support groups; establishes incident resolution techniques and manages knowledge transfer activities and outcomes to assist in incident identification.
- Works closely with Senior Database Administrators to plan all technical and business aspects relating to departmental MySQL Server deployments.



- Provides expert knowledge and advise to colleagues on MySQL Web Hosting environments.
 - Workswith MySQL 5.x Enterprise database software in a virtual server environment running RHEL AS 5 operating systems (or higher).
 - Works with MySQL 5.x replication.
 - Implements optimal backup and recovery strategies for MySQL Web Hosting environments.
 - Installs and works with MySQL Enterprise Monitor.
 - Implements performance monitoring strategies for MySQL database environments.
- Works with all aspects of INNODB databases including backup and recovery.
- Installs and works with clients such as MySQL administrator, MySQL Query Browser or TOAD for MySQL.

Core Duties:

- Designs information flow and content solutions for existing systems to structure and access databases.
- Advises on database concepts and functional capabilities and submits recommendations for solutions.
- Monitors, evaluates, and maintains systems and procedures to protect the data systems and databases from unauthorized users and recommends corrective actions to ensure data security.
- Implements data restore and recovery plans and procedures to protect and continue data system and database activities that support broader emergency or disaster recovery plans.
- Collaborates with project teams and other individuals to ensure seamless workflow with quality handoffs.
- Prepares specifications and flowcharts.
- Coordinates installation of revised or new systems.
- Participates in the establishment of policies and procedures pertaining to data management, maintenance, and utilization.
- Performs upgrades of databases and adds new structures or elements.
- Tracks and reports database performance metrics, monitors and analyzes database performance, and calibrates database management system parameters.
- Performs regular maintenance and backup including monitoring disk space and maintaining database dictionaries.
- Provides technical leadership, coaching, and mentoring to less-experienced individuals.
- Maintains appropriate professional designations and up-to-date knowledge of current

Supervision Received

Works with complete latitude within general policies and an administrative framework. Work is reviewed in terms of achievement of specific strategic objectives.

The MySQL DBA receives operational and strategic direction from the Manager, Database Administration and will liaise closely with Database Administrators, the Director, Infrastructure, and other UBC IT management and technical staff within the Infrastructure portfolio, as well as external vendors and various stakeholders.

Supervision Given

Manages directly and indirectly through subordinates.

Consequence of Error/Judgement

Makes decisions regarding strategic solutions to business needs or decisions relating to the management of multiple project teams within a technical specialization.

Within the growing University community, all services supported by Information Technology require reliable systems in order to provide important functions such as eLearning, Student Services, Finance, HR and Research Services. This infrastructure must be available on a near 24 x 7 basis.

Supervision, decisions and actions taken by the MySQL DBA will have a direct impact on how efficiently and effectively the systems infrastructure will perform and function. Errors in judgment, poor planning, or failure to act decisively could have a detrimental effect on systems infrastructure. Unreliable systems infrastructure or failure to meet contractual obligations for performance and availability will damage the reputation of Information Technology and UBC. This could adversely impact the University community,



The University of British Columbia

Staff Job Postings

including the large majority of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Minimum of least five years experience with progressively more responsibility as a programmer analyst, four years of direct experience working with an enterprise scale database products such as Oracle, MySQL, MS SQL Server.

Experience should include a solid understanding of the development process, an advanced knowledge of database management with emphasis on relational databases, and good understanding of operating systems and their relationship to database management systems.

Strong experience with database administration and database programming, and excellent troubleshooting skills.

Experience in RHEL shell scripting.

Good knowledge from both an application and database administration perspective of University-wide databases.

Good knowledge of and experience in working with MySQL Web Hosting environments.

Thorough understanding and experience in working with all aspects of MySQL 5.x database environments. Including installs, upgrades, patching, backup and recovery, high availability, replication, performance monitoring and fine tuning and INNODB.

A working knowledge of Windows PowerShell and Unix shell script reading and writing.

A good understanding of how to effectively use MS Windows work tool environments to access Unix hosts and run database management tools.

A good understanding of data networking and its application to enterprise scale applications.

Good knowledge on how to use Microsoft Windows and or Unix and its utilities in conjunction with managing an enterprise scale database such as Oracle, MySQL and MS SQL Server.

A thorough understanding and working knowledge of Red Hat Linux Enterprise operating systems in conjunction with managing enterprise scale MySQL database environments.

Ability to learn quickly and adapt easily to new situations.

Ability to effectively manage multiple tasks and priorities and work under pressure to meet time sensitive mission critical deadlines and situations.

Ability to give direction to other staff members as needed.

Ability to work well with management and non-management staff across the department and the University.

Collaboration - 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.



The University of British Columbia

Staff Job Postings

Communication for Results - 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.

Problem Solving - 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.

Accountability - Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.

Strategic Technology Planning - Supports research related to functional architectures and technology needs for a significant work area. Provides input to strategic technology planning. Identifies and analyzes unit's strengths and weaknesses and proposes options for investment in and ongoing maintenance of a function or work process.

Thoroughness - Demonstrates operational agility. Uses organizational systems that result in multiple critical activities to be identified and completed on time. Renegotiates priorities as necessary. Puts systems in place and uses them to monitor and detect errors and problems. Tests and inspects outputs and applies quality checks prior to work submission.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11315
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Team Lead, Systems & Servers
Department: Medicine - Dean's Office
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-04 **Available Openings:** 1

Job Summary

The Team Lead manages and mentors staff in the day-to-day performance of work, participates in the development of resource plans, and provides technical leadership within various product and service lines as pertain to physical, logical, and virtual systems, servers, and the services those technologies provision and are underpinned by.

The Team Lead will lead various, often concurrent, projects and participate as member of a project, committee or workgroup. The Infrastructure Services Team Lead, Servers & Systems oversees the development of process and procedures to ensure secure electronic transmission, processing, and data storage. The Team Lead provides IT server and system infrastructure advice and training to operational support staff, assisting the Manager in coordination of staff professional development. The Team Lead will be responsible for negotiating with various stakeholders and management to resolve problems as they arise and create new work schedules and revisions to project deliverables and secure stakeholder buy-in, and participate in strategizing for future change and growth.

This position may require changes to work site and providing after regular business hours support as necessary as well as response to cellular phone during regular business hours

Organizational Status

Infrastructure Services provides design, implementation, and transition to operations of sustainable infrastructure for delivering IT service excellence in medical education and research.

This role reports to the MedIT Infrastructure Services Manager on daily operations, strategic work-group planning, and project tasks for the Systems & Servers administrators and analysts. The role will operate as a peer with the Team Lead, Network and IT Security, Architect positions, along with other leads and Project Managers. This role supervises Infrastructure Services Systems and Server analysts and administrators as well as support staff within the MedIT Client Services group ad-hoc as agreed with the Team Leads, Client Services.

The role works closely with technical leadership peers at BCNet, partner Universities and Health Authorities, along with other medical program partners, and various departments within UBC. The role will be required to provide leadership outside of business hours in situations requiring an urgent response.

Work Performed



The University of British Columbia

Staff Job Postings

Specific Duties:

- Represents Infrastructure Services as a liaison with other MedIT teams, and University and Health care partners for all matters involving infrastructure systems and servers design, analysis, and operations.
- Leads the MedIT Service Desk and other Systems Administrator roles.
- Delivers effective presentations on task status, schedule risks and opportunities, and budgets.
- Provides timely information to teams, project managers and IT and customer leadership on project status.
- Directs activities for critical systems incidents and major changes for MedIT, for all systems hosted locally or remotely.
- Reviews and delegates documentation of all MedIT and externally provisioned infrastructure for accuracy and completeness.
- Directs continuously improving business continuity plans and procedures.
- Supervises planning, installing and troubleshooting infrastructure systems & servers, whether physical, logical, or virtual, and newer related technologies as they occur.
- Reviews and delegates the accuracy of the monitoring and optimizing of systems and servers performance, availability, and capacity.
- Supervises allocation and reports on performance and availability of systems and servers storage.

Core Duties:

- Manages staff in the day-to-day performance of work, provides leadership and mentoring, and uses a wide range of tools and techniques to create and maintain a collaborative, motivated and positive team atmosphere
- Participates in the development of resource plans to meet staffing, space and equipment requirements
Coordinates and distributes work, monitors workloads and backlogs and makes necessary adjustments
Participates in the recruitment of new staff within respective team
- Works with staff, project teams and other service providers to manage and coordinate work efforts
Ensures all resources understand and follow appropriate methods, procedures and techniques to successfully complete assigned tasks within committed timeframes and standards
- Provides input into staff performance assessments, learning and development requirements, and recognition and reward recommendations
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning
- Develops and implements procedures, methods, standards and controls to foster operational efficiency, monitor compliance, and mitigate risks to achieve team results
- Performs the more complex elements of the work, applying an advanced level of technical expertise and judgement to achieve desired work outcomes
- Leads or participates in the selection and negotiation of vendor contracts
- May serve as a Project Manager on projects and would be responsible for the overall management and success of the project
- Responsible for product expertise which would include development of new systems, acquisition of new software or hardware packages, changes and enhancements
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools
- Performs other related duties as required

Supervision Received

Works with complete latitude within general policies and an administrative framework under the mentorship of the Manager, Infrastructure Services. Work is reviewed in terms of achievement of specific objectives

Supervision Given

Directly manages Infrastructure Services Systems and Server Analysts and Administrators, delegating and reviewing their work in terms of completeness, accuracy and timeliness



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

Work requires judgment and initiative. Errors could have a significant impact on the continued functioning of the Faculty of Medicine Hospital data networks, computing systems and clients.

Qualifications

Undergraduate degree in a relevant discipline. University degree in Computer Science or Diploma in Network Computer Systems preferable.

Must possess ITIL Foundations or be in a position to pass the exam

Must possess or have possessed current technical certifications for any of the technologies in use by the Infrastructure Services team. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience designing, implementing and managing infrastructure.

Collaboration - 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.

Communication for Results - 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.

Problem Solving - 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.

Accountability - Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.

Developing Others - Provides guidance to others on ways of increasing their contribution to the mission, objectives, and values of the organization. Involves individuals in identifying developmental opportunities and provides feedback and recommendations. Involves others in setting development plans. Allocates resources for learning. Responds to requests for solutions to developmental problems.

Strategic Technology Planning - Investigates technology practices, priorities, and direction. Uses the strategic technology plan to set objectives and action plans for a specific work area.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11305
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Systems Administrator II
Department: UBC IT - Collaboration Apps.
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-26 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **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 Administrator II designs systems hardware and software solutions, defines systems scope, and provides recommendations for all systems supported infrastructure as part of regular operations.

Organizational Status

UBC IT Collaboration Applications provides a suite of communications, collaboration and authentication services to the University community, including voice (telecom), contact centre, email, calendaring, UBC Events and CWL (Campus-Wide Login).

Reports to the Manager, Collaborations Applications. Works independently and jointly within the Collaboration Applications Team. Provides leadership depending on the current assignment. Collaborates with management and staff from all sections of UBC Information Technology, other administrative and academic offices, and faculty to coordinate systems development and enhancement projects. Interacts directly with other University technology professionals.

Work Performed

Specific Duties:

- Analyzes and reviews functional requirements, system features, integration requirements, security requirements, and scalability and performance requirements. Reviews implementation options, discusses approach and recommendations with systems staff and users, and provides input to technology recommendations for new and changing systems requirements.
- Contributes to the ongoing planning and development of systems enhancements in support of current or new enterprise services. Collaborates with peers team members to identify, analyze, recommend and implement appropriate system enhancements that will improve existing information systems and improve business processes and productivity. This may include assisting with the management of the lifecycle of a service or product.
- Investigates and remains current with industry technology trends in the Collaboration Applications field such as: Office collaboration tools (email, calendaring, scheduling), Identity Management, e-commerce, workflow, systems development methodologies, web-services, applications middleware (apache, tomcat, etc.), anti-spam and anti-virus, electronic forms,
- Provides advice to and consults with UBC IT colleagues or others as appropriate on complex system design issues and provides technical opinions on the viability or suitability of techniques and methodology to meet project and or Collaboration Application Managers' objectives and goals.



- Implements customized tools and applications, prepares functional specifications and builds proof-of-concept test environments. Develops technical specifications for system development, testing and conversion processes, within established UBC IT's technical architecture and database design.
- Provides Tier 2 operational support for production systems including troubleshooting system problem reports, resolving issues with production systems, defining operational support processes, patching systems and applications, documenting and reporting problems and providing end user support as required.
- Prepares training plans, training materials, and trains staff as required during system implementation.
- Develops a high level of expertise in the functionality of vendor product(s). Works directly with the vendor's technical support centre in order to resolve product issues.

Core Duties:

- Designs solutions to resolve system related business problems, meet user requirements, and streamline system work flows.
- Formulates and defines system scope and objectives and recommends a strategy, potential solution, or "work-around".
- Monitors and analyzes systems issues and provides recommendations for all systems supported infrastructure as part of regular operations.
- Provides guidance and training to less experienced analysts.
- Writes and maintains systems documentation including user and technical manuals.
- Designs, provisions and configures systems.
- Acts as a liaison between technical groups and stakeholders to coordinate the system's installation and ensure technical compatibility and satisfaction.
- Prepares documentation and defines system specific dependencies to assist in problem analysis.
- Provides recommendations for improving procedures and coordinating system implementation.
- Integrates development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Manager, Collaboration Applications, Information Technology and the daily direction of a Team Lead or project manager as assigned. The Systems Administrator must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

May mentor newly hired systems administrators and other resources within the group who assist with application support and maintenance.

Consequence of Error/Judgement

Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The services supported by Information Technology require reliable application systems in order to provide critical functions that support all students, faculty and staff. These systems must be available on a 7x24 basis.

Decisions and actions taken by the Systems Administrator will have a direct impact on how efficiently and effectively the systems will perform and function. Errors in judgment, poor development, or failure to act decisively could have a detrimental effect on these systems. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of Information Technology and UBC. 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.

Qualifications



The University of British Columbia

Staff Job Postings

Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Minimum 5 years of IT systems administration.

- Experience running applications in a virtual environment and using backup and recovery tools (VMWare preferred.)
- Experience designing, developing and implementing medium to large scale application development projects.
- Experience with databases, programming languages, security.
- Experience with managing and supporting enterprise email systems, mail protection, security products and related technologies including:

- o Microsoft Exchange, Blackberry Enterprise Server, Postfix, Sophos PureMessage, SunOne; DNS, LDAP, SQL, RBL; Sympa, Majordomo; PowerShell, Perl, Python, bash; SMTP, POP, IMAP, MAPI, RPC over https, ActiveSync, Exchange Web Services.

Experience with managing and supporting Microsoft Active Directory, Windows Server, MS-SQL and SharePoint, and Unix Linux based systems (Solaris and Redhat preferred.).

Familiarity and ability to effectively use some of the following current development tools and environments is an asset: Java, Perl, SQL, Oracle, Cold Fusion, UML, XML, XSL, SOAP, J2EE, Tomcat, Apache, JDK environments.

Sound knowledge of standard office productivity tools (e.g. MS Word, Excel, PowerPoint, Visio, etc...)

Knowledge of unified communications systems.

Knowledge of IT application development and implementation best practices, "rules of thumb", benchmarks.

An understanding of key trends and players in the IT industry and higher-education sector.

Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources.

Collaboration - 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.

Communication for Results - 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.

Problem Solving - 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.

Accountability - Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.

Information Systems Knowledge - Resolves escalated problems of technical support. Identifies root causes. Sets up and integrates new and enhanced information systems. Identifies customer needs and determines the appropriate approach to apply and ensure



The University of British Columbia

Staff Job Postings

resolution. Solicits the input of appropriate technical experts and managers as required.

Initiative - 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.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11324
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 Quality Assurance Analyst
Department: UBC IT - Business Analysts
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-27 **Available Openings:** 1

Job Summary

The Senior Quality Assurance Analyst provides technical leadership in the development of quality assurance strategies and in the definition and implementation of test environments for total testing solutions of all information systems programs and projects. As a member of UBC IT, the Senior Quality Assurance Analyst is responsible for creating project quality plans, leading implementation of quality initiatives, test execution and tool selection. Majority of work will be performed in a formal project or program team. Projects and programs typically have a high degree of complexity, influence, and impact as solutions are generally designed for the majority of constituents in the UBC community. Outside of project program assignments, the Senior Quality Assurance Analyst will champion best practices that lead to a high level of quality in all project deliverables ensuring that software quality exceeds industry norms for accuracy, reliability and scalability. Will provide support and advice to other analysts and developers on quality assurance activities both within UBC IT and to the greater IT community at UBC.

Organizational Status

Reports to the Manager, Business Analysis and Quality Assurance in the Project Management Office. Strategic direction is provided by both the 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(s) typically made up of a project manager, developers, functional experts, business analysts and other project specialists

Works closely with UBC IT management and project program managers on cross-unit QA initiative . The Senior Quality Assurance Analyst is a senior representative of the PMO and thus will develop relationships with different units while launching QA initiatives

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, Networks (wireless, telephony, Internet, etc), and datawarehouses.
- Project types include but not limited to software development, ERP (Enterprise Resource Planning) and COTS (Commercial off the shelf) implementation, reporting and business intelligence, and infrastructure transformation.
- Ensures QA approach is consistent with the overall technical and business architecture of the university and complies with UBC



The University of British Columbia

Staff Job Postings

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 performance for UBC IT and other UBC departments.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements.
- Build and maintain good working relationships with project teams, business analysts, UBC IT colleagues, and client stakeholders.

Core Duties:

- Defines, designs and articulates comprehensive and in-depth quality assurance strategies, approaches and plans for software projects.
- Designs project test plans, QA approaches and processes. Ensures sufficient breadth and depth of testing approach. Advises project managers of QA effort required.
- Leads implementation of quality assurance initiatives, develops and manages project budgets, ensures that quality standards and practices are followed, and coordinates work of technical teams.
- Establishes quality assurance and or quality control policies in accordance with best practices, defines benchmarks and measures, devises improvements to current procedures, and develops models of possible future configurations.
- Acts as an information resource on quality assurance, provides expertise to own and other projects, and contributes to the standard methodologies of the IT department.
- Evaluates and recommends testing tools, software packages and training for team members and remains current with industry trends.
- Provides technical guidance and leadership, coaching, and mentoring to team members.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Reports directly to and receives direction from the Manager, Business Analysis and Quality Assurance in the Project Management Office in 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

Provides mentoring and coaching to new or less experienced business analysts, quality assurance analysts, and developers in the area of quality assurance. Also provides leadership and education to other staff in UBC IT and to the greater UBC community. May supervise work of other analysts on projects.

Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Senior Quality Assurance Analyst will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment, poor 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. Formal certification from a recognized professional organization or professional development provider is an asset. Professional development in quality assurance analysis, leadership, coaching and mentoring is an asset. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and



The University of British Columbia

Staff Job Postings

experience. Significant experience in software application development and progressively in more senior roles. A demonstrated combination of knowledge and experience in the IT project lifecycle including project management, business analysis, development, quality assurance, change management and related disciplines.

Experience in a higher education environment is an asset.

Experience and thorough knowledge with scalability and testing enterprise applications.

Expert knowledge of performance, regression, unit and functional testing techniques

Experience and thorough knowledge with the traceability, requirements and issue tracking systems.

Experience with open source testing tools is an asset.

Experience with Service Oriented Architecture (SOA) is an asset.

Experience with any of the following: custom SIS, Peoplesoft (HR & Finance) and Oracle BI is an asset.

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

Demonstrated contributions to the continuous improvement of quality assurance analysis practices, methodology and implementation.

Proven knowledge and continuous learning of quality assurance analysis discipline and best practices.

Demonstrated ability to create, implement, and manage a quality strategy for large and complex software projects within a team environment.

Solid understanding of key trends and players in the IT industry and higher-education sector.

Strong leadership skills and the ability to initiate and sustain initiatives. A proven go-to person for quality assurance knowledge and advice.

Works effectively with senior management on strategic implementation.

Ability to effectively manage multiple tasks and priorities and address project demands in a fast-paced and changing environment.

Excellent organizational, planning, and prioritization skills.

Demonstrates the willingness, ability, and enthusiasm to learn new processes, methodologies or technologies.

Collaboration - 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's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

Communication for Results - 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.



The University of British Columbia

Staff Job Postings

Problem Solving - 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.

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.

Analytical Thinking - Determines criteria for assessing issues and opportunities. Establishes clear goals and priorities needed to assess performance. Identifies relationships and linkages between different information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Establishes clear goals and priorities. Anticipates potential problems and develops solutions needed to resolve them. Systemically analyzes relationships between apparently independent problems and issues. Reviews and cross-reviews reports. Identifies trends as well as isolated events. Translates analytical reports into management presentations, and provides guidance to resolve issues. Anticipates the possible outcome of potential solutions. Identifies areas of significant concern or opportunity. Probes and initiates research to identify critical problems.

Thoroughness - Identifies potential areas of conflicting priorities and vulnerability in achieving standards. Reviews department's progress against established goals, objectives, service level targets, and project milestones. Supports others in achieving deliverables by efficiently allocating resources and providing common organizing systems, techniques, and disciplines. Maintains a proactive work review and approval process prior to assignment completion. Solicits internal and external customer evaluation of performance and devises measures for improvement.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11309
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E2 **Business Title:** Manager
Department: UBC IT - Academic Systems Mgmt
Salary: \$80,059.00 - \$100,073.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **Available Openings:** 1

Job Summary

The Manager provides management and technical leadership to a reporting unit.

Organizational Status

The Web Services team provides consulting and development services across the UBC community (a variety of faculties and departments) on a cost recovery basis. In addition, a Service Level Agreement has been established with Enrolment Services for the provision of web services in support of their communications needs. This is a varied role requiring part; engagement, envisioning, expectation management, communications of clients while leading the delivery team through the use of best practice development methodologies.

The Web Services team is comprised of technical development staff and the Manager - Web Services will provide direct oversight of this team (currently 7 and growing).

Work Performed

Specific Duties:

- Significant proportion of the Web Services team is funded via a cost recovery model - it is therefore required that the Manager - Web Services manage a pipeline (Demand management) of work and ensures that agreements allow for the recovery of UBC-IT costs. The manager - Web Services will be required to maintain an accounting of costs vs revenues along with projections of future state in order to manage the team composition effectively.
- The Web Services team develops web based applications using a variety of tools and programming languages - part of the role for the Manager - Web Services will be to develop a technology roadmap that delivers a stable supported platform for the UBC community.

Core Duties:

- Works with business partners and or IT leadership to understand and anticipate business and IT project needs of a reporting unit.
- Develops strategies, operating plans, targets and measures for unit and leads the day to day delivery of its programs, services and activities.
- Establishes and administers unit budget and ensures for cost efficiencies.



- Develops and implements procedures, methods, standards and controls are created and followed to foster operational efficiency, monitor compliance, mitigate risks, and achieve unit results.
- Develops and implements innovative business solutions, programs and services, leads projects, and collaborates with others on integrated solutions and initiatives across other administrative academic areas.
- Develops and manages reporting team leads, professionals and other staff including selection, training, coaching, performance management and all other people practices.
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Anticipates and analyzes trends in technology and assesses the impact of emerging technologies on the business.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

The Manager works under the general direction of the Director, Academic Systems Management and has considerable latitude in the execution of his her duties consistent with the goals and objectives for the functional area.

Supervision Given

Supervise, hire, train and evaluate performance of staff. Negotiates and reviews services provided by internal and external contractors. Provides overall direction to the staff and ensures that IT best practices are followed. As required provides project management to staff and contractors who are assigned to a project team.

Consequence of Error/Judgement

The Manager is expected to work independently

Decisions and actions taken by the Manager will have a direct impact on how efficiently and effectively UBC Applications delivered via the web perform and function and given the external facing nature of UBC's web presence - how UBC is perceived. Failure to meet service level obligations for performance and availability of Applications could adversely impact the University community, including; prospective students, students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. It will also damage the reputation of UBC and UBC IT.

Qualifications

Undergraduate degree in a relevant discipline. Post-graduate degree may be required for specialized positions. Undergraduate 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. Demonstrated experience in the software development and implementation life cycle with the ability to communicate effectively verbally and in writing to a varied audience.

Experience in development management of web projects. A deep understanding and passion for the evolving web interaction technology landscape - including trends in social media.

Supervisory, budgetary, presentation, interpersonal, written and oral communication skills required.

Demonstrated ability to analyze and interpret data, determine implications, and provide recommendations.

Ability to work effectively independently and in a team environment.

Ability to resolve systems and technical problems in an innovative manner.



The University of British Columbia

Staff Job Postings

Ability to develop and implement strategic business plans.

Ability to make decisions and recommendations involving highly complex issues.

Ability to develop and implement policies and procedures
Experience with UBC policies and systems is an asset.

Ability to effectively lead a team of systems professionals in a demanding environment.

Ability to maintain accuracy and attention to detail.

Ability to effectively manage multiple tasks and priorities and work on mission-critical situations in a demanding environment.

Excellent Organizational skills.

Collaboration - 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's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

Communication for Results - 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.

Problem Solving - 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.

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.

Developing Others - Identifies and plans development and mentoring activities for a functional area in alignment with the mission, vision, and values of the organization. Promotes and follows up on learning activities including assignments and cross-functional learning. Mentors others, providing personal insights. Acts as sounding board advisor for problem solving.

Strategic Technology Planning - Supports research related to functional architectures and technology needs for a significant work area. Provides input to strategic technology planning. Identifies and analyzes unit's strengths and weaknesses and proposes options for investment in and ongoing maintenance of a function or work process.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities,



The University of British Columbia

Staff Job Postings

persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11302
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level F **Business Title:** Senior Client Service Manager
Department: UBC IT - Client Services
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-26 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-09-26 **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 Senior Client Service Manager provides overall management of information technology services within a broad client portfolio, ensures that enterprise services consider business requirements, and leads integration projects. The Client Service Manager develops UBC and Faculty business and project plans, policies, standards requirements, and budgets to ensure the successful implementation and operations of integrated, cost-effective IT services within a variety of Faculties and units and manages large scale projects comprising multiple systems and services that align or integrate campus-wide systems and services within the departments and faculties. The Client Service Manager is responsible for ensuring business needs within the faculties and departments are identified, and that requirements are understood and, working with staff and managers internally within UBC IT and externally, translates these needs into IT solutions.

Organizational Status

The Client Services group within UBC Information Technology is responsible for providing broad overall management of UBC IT's services within a client portfolio and acting as their single point of contact for UBC IT's services, including obtaining and supporting services, and developing and reporting on performance measurements.

The Senior Client Service Manager interacts strategically with senior staff and faculty across the University in such as Dean, Associate Dean, Director, as well as IT managers and staff in the various faculties and units. Within UBC Information Technology, the Senior Client Service Manager works at a senior level, reporting to the Director, Client Services. Actively participates as a member of the UBC IT Services Group leadership team.

This position has interdependencies with: UBC IT Infrastructure group, UBC IT Client Services Group, UBC IT Project Office, UBC IT Strategy group, UBC IT Human Resources groups, UBC IT Finance groups, senior members of departments and faculties, other IT groups on campus, and selected vendors providing ongoing contracted services to UBC IT.

Work Performed

Specific Duties:

- Develops strategic partnerships with the senior leadership of Faculties and Administrative units on campus.
- Develops a solid understanding of individual Faculty and Administrative units environment and priorities; applies this



knowledge to the development of technology solutions.

- Leads strategic assessments of IT services within the faculties and make recommendations for optimizing resources and develop associated plans upon request.
- Provides advice to faculties and departments, and propose strategic and tactical directions for IT departments across campus and for the UBC IT portfolio of services and business processes to align them with UBC's campus IT strategy upon request.
- Coordinates the provisioning of enterprise services, ensuring customer-driven direction.
- Analyzes and reviews functional requirements, system features, integration requirements, security requirements, scalability and performance requirements.

Core Duties:

- Provides overall management of information technology services within a broad client portfolio, translates client organizational needs and UBC's information technology strategy into service requirements and portfolio directions, and makes recommendations for optimizing resources.
- Ensures that business requirements for enterprise services are identified, developed, delivered and communicated to clients.
- Leads integration projects and manages the transition of information technology services.
- Identifies implementation options, writes design and discussion documents, and makes appropriate technology decisions for new and changing technology needs.
- Works collaboratively with key customers, internal stakeholders, and other higher educational institutions to plan and deliver IT's portfolio of services to the broader UBC community.
- Develops working relationships across the organization.
- Advises other information technology professionals and senior leaders on the effective use of information technology products and services, including the selection of specific technologies.
- Negotiates, sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Leads the development of business and implementation plans, policies, standards, and budgets for projects and information technology solutions.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the administrative direction of the Director, Client Services, UBC IT, Information Technology. Results are reviewed for achievement of overall and long term objectives and broad strategic goals. The Client Service Manager has interdependencies with the members of the UBC IT Senior Management team. The Client Service Manager must be able to work independently and assume full responsibility for his/her decisions.

Supervision Given

Leads interdisciplinary project and service teams comprising of UBC IT staff, Faculty IT staff, and contractors.

Consequence of Error/Judgement

Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The Client Service Manager plays an important role in the implementation and operation of the IT services for a wide range of Client groups. These units include academic units with responsibility for teaching, learning and scholarship, and administrative units responsible for the efficient, cost effective delivery of a wide range of services and processes that must meet the needs of students, faculty and staff.

The Client Service Manager also plays a key role in ensuring that these Clients receive the IT services and support required to achieve their mandates and strategic objectives.



The University of British Columbia

Staff Job Postings

If UBC IT strategic plans do not support the strategic goals of the University, or the UBC IT services, facilities and support that clients units receive are not fully aligned with their needs and goals, the University's information technology resources will not enable the University to achieve its strategic goals and vision. As the Client Service Manager will be providing advice and assistance to numerous client groups, the impact of decisions, and the consequences of error will be serious and far reaching, affecting the budgets of many groups, as well as the efficient delivery of the Clients' mandates.

Qualifications

Post-graduate degree. University degree in Marketing, Commerce, Business Administration, Computer Science, or Engineering preferred. Minimum of 10 years experience and 4 years managerial experience and 3 years specialized experience in the design and implementation of major computer systems or the equivalent combination of education and experience. Specialized experience in the design and implementation of major computer systems and at least two years of managerial experience, or the equivalent combination of education and experience.

At least 3-5 years project management or systems integration experience, or an equivalent combination of education and experience.

Strategic knowledge and 3-5 years experience working with IT products and services, such as Email, Portals, Blogs, Wiki's, Intranets, web and videoconferencing tools, networks, storage solutions.

At least 3 years experience developing business plans, communication strategies, marketing strategies, project charter and other management documents. Demonstrated ongoing career development through active and self-motivated professional development. Demonstrated track record and commitment to delivering results and proactively supporting the applications.

Experience developing operational processes required for service development, service management, service implementation, service delivery, and ongoing lifecycle management of services.

Experience in problem-solving, change management, budget development and financial management. Knowledge and experience working within ITIL processes and service management techniques. Knowledge of project management disciplines and best practices, applications development and implementation.

Experience in areas of strategic planning, tactical planning, project management, risk management, business process improvement, continuous improvement, quality assurance, research, applications development and maintenance, operations management and customer service.

Effective leadership, consulting, facilitation, conflict resolution and negotiation and team-building skills are required as well as the ability to coach and mentor staff; the ability to build relationships and to consult with customers and potential customers; and the ability to interact at all organizational levels.

Collaboration - 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's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

Communication for Results - 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.

Problem Solving - 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.

Building Relationships - Sets objectives necessary for obtaining feedback and assistance. Maintains effective communication. Shares ideas, issues, and opportunities with members of personal network. Seeks referrals from others with relevant expertise and influence. Attends and maintains relationships with relevant formal and informal professional groups and organizations.

Business Enterprise Knowledge - Directs and coordinates the development and implementation of process-based solutions that cross organizational lines. Creates business case for investment in process and technological enhancements. Sets clear explanations for the integration and alignment of technology and business functions, focusing on the strategic value provided.

Change Advocate - Leads the planning and implementation of change programs that impact critical functions processes. Partners with other resource managers change agents to identify opportunities for significant process enhancements. Recommends changes that impact strategic business direction. Sets expectations for monitoring and feedback systems and reviews performance trends. Evaluates progress and involves peers and team members in analyzing strengths and weaknesses in performance. Improves efficiency by spearheading pilots and planned functional change initiatives.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11285
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** Education Manager
Department: Family Practice
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2011-10-01
Job End Date: 2012-09-30 **Possibility of Extension:** Yes
Funding Type: Part-Time
Other:
Date Closed: 2011-09-29 **Available Openings:** 1

Job Summary

This position provides diversified educational administrative support to the Postgraduate Residency Program of UBC Dept of Family Practice. It requires a broad and extensive knowledge of the organization and educational mandate of the Residency Program. The incumbent works with Program Director, Associate Director and Program Administrator to provide organizational support in the areas of Curriculum Development, Faculty Development, Assessment and Evaluation, as well as Expansion of the program.

The incumbent is given varying degrees of latitude for exercising independent initiative and judgement in developing methods, scheduling priorities and coordinating and maintaining office routines which normally require input from various hospital and UBC units and or sources.

Organizational Status

Reports to: Postgraduate Program Director and Postgraduate Program Administrator. Interacts with: faculty, staff, preceptors and residents, various hospital departments, office of Postgraduate Education in the Faculty of Medicine and various health authorities and other healthcare organizations.

Work Performed

Participates in implementation of policies and procedures related to resident education and in support of overall Postgraduate strategic priorities, goals and initiatives

Acts as communication officer for the program and is responsible for the distribution and dissemination of important educational guidelines and policies to clinical faculty across a distributed program. This includes the creation of a newsletter to all clinical faculty.

Contributes to the planning, needs assessments, resource analysis and strategic planning in relation to the expansion of the residency program, both for IMG and CMG Works with the Program Director, Project Manager and Program Administrator in .

Responsible for the development, assessment, implementation and communication of policies, procedures and tools in relation to curriculum, evaluation, faculty development and scholarship and contributes to the organization and facilitation of lead faculty retreats, educational events and modules for professional development of preceptors and clinical faculty.



The University of British Columbia

Staff Job Postings

Provides advice and support to the site directors and administrators in policies and guidelines in areas relating to curriculum, assessment and evaluation and faculty development.

Responsible for monitoring, creating and collating materials and webeval reports for the delivery of faculty development to clinical faculty and preceptors in rural communities.

Monitors and manages repository of practice exam materials. Develop and maintain intranet site on exam preparation.

Contributes to the planning and delivery of educational events, training and modules for the professional development of faculty and clinical teachers.

Works with the Lead Faculty responsible for Behavioural Medicine in the delivery of a Behavioral Medicine curriculum across the program.

Advises residents' and faculty on College of Family Physicians accreditation policies and guidelines.

Assists the planning, documents preparation and organization of accreditation visits.

Coordinates with the College of Physicians and Surgeons of B.C. to facilitate the licensing process for graduates of the Residency programs.

Maintains and update intranet website for residents and faculty, ensuring that important information are communicated via the intranet in a timely fashion.

Assists in the resident CaRMS selection process.

Prepared and updates the Resident Handbook annually.

Provides backup coverage for Program Administrator when needed

Performs other related duties as necessary.

Supervision Received

Receives initial instruction on new responsibilities. The incumbent is expected to be able to take initiative; problem solve, apply discretion to determine course of action and then follow through independently.

Supervision Given

Provides supervision and instruction to postgraduate staff and work study student.

Consequence of Error/Judgement

Error in judgement will result in breaches of confidence and or would affect the reputation of the UBC Postgraduate Program and could potentially lead to the withdrawal of a teaching services and teaching site, miscommunication may lead to inefficiency of operation or unmet deadlines.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Experience in medical education an asset. Word processing and computer experience. Project management experience an



The University of British Columbia

Staff Job Postings

asset. Strong organizational skills. Ability to work collaboratively, to provide supportive leadership as necessary, and be a team player. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11347
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Communications Coordinator
Department: Alumni Association
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2011-10-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-07 **Available Openings:** 1

Job Summary

The position supports members of the Communications team through efficient and organized administration and the contribution of content for various communications vehicles. Will be responsible for coordinating the production of both printed and electronic materials, working closely with the Communications Manager, staff from other DAE units. Materials produced are principally for engaging UBC's Alumni in the activities of the university, and for enhancing UBC's image and reputation in the community.

Organizational Status

Reports to: Communications Manager, Publications and Communications

Works with: Supports communications team through efficient and organized administration and the coordination and creation of content for various communications vehicles.

Contacts: Alumni, external vendors, events staff, and campus-based alumni staff

Supervises: None

Work Performed

- Writes copy for Alumni email blasts, the Alumni Affairs website and Trek Magazine as required;
- Transcribes interviews speeches for possible articles;
- Collects obituaries and alumni news for Trek Magazine and prepares them for editing;
- Sources images, secures permission for use;
- Maintains database for special mailings of Trek Magazine; executes those mailings after Trek press run;
- Manages the Trek Magazine email address and forwards responds to feedback as appropriate;
- Manages the media archive catalogue;
- Prepares submissions for CASE CCAE competitions;
- Collects and submits communications metrics (stats for board reports, annual reports, POINTS, email marketing statistics tracking, etc.)
- Submits monthly eblast breakdowns to Finance in order for them to divide and assign charges between departments;
- Performs other duties as assigned.



The University of British Columbia

Staff Job Postings

This position is part time (50%). The times and days are negotiable.

Supervision Received

The position reports to the Manager, Publications and Communications. The incumbent will have an approved performance plan with biannual reviews.

Supervision Given

None.

Consequence of Error/Judgement

The Communications Coordinator is expected to function in a team setting with a degree of autonomy and independence, working under broad guidelines. She/he must exercise tact and diplomacy when dealing with volunteers, staff, students, alumni, faculty and suppliers. Failure to exercise appropriate judgment could damage the reputation of Alumni Affairs and/or the university, and result in alienation of alumni members and volunteers, university faculty members and officials.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Strong writing ability and good interpersonal communications skills. Superior organizational skills. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Intermediate skills in the Microsoft Office Suite. Ability to work independently and within a team environment, and follow directions. Ability to type 55 wpm and to operate the normal range of office equipment. Ability to exercise a high level of diplomacy, tact and discretion when working with information of a confidential and/or sensitive nature and in dealing with campus colleagues and external agencies. Knowledge of HTML, CSS, Dreamweaver, WordPress and Adobe Creative Suite preferred.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11053
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level C **Business Title:** User Experience / Web Designer
Department: Communication Services
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-28 **Available Openings:** 1

Job Summary

The User Experience Web Designer applies a user-centered design process to deliver digital communications projects that support student success, enhance the current student experience and adhere to the UBC brand identity. This position contributes requirements gathering, user analysis, information architecture, prototyping, usability testing, and graphic interface design to projects. The User Experience Web Designer is a digital design professional equally adept and comfortable with design, information architecture, and research.

Organizational Status

The User Experience Web Designer reports to the Director, Student Communications Services. This position also works closely with Enrolment Services (ES) and Student Development & Services (SD&S) Communications Coordinators on project definition and planning, and will interface with UBC IT Services web developers on project deliverables.

As one of two user experience professionals within the Student Communications Services unit, the User Experience Web Designer will bring visual design expertise to the user experience design services provided by the unit.

Work Performed

Information architecture, design, and usability:

Develops and maintains information architecture and usability standards for ES and SD&S units.

Analyzes business and functional requirements for student focused websites and web applications; works with other units to guide overall strategic direction and vision for websites and other digital communications (such as RSS news feeds and email newsletters).

Creates wireframes, site maps, schematics, process maps, user flows, user personas, feature lists, mockups, working prototypes, and other artifacts to describe the intended user experience.

Defines site architecture and navigation to serve as blueprints.



The University of British Columbia

Staff Job Postings

Uses graphic design, information design, and problem-solving skills to create compelling, highly usable web interfaces.

Works with web developers to define and implement technical requirements.

Researches and makes recommendations on software to support and enhance the web design process.

Design and production:

Designs visually engaging and user-centric layouts, templates, wireframes and graphics for ES and SD&S digital communications projects, including blogs, email newsletters, social media platforms, and websites.

Develops creative visual solutions for web page elements and communication hierarchy using layout, color, typography, proportion, navigation, iconography, photography, motion rich media, and brand.

Implements functional designs by providing standards-based CSS and HTML documents to the web developers.

Designs and tests layouts for cross-browser functionality and accessibility.

Adheres to UBC brand identity guidelines and contributes to internal design style guides.

Helps to implement designs created by other team members or external consultants.

Research and testing:

Designs research protocols, prepares research plans, and develops usability templates.

Conducts rapid iterative usability testing of wireframes, mockups, and prototypes to validate whether features and products have met business and usability objectives.

Coordinates focus groups, card sorts, surveys and other methods of user testing; analyzes test results; makes recommendations.

Conducts competitive site research; reviews and analyzes industry trends; and makes recommendations to enhance the user experience.

Project management and quality assurance

Works collaboratively with ES and SD&S unit Communications Coordinators on delivery of student facing digital communications projects.

Leads project definition and development of project plans; manages technical implementation of projects.

Responsible for project timelines and coordinating workflow of content providers, designers and other contributors.

Liaises with UBC IT Services web developers providing documentation and negotiating timelines for completion of projects.

Facilitates project planning meetings with ES and SD&S staff when required.



The University of British Columbia

Staff Job Postings

Works with vendors of design specific systems to ensure service level agreements are being met.

General:

Stays abreast of developments in visual design with an eye to extending the University's reputation and finding new opportunities for communication.

Researches and advises on visual interface design; educates and advises departments on best practices in web design.

Represents Student Communications Services at University meetings as required

Performs other duties as required.

Supervision Received

The User Experience Web Designer reports to the Director, Student Communications Services. This position works autonomously within Provost & VP Academic and ES policies. Work is reviewed in terms of achievement of high professional standards in the delivery of student communications services.

Supervision Given

This position acts as a key contact person and coordinator for the University's student facing digital communications projects. The User Experience Web Designer hires external support as needed. This position is expected to make complex decisions, with guidance provided in exceptional circumstances. She works as a member of Student Communications Services, and works collaboratively on projects with other staff in ES and SD&S.

Consequence of Error/Judgement

This position must exercise tact and diplomacy when dealing with staff and faculty. Given a rapidly changing digital landscape, she must make decisions on how best to manage projects given short timeframes, relative strategic importance of projects, and the impact of failing to meet deadlines.

Our communications channels must present complex information in an understandable way, and online versions of publications, including the Calendar, now function as official versions. People who rely on our web pages to present this information accurately include faculty, staff, and students at UBC; faculty, staff, and students at other universities and colleges; and high-school students and counsellors both within Canada and in other countries. The impact of errors in our online publications would be considerable. Students make academic and personal decisions based on material published online. Errors would cause serious inconvenience to large numbers of people and could have legal and financial consequences for UBC.

Applying expertise and attention to user interface design and information architecture provides clarity, reduces redundancies, and delivers a better experience for users. Providing online material for faculty, staff, and students offers significant cost savings and improvements in efficiency when done well. People using the web expect fast response, simple and intuitive design, and readable material. Up-to-the-minute knowledge and expertise in this area and meticulous attention to detail are crucial to the delivery of the University's Place and Promise student learning commitments for providing information and services on the web.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of six years experience or communications services or the equivalent combination of education and experience. Minimum of six years experience that demonstrates proficiency in the architecture,



The University of British Columbia

Staff Job Postings

design, and visualization of information, as well as user-centred interface design for a variety of outputs, including different browsers, operating systems, and email clients. Candidates must also possess a strong understanding of design principles as applied to interactive digital media and typography with solid production skills including CSS, HTML, Photoshop, Illustrator.

Professional experience in a post-secondary institution or similar environment an asset. Accuracy and attention to detail. Effective oral and written communication, interpersonal, and presentation skills. Ability to exercise diplomacy, tact, and discretion when working with confidential and or sensitive information and in dealing with various levels of administration and external agencies. Demonstrated ability to function well as a member of a team. Organizational and project management skills; ability to prioritize tasks and manage timelines. Submission of an electronic portfolio that demonstrates creative visual design capabilities.

Demonstrated skills in colour theory, typography, information hierarchy; and, the development and use of graphic elements and photography.

Demonstrated experience in producing user interfaces, optimizing application flow, and designing for a variety of outputs, including different browsers and email clients, operating systems, and hardware platforms (including mobile devices). Ability to create user personas, task and user flows, storyboards, site maps, schematics, wireframes, feature lists, mockups, and working prototypes for testing and other artifacts to describe the intended user experience.

Demonstrated experience performing various forms of user research (contextual inquiry, focus groups, usability testing, etc.), conducting analysis; and, providing recommendations.

Demonstrated success in staying current with user-centred design processes and methodologies.

Experience creating user-centred web interfaces using HTML, CSS, JavaScript libraries, and other current web technologies.

Experience with Adobe Creative Suite software, including Fireworks, Photoshop, and Illustrator.

Knowledge of browser standards, common plug-ins helper applications, and related design issues, especially developing accessible pages.

Knowledge of WCAG and Section 508 Accessibility compliance standards.

Knowledge of branding and working within a graphic identity system.

Solid understanding of social media best practices and usability conventions.

Capacity for creativity and research; ability to exercise initiative, resourcefulness, and judgment.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11318
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Clinical Research Coordinator
Department: Medicine Department
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01
Job End Date: 2012-09-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-27 **Available Openings:** 1

Job Summary

The Clinical Research Coordinator coordinates research and clinical trial initiatives focused on supporting Cardiac Sciences. The Clinical Research Coordinator is expected to work collaboratively as part of a team with other clinical research coordinators, hospital staff, attending physicians, support staff, grant and industry sponsors and their representatives, regulatory agents and clinical investigators.

Organizational Status

The Clinical Research Coordinator reports to the Research Manager, Principal Investigator, attending cardiologists, and the Director. Since the conduct of a trial may involve working independently, the coordinator is responsible to apprise the Manager and Director of any important communication or events.

Work Performed

- Develops and supervises implementation of clinical trials.
- Develops and promotes activities relating to research and multi-centre clinical trials locally and internationally.
- Designs and develops data collection methodologies, instruments and databases.
- Oversees and coordinating data and specimen transfer.
- Conducts preliminary data analysis on study data bases.
- Generates progress and interim reports for presentation.
- Prepares and follows up on initiatives or issues relating to research and clinical trials.
- Acts as a key liaison with research manager, Principal Investigator (PI) and sponsors.
- Provides leadership in all areas of research and clinical trials in the hospital and community.
- Participates in developing and evaluating strategies to meet the clinical trial goals and objectives.
- Reviews and implements research protocol.
- Prepares study documents including ethical submissions, regulatory documents and hospital research approvals.
- Manages research and preparation of clinical trial budgets.
- Assists in preparation of financial reports.
- Participates in identifying and applying for additional funding.
- Assists in hiring, training, and recruiting research and support staff.
- Facilitates participation of medical student and foreign trained MD's.



The University of British Columbia

Staff Job Postings

- Teaches and provides leadership to staff in associated areas within the hospital regarding the study purpose, goals, objectives and requirements.
- Independently evaluates eligible patients for study entry.
- Obtains and documents patient informed consent as per GPS (Good Clinical Practice)
- Administers study drug and or supplies appropriately as per study protocol.
- Manages study supplies and drugs, is accountable to the Investigator, sponsor, federal regulatory bodies as per Good Clinical Practice guidelines.
- Dispenses study drug and provides patient education on appropriate use and storage.
- Identifies, problem-solves, monitors and assesses subjects for adverse events and adherence to protocol under direction of the Investigator.
- Informs investigator, sponsor and UBC Clinical Research Ethics Board of any Serious Adverse Events to patients during the trial.
- Obtains appropriate related study data including blood samples & ECG's, hemodynamic measurements, and angiographic records.
- Performs case management of ongoing follow-up assessment including history, physical exam, veinipuncture, ECG, Doppler ultrasound and counseling of outpatients.
- Completes and corrects study records and case report forms independently or in consultation with the sponsor.
- Oversees completion and confidentiality of the study including audits by sponsor and or regulatory authority.
- Is responsible for the overall conduct of the studies.
- Ensures enrollment expectations are met.
- Meets deadlines for academic and industry sponsors.
- Functions as a resource with hospital staff, patients and colleagues
- Supervises nurses and technologists who are involved with the study conduct or patients.
- Supervise patient progress and follow-up.
- Attends sponsor Investigators meetings and education sessions.
- Performs 24 hour on-call duty and availability to come to the hospital when required.

Supervision Received

The Clinical Research Coordinator reports to the Research Manager, Principal Investigator, attending cardiologists, and the Director. Since the conduct of a trial may involve working independently, the coordinator is responsible to apprise the Manager and Director of any important communication or events.

Supervision Given

The Coordinator advises and oversees nurses and technologists who are involved with the study conduct or patients; acts as a resource with hospital staff, patents and colleagues; directs research assistant and clerical staff; and manages patient progress and follow-up. Delegated tasks include, for example, sending laboratory specimens, recording of data, and organizing study documents.

Consequence of Error/Judgement

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, 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. Poor communication skills with patients would jeopardize their participation, and with sponsors and referring community physicians would reflect badly on the reputation of the research group.

Qualifications

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nursing Licensure in British Columbia Nurse Practitioner Clinical Associates require post-graduate degree in Nursing. . Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse



Practitioner experience or the equivalent combination of education and experience. Minimum of three years of nursing experience in cardiology. Experience in medical research and clinical trials in cardiology or critical care. Strong knowledge base of the critical care patient and very familiar with hospital environment. Familiar with PROMIS and or SunRise Clinical Manager. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to coordinate and oversee work processes. Ability to effectively manage multiple tasks and priorities. Ability to effectively use Word, Excel, Access and electronic communications. Demonstrates responsibility and accountability. Ability to operate job-related equipment. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Performs as a critical thinker and has the ability to operationalize a protocol into a functional study. Ability to exercise sound judgment. Ability to exercise initiative. Ability to work effectively independently and in a team environment.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11335
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Research Nurse Coordinator
Department: Radiology
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2011-10-17
Job End Date: 2012-10-16 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-28 **Available Openings:** 1

Job Summary

Working under the supervision of the Department of Radiology, Vice-Chair of Research, Principal Investigator(s) and with other Research Coordinator(s) as appropriate, the Research Nurse Coordinator will be involved in coordinating, implementing and monitoring the progress and helping support clinical research in the department of radiology. The position will support research endeavors across multiple sites and will be liaise on a regular basis with chair of the department and the vice chair of research.

Organizational Status

Works closely with the Vice-Chair investigators in cultivating and supporting research initiatives.
 Liaises with other Research Coordinators, nurses, members of the department and collaborators from other medical departments.
 Time will be divided across sites and facilities depending on the needs at the time.

Work Performed

Documents:

- Reviews and advises on research protocols
- Preparing research applications for IRB; consent forms; clinical report forms
- Liaises with study sponsors and completes regulatory documents
- Provide input on budgets
- Prepares oral presentation or written reports and analyses setting forth progress, trends and appropriate recommendations or conclusions
- Coordinates the development of forms, questionnaires and the application of research techniques
- Writes procedural manuals for data collection and coding
- Maintains regulatory files

Conduct of clinical trials:

- Helps support the recruitment of patients when appropriate
- Screens patients for inclusion exclusion criteria
- Follows established guidelines in the collection of clinical data and or administration of clinical studies
- Ensures compliance with protocol guidelines and requirements of regulatory agencies
- Participates in the Patient Informed Consent process



The University of British Columbia

Staff Job Postings

Other tasks:

- Reports to the Principal Investigator(s), any concerns or problems with a study subject
- Confers with the Principal Investigator(s) in developing plans for research projects and to discuss the interpretation of results
- Responsible for receiving, dispensing and reconciliation of investigational drug or treatments as appropriate
- Participates in study start-up meetings and site initiation meeting
- Provides assistance as required to the study sponsors and their monitors
- Provides written reports and test results to family physician and other relevant physicians about study participants as required
- Performs medical literature searches as required
- Reviews journals, abstracts and scientific literature to keep abreast of new developments and to obtain information regarding previous studies to aid in the planning of new studies
- Attendance at clinical rounds and study meetings as appropriate
- Assists in development of UBC Department of Radiology Research Program working with the Vice-Chair of Research.

Supervision Received

The Research Nurse Coordinator must be able to work independently. The Principal Investigator(s) actively participates in the follow-up of study participants and will provide supervision and direction as required, as will the Vice-Chair for academic components of the position.

Supervision Given

The Research Coordinator may be required to instruct and monitor research nurses who perform procedures or tests as per the research protocol. The Coordinator will educate patients about study medication and dosing regimes.

Consequence of Error/Judgement

The Research Nurse Coordinator must be able to exercise good judgment. An error or incorrect decision within the realm of a study drug or otherwise, may not only result in a protocol violation; it may also expose the study participant to unnecessary or added risk. It is expected that the Research Nurse Coordinator, although expected to work independently, will also work within his/her level of knowledge, expertise and qualifications. The Coordinator must recognize when the Investigator or appropriate medical personal should be consulted or advised of a finding or concern, whether or not it is related to the investigation treatment or procedures.

All research sites and their records are subject to audits by the regulatory authorities (such as Health Canada and FDA), internal audits by the study sponsor and audits by PHC RI Research Ethics Boards. All of these authorities have the ability to close or censure a research site for non-compliance to a protocol or a breach in Federal guidelines.

Qualifications

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nursing Licensure in British Columbia Nurse Practitioner Clinical Associates require post-graduate degree in Nursing. . Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11328
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Clinical Research Coordinator
Department: Medicine Department
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03
Job End Date: 2012-09-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-29 **Available Openings:** 1

Job Summary

The Clinical Research Coordinator coordinates research and clinical trial initiatives focused on supporting Cardiac Sciences. The Clinical Research Coordinator is expected to work collaboratively as part of a team with other clinical research coordinators, hospital staff, attending physicians, support staff, grant and industry sponsors and their representatives, regulatory agents and clinical investigators.

Organizational Status

The Clinical Research Coordinator reports to the Research Manager, Principal Investigator, attending cardiologists, and the Director. Since the conduct of a trial may involve working independently, the coordinator is responsible to apprise the Manager and Director of any important communication or events.

Work Performed

- Develops and supervises implementation of clinical trials.
- Develops and promotes activities relating to research and multi-centre clinical trials locally and internationally.
- Designs and develops data collection methodologies, instruments and databases.
- Oversees and coordinating data and specimen transfer.
- Conducts preliminary data analysis on study data bases.
- Generates progress and interim reports for presentation.
- Prepares and follows up on initiatives or issues relating to research and clinical trials.
- Acts as a key liaison with research manager, Principal Investigator (PI) and sponsors.
- Provides leadership in all areas of research and clinical trials in the hospital and community.
- Participates in developing and evaluating strategies to meet the clinical trial goals and objectives.
- Reviews and implements research protocol.
- Prepares study documents including ethical submissions, regulatory documents and hospital research approvals.
- Manages research and preparation of clinical trial budgets.
- Assists in preparation of financial reports.
- Participates in identifying and applying for additional funding.
- Assists in hiring, training, and recruiting research and support staff.
- Facilitates participation of medical student and foreign trained MD's.



The University of British Columbia

Staff Job Postings

- Teaches and provides leadership to staff in associated areas within the hospital regarding the study purpose, goals, objectives and requirements.
- Independently evaluates eligible patients for study entry.
- Obtains and documents patient informed consent as per GPS (Good Clinical Practice)
- Administers study drug and or supplies appropriately as per study protocol.
- Manages study supplies and drugs, is accountable to the Investigator, sponsor, federal regulatory bodies as per Good Clinical Practice guidelines.
- Dispenses study drug and provides patient education on appropriate use and storage.
- Identifies, problem-solves, monitors and assesses subjects for adverse events and adherence to protocol under direction of the Investigator.
- Informs investigator, sponsor and UBC Clinical Research Ethics Board of any Serious Adverse Events to patients during the trial.
- Obtains appropriate related study data including blood samples & ECG's, hemodynamic measurements, and angiographic records.
- Performs case management of ongoing follow-up assessment including history, physical exam, veinipuncture, ECG, Doppler ultrasound and counseling of outpatients.
- Completes and corrects study records and case report forms independently or in consultation with the sponsor.
- Oversees completion and confidentiality of the study including audits by sponsor and or regulatory authority.
- Is responsible for the overall conduct of the studies.
- Ensures enrollment expectations are met.
- Meets deadlines for academic and industry sponsors.
- Functions as a resource with hospital staff, patients and colleagues
- Supervises nurses and technologists who are involved with the study conduct or patients.
- Supervise patient progress and follow-up.
- Attends sponsor Investigators meetings and education sessions.
- Performs 24 hour on-call duty and availability to come to the hospital when required.

Supervision Received

The Clinical Research Coordinator reports to the Research Manager, Principal Investigator, attending cardiologists, and the Director. Since the conduct of a trial may involve working independently, the coordinator is responsible to apprise the Manager and Director of any important communication or events.

Supervision Given

The Coordinator advises and oversees nurses and technologists who are involved with the study conduct or patients; acts as a resource with hospital staff, patents and colleagues; directs research assistant and clerical staff; and manages patient progress and follow-up. Delegated tasks include, for example, sending laboratory specimens, recording of data, and organizing study documents.

Consequence of Error/Judgement

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, 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. Poor communication skills with patients would jeopardize their participation, and with sponsors and referring community physicians would reflect badly on the reputation of the research group.

Qualifications

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nursing Licensure in British Columbia Nurse Practitioner Clinical Associates require post-graduate degree in Nursing. . Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse



Practitioner experience or the equivalent combination of education and experience. Minimum of three years of nursing experience in cardiology. Experience in medical research and clinical trials in cardiology or critical care. Strong knowledge base of the critical care patient and very familiar with hospital environment. Familiar with PROMIS and or SunRise Clinical Manager. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to coordinate and oversee work processes. Ability to effectively manage multiple tasks and priorities. Ability to effectively use Word, Excel, Access and electronic communications. Demonstrates responsibility and accountability. Ability to operate job-related equipment. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Performs as a critical thinker and has the ability to operationalize a protocol into a functional study. Ability to exercise sound judgment. Ability to exercise initiative. Ability to work effectively independently and in a team environment.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11298
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** Human Resources Associate
Department: Human Resources
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-30 **Available Openings:** 1

Job Summary

Provides recruitment specialist support to client departments including behavioural interviewing skills, staffing, job evaluation, performance management and attending career fairs. Oversees the electronic recruiting system (E-Recruit Program) by supporting clients with group or individualized training. Provides general advice in regards to interpretation of the collective agreements and other agreements and handbooks governing conditions of employment. Responds to enquiries from the client departments, union representative and employees. Facilitates the placement of employees requiring medical accommodation into alternative positions. Facilitates the layoff recall process in regards to the CUPE 2950 internal placement report. Assists Advisors in performance management issues, organizational structures and preparing termination and layoff letters.

Organizational Status

Reports to the Manager, Human Resources Advisory Services. Assists Human Resources Advisors and Employee Relations Advisors. Partners with client departments. Works collaboratively with Administrative Secretaries in Advisory Services. Works closely with the Total Compensation section on compensation and benefits related matters.

Work Performed

Advising and coaching client departments concerning appropriate recruiting practices including: behavioural interviewing; classification; posting deadlines; recall internal external processes; and Staff Finders' requirements. Participating in the development of interview questions, in-baskets tests, and preparation of position descriptions. May participate in departments' interview panels. Participating and or co-facilitating in Selection Interviewing Workshops.

Overseeing electronic recruiting system (E-Recruit Program) by supporting clients with group or individualized training. Providing ongoing feedback to technical support. Participating in the development of on-line web support training.

Providing information and general advice to client departments regarding the interpretation of collective agreements and other agreements and handbooks governing conditions of employment. Referring matters which are more than moderately complex to Human Resources Advisor or Employee Relations Advisor.

Providing information and general advice on University policies, procedures and practices, to client departments, Faculty and employees.



The University of British Columbia

Staff Job Postings

Providing information and general advice to client departments, regarding legislation affecting the work place (e.g. Employment Standards, Human Rights Code, and Freedom of Information).

Providing information and general advice to client departments relating to grievance, layoff, termination, or internal placement procedures involving CUPE 2950 and CUPE 116 staff. Preparing termination and layoff letters. Identifying and referring more complex issues to Human Resources Advisor or Employee Relations Advisor.

Monitoring the recall and internal placement process. Facilitating recall process by meeting with employee and Union representative to determine suitable positions. This includes providing behavioural interviewing information and providing feedback to support the employee in returning to a suitable role.

Assisting Advisors in performance management issues and or organizational structures. Attending meetings with Human Resources Advisors, Employee Relations Advisors and representatives of the union. Preparing termination and layoff letters.

Reviewing and authorizing staff and student appointments, extension, transfers, etc that have a higher level of complexity.

Facilitating the placement of employee's requiring medical accommodation into alternative positions by identifying vacancies and liaising with departments, employee, appropriate union representative and Return to Work program representative.

Advising client department on salary administration for all staff groups, union and non-union including authorization of salary increases. Identifying and referring complex compensation matters to the Compensation Associates Consultants.

Advising and coaching client departments regarding performance management practices. Referring highly sensitive matters to Human Resources Advisor or Employee Relations Manager.

Assisting departments with hiring foreign workers and facilitating application process for labour market opinions.

Participating in the development and the delivery of Human Resources training programs. Assisting with developing written materials for workshop content relating to recruitment.

Attending regular Employee Council Meetings Administrator's Meetings and HR Manager Network Groups with Human Resources Advisor. Participating in group discussion and assisting Advisor in the delivery of information and training to client departments.

Attending weekly team meetings and participating in project work.

May participate in collective bargaining process by serving on bargaining committees.

May serve on various University committees as a representative of Human Resources.

Performs other duties as required.

Supervision Received

Works under the general supervision of the Manager, Advisory Services, and in accordance with established principles and methods. Works closely with and takes direction from the Human Resources Advisors and Employee Relations Managers.

Supervision Given

Monitors the work of the Administrative Secretaries in Advisory Services, as required

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Inappropriate advice or inaccurate information provided to client may result in the filing of grievances, arbitration processes, or the initiation of litigation. Any of these outcomes may have significant financial consequences for client departments, may have a negative impact on the University's relationship with unions and associations and or may contribute to an unfavorable public image of the University. Failure to deliver services to departments in a timely manner may result in a disruption of client department operations.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two to three years of related experience or the equivalent combination of education and experience. Human resources experience preferably in a complex, unionized environment. Thorough knowledge of current Human Resources Management practices. Knowledge of provincial and federal legislation governing employers' Human Resources practices. Knowledge and experience with a coaching model to influence and advise client units. Working knowledge of the electronic recruiting system an asset. Ability to maintain accuracy and attention to detail. Ability to organize, prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to effectively use Microsoft Office (e.g., Outlook, MS Word, MS Excel). Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. 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 sound judgment. Ability to establish and maintain supportive working relationships with client departments, union and association representatives. Proven ability to be flexible, confident and self-motivated. Ability to travel on and off-site unit locations.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11267
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Fac.of Pharmaceutical Sciences
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-01
Job End Date: 2012-08-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-27 **Available Openings:** 1

Job Summary

The Kassam Lab is involved in community based research related to health promotion of local and international communities. The Research Coordinator will participate in managing and coordinating several international research projects for the Kassam Lab, but will have a primary responsibility to manage and coordinate child and maternal health research in Butaleja, Eastern Uganda.

Organizational Status

Reports to the Dr. R. Kassam, and works with a team of scientists, clinicians, health care professionals, undergraduate and graduate students, and technical support staff on joint and independent research projects and initiatives.

Work Performed

Responsibilities will include:

- Coordination of research project will include: development of research protocols and plan, implementation of protocols and plan, communication, oversight and management of budgetary activities, literature searches, ethics application, data coordination, analysis, and report writing.
- Protocol and grant writing.
- Investigation of potential funding sources and other tasks related to obtaining research funding.
- Managing acquisition of supplies, equipment, services, coordinating the processing of all vendor and staff-related payments related to research projects.
- Maintaining CV's for researchers affiliated research projects.
- Performing other coordination duties relevant to the research lab as assigned by Dr. R Kassam.

Supervision Received

Works under general direction within established policies, procedures and standards. Work reviewed against task objectives and conformity to standards.

Supervision Given

The incumbent may supervise clerical staff and students.



Consequence of Error/Judgement

A high level of judgement is needed for the sophisticated administrative functions associated with this position. Errors in the management of research accounts, as well as errors in reporting procedures, could result in a waste of financial resources, non-renewal of research funding, or loss of currently held funding. Inadequate documentation, organization, communication, and planning may adversely affect the image and reputation of the research group, individual investigators, or the Faculty of Pharmaceutical Sciences.

Qualifications

Undergraduate degree in a relevant discipline. Must have an undergraduate degree in health, immunology or microbiology and a graduate degree in global health. . Minimum of two years experience or the equivalent combination of education and experience. Must have a minimum of 3 month fieldwork experience in malaria and child and maternal health in rural Eastern Uganda. Must have demonstrated experience in training and supervising research staff for surveys and qualitative research work such as focus groups, case studies and interviews. Requires a minimum of 6 months experience in project management. Previous experience working with researchers is preferred. Must have excellent written and oral communication skills, interpersonal skills (able to listen, negotiate, persuade), organizational and negotiation skills, and the ability to supervise clerical and technical staff. Ability to work independently and within a team environment. Ability to multi-task and to work under pressure to meet deadlines. Must be proficient in computer skills: Word, Excel, N-Vivo and PowerPoint.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11336
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Populn&PublicHealth,Schoolof
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (75%)
Desired Start Date: 2011-09-28
Job End Date: 2011-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-28 **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 study coordinator will work on the externally funded research project, "Comparing values of decision makers and members of the public to inform health care priority setting", seeing to all aspects of the project, working independently and in a team environment.

Organizational Status

- Position reports to Dr. Craig Mitton.
- Position interacts and works with other research coordinators, principle investigator.
- Position will maintain contact and liaise with researchers located at UBC.
- Position interacts and communicates with study participants, various levels of staff in local community organizations and health authorities.
- Workspace provided in the Centre for Clinical Epidemiology and Evaluation (C2E2) which is located in the Research Pavilion, 7th Floor, 828 West 10th Avenue, Vancouver. There will be either an office or cubicle workspace available. The candidate will use a laptop paid for from research grant funds. The candidate will also work from home. No known hazards.

Work Performed

- Coordinate all aspects of the research project, including protocols, work plans, and time lines;
- Performs and write literature reviews and performs literature searches;
- Participates in writing ethics applications, papers and journal articles;
- Establishing links with university researchers, community organizations and health authorities;
- Recruiting participants;
- Coordinating informed consent procedures and overseeing data collection, including designing of questionnaires;
- Managing and analyzing quantitative data in SPSS;
- Managing and analyzing qualitative data in N*Vivo or other qualitative software;
- Working collaboratively with investigators in preparing research reports and articles;
- Participating in investigator team meetings;
- Establishing effective communication with project staff and co-investigators;
- overseeing the set up and project file management;



The University of British Columbia

Staff Job Postings

-Performing other related duties as required.

Supervision Received

- Position reports to Dr. Craig Mitton. Works independently but updates progress of each project to Dr. Mitton as needed.

Supervision Given

- n a

Consequence of Error/Judgement

- The position must exercise judgment on the day-to-day progress of the primary research project. The position must perform their duties and interact tactfully with co-workers, researchers and study participants. A high level of confidentiality is essential.
- Ability to work independently is critical.
- Consequence of error would be moderate. Errors can negatively effect the accuracy of research findings and therefore it is essential that a high degree of attention to detail and sufficient skill are applied to work.

Qualifications

Undergraduate degree in a relevant discipline. University degree in a related discipline (MSc degree in health research, epidemiology or social sciences or clinical degree and enrolled in an MSc program preferred). Minimum of two years experience or the equivalent combination of education and experience. Experience with health research projects or an equivalent combination of education and experience. Knowledge of health economics and health care policy is an asset but not essential. Knowledge of health care organizations in Canada is essential. Computer experience required. Qualitative and Quantitative experience an asset. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Excellent organizational skills and the ability to effectively manage multiple tasks and priorities. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11338
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** BASUS Research Coordinator
Department: Populn&PublicHealth,Schoolof
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2011-10-01
Job End Date: 2012-09-29
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-28 **Available Openings:** 1

Job Summary

The BASUS Research Coordinator will work on the BC Adolescent Substance Use Survey (BASUS, see www.basus.ca) and will act as a co-lead (with the Principal Investigator) in the development of an online strategy for recruiting and retaining BASUS participants using social media and electronic communication. The BASUS Research Coordinator collects and analyses qualitative research data from the survey that can be used to support the development and improvement of drug and alcohol prevention and intervention programs for teenagers. Position requires a significant level of independent decision-making in order to adapt quickly to the changing technology and regulations and ensure that the research team's use of social media remains compliant with research ethics requirements. Additional responsibilities will include preparing manuscripts related to the use of the Internet and social media by BASUS study participants, communicating with study participants via Facebook, and managing the BASUS Facebook profile. Additional duties include the administrative tasks related to maintaining the study participant database.

Organizational Status

BASUS is operated out of the School of Population and Public Health (SPPH), which is part of the Faculty of Medicine at the Vancouver Campus of the University of British Columbia. The research team consists of the Principal Investigator, Chris Richardson, and the Research Manager, Lara Russell.

The Research Coordinator (BASUS) will be located in the SPPH. A shared workstation equipped with telephone, computer and furniture will be provided.

Work Performed

- Co-lead the planning of an online strategy for the BASUS study that includes email, social networking, websites and text messaging. This includes researching trends in social media use among adolescents and developing a plan for using these to recruit and retain participants in the BASUS study.
- Implementation of the online strategy.
- Contribute to the preparation of manuscripts examining adolescents' use of the internet and social media - this includes conducting literature reviews, analyzing BASUS data and incorporating results into scientific manuscripts, presenting findings at national conferences and other knowledge translation media.
- Monitor changes in privacy settings of social media, in particular Facebook, and adjusting the use of such media by BASUS as needed to ensure that research ethics are maintained. This requires consistent monitoring of news media and in some cases may



The University of British Columbia

Staff Job Postings

require rapid and independent decision-making to ensure the integrity of the site.

- Communicate with study participants by responding to questions and comments from BASUS participants through Facebook.
- Manage BASUS Facebook profile and develop new content, create proposals to increase Facebook "likes", "shares" and "friend" counts.
- Work with the BASUS Project Manager on the Use of Facebook to broadcast key messages to study participants (i.e. Survey is open).
- oversees the administration of the survey participation, honoraria and prize distribution.
- assists in the preparation of reports, conference presentation and manuscripts by conducting literature reviews, analyze data, and summarize findings in the form required.

Supervision Received

The incumbent will report to the Research Manager, Lara Russell. Work will be conducted under general direction within guidelines and procedures set by the research team. New or unusual situations will be discussed and resolved with the Research Manager.

Supervision Given

N A

Consequence of Error/Judgement

Consequences of error could result in delays, possible loss of funding, or impact the integrity of the study. This would reflect badly on the research team, the SPPH and the University.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree in a related field such as psychology, health sciences or related discipline. Knowledge of youth substance use and or psychological health issues and resources is preferred. Minimum of two years experience or the equivalent combination of education and experience. Research experience in related discipline an asset. Research experience involving the assessment of adolescents' decisional and social skills relevant to substance abuse is an asset. Experienced with organizing, managing, and analyzing qualitative data. Must be able to work effectively with others and work independently. Must have the ability to be discreet and willing to adhere to the principles of confidentiality that govern our work with subjects. Previous experience using Facebook for research purposes is an asset. Ability to effectively use Microsoft Office programs such as MS Word at an intermediate level and MS Excel at an intermediate to advanced level. Experience with sorting and merging data using MS Excel essential. Ability to maintain accuracy and attention to detail. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to gather, record, and organize information. Ability to accurately create and maintain records. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to effectively use MS Office at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to understand and apply policies, procedures, and instructions. Ability to deal effectively with a diversity of people. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11188
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** EDI Implementation Coordinator
Department: Human Early Learning Partnrshp
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-03
Job End Date: 2012-12-21
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2011-09-29 **Available Openings:** 1

Maternity Leave Replacement

Job Summary

The Human Early Learning Partnership (HELP) is a collaborative, interdisciplinary research institute that contributes to new knowledge in early child development and enhances the quality of children's early years. The incumbent will coordinate key project deliverables of the Early Child Development (ECD) Program of Research in specific relation to the Early Development Instrument (EDI). The ECD Program of Research is a core HELP research unit whose purposes is to facilitate greater understanding of early child development patterns in neighborhoods across BC through population-based assessment and community mapping. The incumbent will coordinate tasks related to implementation of the Early Development Instrument (EDI) within British Columbia school districts, a standardized research tool for assessing early child development at a population level over time. The incumbent will be responsible for coordinating effective implementation across the entire province, preparing and distributing EDI reports to schools ensuring that all information is kept confidential, liaise with school district and community contacts, coordinate and assist with training, and update databases and web information.

Organizational Status

This position reports directly to the EDI Implementation Manager, HELP, for EDI-related activities, including coordination of research agreements. The incumbent will work closely with HELP's Deputy Director and members of the department research team.

Work Performed

Major responsibilities of the EDI Research Coordinator include:

Contacts school personnel to facilitate coordination and administration of a implementation of the research tool - Early Development Instrument (EDI) - in BC school districts province-wide plus independent and Francophone schools on an annual basis:

Advise and respond to issues and questions related to implementation of the EDI and the activities of the ECD Program of Research.

Implements policies and procedures to ensure effective EDI implementation in participating districts.

Ensures standardized research agreements are in place with each participating school district -, coordinates distribution of agreements, and monitors receipt of signed agreements.



The University of British Columbia

Staff Job Postings

Coordinates preparation and distribution of EDI research materials across the Province.

Assists school districts with developing and uploading databases of participating Kindergarten students onto HELP's electronic-EDI Portal; assists teachers to access their class lists and surveys online through e-EDI Teacher Portal; monitors confidentiality throughout the data collection process, and fields questions and issues that arise during EDI roll-out.

Coordinates and assists with EDI District training webinars in November and EDI teacher training in December or January of each year to prepare them for the administration of the EDI in February. This may include assisting with supervising regionally-based trainers.

Prepares school level data reports and community summaries in consultation with the community liaison manager and coordinates dissemination of the same.

Monitors budgetary costs for training and teacher replacement costs, to maintain budget accuracy and facilitate school district reimbursement.

Coordinates and assists with knowledge dissemination activities of the ECD Program of Research, including regional workshops, seminars, conferences, brochures, PowerPoint presentations, etc.

Assists EDI Implementation Manager to update the EDI's Implementation web pages.

Manages basic databases relating to school districts and their EDI participation status; receipt of completed EDIs, receipt of district invoices, school and community report status, etc.

Participates in monthly HELP Research Retreats.

Other duties as may be assigned.

WORKING CONDITIONS

Works in an individual workstation in a shared office. Office space has overhead fluorescent lighting, and task lighting. Normal office equipment equipped with a PC and shared printer.-

Supervision Received

Works with some latitude under the direction of the EDI Implementation Manager within established project parameters. The incumbent liaises with HELP's Deputy Director, who has direct responsibility for the ECD Program of Research, as well as other faculty and staff of HELP. Work is reviewed against task objectives.

Supervision Given

None

Consequence of Error/Judgement

HELP's continued funding base from the Ministries of Children & Family Development, Health, and Education is dependent on our ability to comply with key deliverables regarding EDI implementation. This position will assist HELP to effectively implement the EDI in BC school districts on an annual basis, and provide research and financial accountability for these provincial funds. Errors or incorrect work or decisions as a result of incompleteness, missed deadlines, lack of attention to details etc., will lead to confusion, lost opportunities and a poor impression of HELP and the University, as well as loss of reputation for the Director and Deputy Director.



The University of British Columbia

Staff Job Postings

Qualifications

Undergraduate degree in a relevant discipline. University degree in social sciences, public health or education, or equivalent combination of education and experience. Minimum of two years experience or the equivalent combination of education and experience. Related experience in project management in a research environment. Ability to maintain order and control. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to work effectively with minimal supervision. Must be highly organized with the ability to prioritize assignments. Ability to work effectively under pressure, handle heavy volumes and meet demanding deadlines. Ability to effectively manage multiple tasks and priorities. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. The position requires a thorough knowledge of the university policies and procedures, good judgment and the ability to work independently in an interdisciplinary environment. Knowledge and understanding of community mapping and the relationship between neighborhood characteristics and child development an asset. Knowledge and understanding of early child development theories and research and a balance of creative, technical, and social interpersonal skills an asset. Experience with standard computer software applications
Intermediate Word, Intermediate Excel, Intermediate PowerPoint, Outlook.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11333
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Project Manager
Department: Pathology
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01
Job End Date: 2012-09-30 **Possibility of Extension:** Yes
Funding Type: Full-Time
Other:
Date Closed: 2011-09-28 **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 incumbent is responsible for the daily management and overall coordination of research and surveillance grant activities (e.g., Public Health Agency of Canada research and surveillance grants). The Project Manager supports the investigators and the expert advisory team associated with research grants and other projects as assigned.

Organizational Status

The Project Manager will report directly to the Associate Clinical Director, Clinical Prevention Services, Hepatitis, Gail Butt, and indirectly to Mel Krajden, Co-Director, Clinical Prevention Services & Associate Medical Director, BCCDC Public Health Microbiology and Reference Laboratory, BC Centre for Disease Control. The Project Manager will also communicate regularly with members of the Clinical Prevention Services team. The project manager will work directly with the members of advisory committees. Research assistants will report directly to the Project Manager.

Work Performed

1. Facilitate operational linkages within and among project co-investigators, advisory committees, and surveillance partners. Ensure effective collaboration with grant investigators, clinical and community experts
 - a. Coordinate project meetings, such as weekly research meetings, and summarize minutes into action plans. Follow up with appropriate team members on action plan progress.
 - b. Coordinate advisory committee meetings to obtain input about each component of the project and to monitor project outcomes.
 - c. Liaise and coordinate with the Public Health Agency of Canada, Vancouver Coastal Health and various health authority public health staff to obtain and report accurate and timely surveillance information
2. In collaboration with the project investigators, develop project management plans and systems.
 - a. Create overall project work-plans, implement, oversee and maintain the work-plans, and make suggestions for alterations to maximize efficiency while keeping within timelines and budget restrictions
3. Coordinate, administrate, and assist with the direction of the research of projects, including:
 - a. Participate in the design and conceptualization of research activities
 - b. Coordinate changes to and maintain the project management plan.



The University of British Columbia

Staff Job Postings

- c. Coordinate and participate in data analysis on an ongoing basis
 - d. Respond to enquiries from granting agencies and health authority partners
 - e. Work with Principle Investigator to recruit, hire, train, and supervise, research staff
 - f. Provide training, assistance, and supervision of research assistants, including training in qualitative research methods, NVivo 9 and Endnote computer software
4. Administration of the research projects
 - a. Manage budgets (preparing statements and forecasts)
 - b. Oversee the monitoring of purchases and expenditures (forms to be processed and shadow budget to be maintained)
 5. Provide research and administration support to project investigators when required including soft ware instruction for analysis and data management.
 6. Prepare and present project progress and summaries
 7. Prepare manuscripts for publication in collaboration with other team members
 8. Prepare and submit required ethical approvals and ensure that project activities conform to the relevant ethics board guidelines and certifications
 9. Develop and maintain an electronic resource library
 10. Perform other related duties as required

Supervision Received

The Project Manager receives minimal supervision, but works collaboratively with and reports to the Associate Clinical Director or her designate. Performance is assessed against project and research objectives and established research and ethical standards.

Supervision Given

The Project Manager will be responsible for supervision of 2 or more research assistants. Responsibilities include:

- In collaboration with project team, assign various research tasks such as systematic literature reviews, report summaries, data entry and transcription.
- Supervise the carrying out of assigned tasks.
- Audit work regularly

Consequence of Error/Judgement

The Project Manager will be responsible for exercising judgment needed to:

- Generate ideas, develop approaches and then complete projects governed by broad objectives
- Effectively run and maintain the logistical and research functions of the projects
- Provide effective leadership to supervise research assistants
- Outline operational logistics of planning meetings and advisory committee meetings

Consequences of inappropriate judgment exercised by position include:

1. Loss of collaborative relationships and partnerships
2. Compromising the quality of the research findings and surveillance information
3. Overall project deadlines not being met.
4. Derailment of work-plan
5. Budget overages
6. Damage to the reputation of any or all of the investigators and or their affiliated organizations

Qualifications

Undergraduate degree in a relevant discipline. Master's degree in Health or Social Sciences discipline preferred. Minimum of three years experience or the equivalent combination of education and experience. Three years or more of experience in



The University of British Columbia

Staff Job Postings

qualitative research and project management. Ability to communicate effectively verbally and in writing. Excellent analysis skills (qualitative data management software). Computer skills (advanced word processing, project management software). Excellent organizational and time management skills. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to explain, assign, and monitor work. Demonstrated ability to provide supervision and solve problems. Self-directed.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11279
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Research Manager
Department: Nursing, School of
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01
Job End Date: 2012-09-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-03 **Available Openings:** 1

Job Summary

This Programmatic Grant, titled Equity-Oriented Primary Health Care Interventions for Marginalized Populations: Addressing Structural Inequities and Structural Violence, includes three inter-related studies conducted in two provinces: BC and Ontario.

This research program brings together an interdisciplinary team of researchers and knowledge users from nursing, medicine, population and public health, community health sciences, and information and media studies, and leaders in Aboriginal health, women's health, and the PHC sector. Key partnerships are with the Public Health Agency of Canada; the Aboriginal Health Program of the BC Provincial Health Services Authority; Aboriginal health organizations; Echo: Improving Women's Health in Ontario; and a variety Primary Health Care clinics in BC and Ontario.

The overarching goal is to contribute new knowledge about innovative Primary Health Care interventions to mitigate the effects of structural inequities and structural violence for marginalized populations, and the policy environments needed to support such programming.

The Research Manager will be based in our Research Unit (Critical Research in Health and Healthcare Inequities (<http://www.nursing.ubc.ca/CRiHHI>) at the UBC School of Nursing in Vancouver, BC. The Research Manager will be responsible for the overall management and coordination of this program of research, and will travel regularly to Prince George and Victoria BC, and occasionally to London Ontario and Ottawa.

Organizational Status

The Research Manager will report directly to Principal Investigator and the Co-Principal Investigators. Research staff and research assistants will report directly to the Research Manager. The Research Manager will also be responsible for communication with team members based in cities across Canada, and with research collaborators in New Zealand, Australia and the UK.

Work Performed

- Research Management:
- o Work with Principal Investigator and Co-Principal Investigators to set priorities and goals for the research program
 - o Work closely and communicate regularly with the research team members who are based at various universities, healthcare agencies, and government departments



The University of British Columbia

Staff Job Postings

- o Exercise professional judgment and initiative in the overall coordination and management of the three inter-related research projects
- o Plan and organize research team meetings at multiple sites, and maintain minutes and records of decisions
- o Ensure that all aspects of the research program are running according to schedule, and that the research objectives are met
- o Coordinate research activities conducted at multiple sites concurrently
- o Provide regular updates on research activities that are occurring concurrently at multiple sites
- o Monitor research ethics procedures
- o Responsible for management at the UBC research office, including the set up and maintenance of files, data tracking and storage procedures, etc.
- o Prepare budgets and forecasting requirements
- o Monitor research budgets and implement cost-effective measures to optimize budget utilization
- o Ensure timely notification to Principal Investigator of issues or problems

Data Management, Data Analysis, and Supervision of Research Staff:

- o Oversee the development of Primary Health Care Indicators for measuring performance quality in Primary Health Care, in collaboration with the research team
- o Oversee the management, coding and analysis of quantitative data in multiple sites, in consultation with the principal investigators and designated co-investigators
- o Oversee the management, coding and analysis of qualitative data collected at multiple sites.
- o Set up systems to manage and track quantitative and qualitative datasets collected at multiple sites.
- o Coordinate the hiring of research staff, research assistants and trainees
- o Provide supervision and leadership to research staff and research assistants
- o Lead the training of research staff and research assistants in quantitative and qualitative data collection
- o Audit and monitor data collection to ensure the quality of data collected at multiple sites
- o Accountable for the work completed by research staff, research assistants and other staff.

Knowledge Translation and Exchange (KTE):

- o Develop written reviews of literature needed to support specific projects;
- o Work collaboratively with the research team to develop various reports, academic papers, policy papers, press releases, and presentations
- o Collaborate with our knowledge users and partners in planning, organizing and implement KTE activities
- o Perform other related duties as required.

Supervision Received

Principal Investigator and the two designated Co-Principal Investigators will provide direct supervision.

Supervision Given

The Research Manager will be responsible for supervising the Research Assistants and other research staffs.

Consequence of Error/Judgement

The quality and productivity of the research program, the research team's national and international partnerships and communication, and the performance of research staff and research assistants will be affected.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Master's or PhD degree in the health or social sciences, preferred. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Post-graduate education training and experience in quantitative research



methods, multivariate statistical analysis, and qualitative research methods. Knowledge of Performance Monitoring Indicators (also known as Performance Accountability Indicators) used in healthcare (or other related sectors) preferred. Experience managing multi-site quantitative and qualitative studies. Experience working with healthcare organizations or agencies. Experience providing supervision and leadership to research staff and research assistants. A minimum of two years of administrative experience, skills and knowledge in research management which includes managing large research budgets. Demonstrated ability to supervise research staff; Excellent interpersonal skills; Excellent oral and written communication skills; Demonstrated initiative and the willingness to work closely with members of a research team to ensure problems are resolved quickly and appropriately; Ability to work with people of diverse backgrounds, including members of the community, marginalized populations, health care providers, and policy makers; Ability to be self-directed, and to work both independently and within a team environment;

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11323
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level A **Business Title:** Scientific Engineer-Fluidization Group
Department: Chemical&Biological Engineering
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2011-11-01
Job End Date: 2012-06-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-27 **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 goal of the project is to develop a circulating fluidized bed gasification unit for autothermal steam gasification of biomass. This position is responsible for planning, commissioning and conducting a wide range of experiments in the gasification unit including input into protocol development, analyzing and interpreting the results, assisting with the further development and improvement of the experimental apparatus, and assisting with reporting to NSERC and industrial collaborators.

Organizational Status

Reports directly to the Principal investigators, Drs. Xiaotao Bi, Jim Lim and John Grace; works in co-operation with other members of the research group, including postdoctoral fellows, graduate or co-op students.

Work Performed

This position is responsible for planning, commissioning and conducting experiments on autothermal steam gasification of biomass in a circulating fluidized bed gasifier including input into protocol development. Duties include:

1. Designing and commissioning of a new CFB gasifier at PPC centre.
2. Performing experiments in the new CFB gasifier for biomass steam gasification.
3. Interpreting results, writing reports and making presentations to NSERC and industrial collaborators.

The researcher will review the current design and make design improvements to the experimental unit as needed based on the previous work and in consultation with the PIs and industrial collaborators.

In addition the researcher will provide guidance to graduate students in the same project.

Working conditions:

Works in office and laboratory. Ability to safely handle flammable biomass and synthetic gases or hydrocarbons under elevated temperatures and pressures.

Supervision Received

Candidate works independently, reporting to PIs.

Supervision Given



The University of British Columbia

Staff Job Postings

Provides guidance to graduate or co-op students doing related research.

Consequence of Error/Judgement

Experiments involve biomass and synthetic gases at high temperature, and sometimes under pressure.

Significant consequences of inappropriate judgment where it affects safety issues, and where it affects the credibility of the research team.

Qualifications

Undergraduate degree in Engineering or Applied Science. Minimum of one year experience or the equivalent combination of education and experience. MASC level in Chemical Engineering is preferred, including related experimental and modeling experience in fluidized bed solids fuel combustion and gasification. Knowledge of fluid flow, heat transfer and experimental data handling systems is required. Minimum of one year experience or the equivalent combination of education and experience. Prefer more than 1 year of experimental experience beyond Bachelor's degree. Ability to analyze problems, identify key information and issues, and effectively resolve Ability to analyze and interpret data, determine implications, and provide recommendations Ability to initiate and conduct research projects Ability to perform data modeling functions Ability to develop research methodologies and techniques Ability to identify key results from scientific, statistical, and quantitative research findings Ability to prepare clear, concise, and accurate research and technical reports and proposals Ability to maintain accuracy and attention to details Ability to operate job-related equipment (e.g., operate pumps, heaters, data acquisition equipment) Ability to review, analyze, and synthesize complex information into summaries and reports Ability to think conceptually (i.e., use creative, conceptual, or inductive reasoning or thought processes to identify patterns in complex data, and identify key or underlying issues in complex situations) Ability to make thoughtful, informed, and thorough decisions Ability to design and fabricate experimental equipment

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11307
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level A **Business Title:** Runout Table Research Engineer
Department: Materials Engineering
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01
Job End Date: 2011-10-31
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-26 **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 Research Engineer position is created in support of our senior Research Engineer, Gary Lockhart, who manages our unique pilot scale runout table facility located in the Brimacombe Building. The new position is required due to an increasing number of projects both new and extensions of existing projects.

Organizational Status

We have a unique pilot scale runout table facility located in the high-head area of the Advanced Materials and Process Engineering Laboratory (Brimacombe Building). The facility has been specifically designed to study cooling of moving steel plates under conditions that replicate those of industrial runout tables in hot mills. These studies are critical for the development of microstructure process models for hot rolling. This is an area of research for which UBC is internationally recognized.

The Research Engineer will be supervised by our senior Research Engineer, Gary Lockhart, on a daily basis. Further, the new Research Engineer will also closely work with Dr. Vladan Prodanovic at UBCO in analyzing the data from the tests. Dr. Prodanovic is a heat transfer specialist who is a member of our runout table research team. The new Research Engineer will thus report to both, Mr. Lockhart and Dr. Prodanovic. Professor Matthias Miltzer is the overall leader of the runout table projects. He will set the overall guidelines for the work and the new Research Engineer will also directly report to him in project meetings as required.

Work Performed

The Research Engineer will perform the following tasks:

- Responsibility for the maintenance of the runout table test facility.
- Prepare test plates for experiments (e.g. instrument plates with thermocouples and connect to data acquisition system)
- Conduct together with Mr. Lockhart cooling tests (two people are required to conduct a test)
- Analyze test results in terms of heat transfer using existing software and available models
- Prepare reports summarizing the results of the experiments and their analysis
- Provide training and co-supervision for visiting researchers and or cooperative engineering students who will be involved in runout table studies



The University of British Columbia

Staff Job Postings

-May be involved in developing new ideas for future research in collaboration with the program supervisor

Supervision Received

The experimental work of the Research Engineer will be done under supervision of Mr. Lockhart, the analysis work using existing software will be supervised by Dr. Prodanovic

Supervision Given

The Research Engineer will provide co-supervision of visiting researchers and or cooperative engineering students.

Consequence of Error/Judgement

Industrial research projects require successful collection of data from the experiments. Errors in project execution will adversely impact project schedule and the utility of the results reported.

Qualifications

Undergraduate degree in Engineering or Applied Science. The minimum qualifications that are necessary to perform in the position is a Bachelor degree in either Mechanical or Materials Engineering. However, as the work is related to research projects preference would be given to a candidate who holds a Masters degree in either Mechanical or Materials Engineering. Proven ability to communicate technical results and analysis in oral and written form is required.

The minimum amount of formal education required to undertake the duties of the position is a Bachelor degree in either Mechanical or Materials Engineering. Minimum of one year experience or the equivalent combination of education and experience. The amount of practical experience that is required for the position is to have completed laboratory courses and or research projects involving experimental work. Further, sufficient computer related knowledge is required to use software packages that may not necessarily be user-friendly. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to identify key results from scientific, statistical, and quantitative research findings.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11208 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level C **Business Title:** Research Engineer
Department: Computer Science
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-12
Job End Date: 2012-09-13
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-30 **Available Openings:** 1

Job Summary

The successful applicant will be involved in the design and development of high-fidelity prototypes of new software engineering techniques to support the development of software intensive systems for the automotive and other similar domains.

The successful applicant will also help coordinate the integration of prototypes developed by a network of individuals in similar positions at other Canadian universities. He she will provide technical guidance, direction and support to individuals in similar positions in the network across the country and to local graduate students working on software engineering prototypes.

The position is funded by the Automotive Partnership Canada as part of a cross-Canada initiative to improve capabilities of model-oriented software engineering techniques to develop software intensive systems.

Organizational Status

This position reports to Dr. Gail Murphy, Professor in the Department of Computer Science.

Work Performed

The incumbent will specify, design, implement and test specialized software engineering prototypes that are either stand-alone or integrated as part of open-source or commercial development environments.

He she will coordinate and manage technical decisions about integration of prototypes developed across the country. He she will systematically selects appropriate technologies on which to build prototypes, maintains infrastructure to support development of prototypes using an agile development process.

The incumbent will participate and contribute to open-source communities as needed. He she will provide technical guidance, direction and support to individuals in similar positions in the network across the country and to local graduate students working on software engineering prototypes.

Supervision Received

Day to day supervision will also be provided by Dr. Murphy with input from investigators involved in the cross-Canada network



The University of British Columbia

Staff Job Postings

initiative. There will be strong daily interaction with the members of Dr. Murphy's research group, with students of members of research groups at two other Canadian institutions and with individuals in similar positions at other Canadian institutions that are part of the network.

Supervision Given

He she will provide technical guidance, direction and support to individuals in similar positions in the network across the country and to local graduate students working on software engineering prototypes.

Consequence of Error/Judgement

Poor performance will seriously impact the ability of the project to achieve its goal. Continuance of project funding, community alliances, industrial partnerships could all potentially be affected.

Qualifications

Undergraduate degree in Engineering or Applied Science. M.Sc in Computer Science preferred. A minimum of 5 years of experience or the equivalent combination of education and experience. Familiarity with specific technologies include Java, Eclipse, and model-oriented software engineering methods and tooling is required.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11327
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level C **Business Title:** Assistive & Sensorimotor Technologies Research Eng
Department: Inst. for Comp,Info&Cogntv Sys
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03
Job End Date: 2012-09-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-27 **Available Openings:** 1

Job Summary

The purpose of the position is to provide engineering support to the laboratories in ICICS particularly related to research involving the recent CFI LEF equipment acquisitions for the Assistive Technology and Sensorimotor Systems groups. The candidate is responsible for the planning, design, specification, installation, integration, interfacing and maintenance of new, highly advanced, scientific research equipment, supervision of graduate students and postdocs working with this equipment, as well as providing coordination and advice to those constructing components or equipment.

Organizational Status

This position reports to the Directors of the CARIS Laboratory and the Sensorimotor Systems Laboratory. Works closely with researchers, postdocs, and graduate students. Interacts with UBC departments and units including IT Services, Supply Management and Plant Operations, as well as with relevant off-campus organizations (eg. various equipment suppliers, etc.).

Work Performed

WORK PERFORMED CARIS LAB - Assistive Technology Theme (50% Time)

Working in the CARIS lab and in support of the researchers in the Assistive Technology Theme, the Research Engineer (RE) will recommend set up, test, integrate and support robotics and sensing equipment purchased through the ICICS CFI LEF. The RE will support researchers and students in the deployment, integration, and maintenance of this equipment as both an engineering consultant and an implementer. They will be responsible for the planning and commissioning of large equipment setups and installations related to the ICICS CFI LEF.

The robotics platforms supported and maintained by the RE include the Willow Garage PR2 robot, Phantom haptic device, and Barrett robot grippers hands, METI patient simulators, as well as automated wheelchairs and robot arms yet to be purchased. Sensors supported include ATMI force plates, Organic Motion capture system, and ladybug cameras. As needed, and in conjunction with researchers, the RE will support the set up and integration to these robotics platforms, or as integrated systems, a wide range of sensors including those for kinematic measurements: e.g. linear and rotational encoders, potentiometers, accelerometers, magnetic sensors and GPS units, for force torque measurement: e.g. force plates, multi axis sensors and strain gauges; spatial sensing: including cameras, infrared, laser; for physiological measurement: e.g. heart rate, skin conductance, respiration, blood volume pressure, electromyogram, electroencephalography.



The University of British Columbia

Staff Job Postings

As needed, the RE will recommend, specify and order (where cost effective) and or design and commission specialized parts, power systems, data acquisition systems, controllers and computer interfaces that support and maintain these systems. Where appropriate and feasible, they will assist and support students in these projects as related to their research. These activities will include electrical and electronic design and implementation and low level computer interfacing code.

The RE will specify, design and generate drawings as needed for mechanical support systems, casings, jigs and fixtures related to the ICICS CFI robotics and sensing equipment. Where appropriate and feasible, they will supervise graduate students in these tasks as related to their research. The RE will coordinate the manufacturing of systems in the Mechanical Engineering Machine shop through the job request system.

The RE will manage technical maintenance documentation on setups, systems, code, etc. under their purview. The majority of this documentation will be stored on the lab wiki, but may also be requested to provide documentation for technical reports and research papers.

The RE will attend the business portion of the weekly CARIS lab meeting.

WORK PERFORMED SENSORIMOTOR SYSTEMS THEME (50% Time)

The requirements and activities of the Sensorimotor Systems theme are similar to that of the Assistive Technologies theme. Supported robots include hands (Barrett hand and one other), haptic devices (PHANToM, Butterfly), and an arm exoskeleton (Kinarm). In addition, the RE will support the operation and maintenance of sensors and measurement systems, including a Vicon motion capture system, a 256 channel high density EMG system, eye trackers (Chronos and Eyelink).

Two specific and important aspects of work in this theme are listed below.

The RE will design and fabricate custom instrumentation and fixtures for conducting experiments with human subjects using the CFI equipment (e.g., to mount sensors on the skin, to stabilize the head in front of a monitor, etc.). The RE will communicate well with researchers to elicit the requirements of this instrumentation. The RE must be proficient in rapid prototyping techniques.

Operation and customization of cable driven robots is an important aspect of the RE's task. The robots include robot hands (Barrett, and one other tbd), haptic devices (PHANToMs), and an eye. The tasks include design of improved capstan drive systems, low friction cable sheaths, and novel motor drives. The RE will also implement the low-level real time control of the motors using Matlab and XPC Target.

Supervision Received

Works independently; position reports directly to the Directors of the CARIS and Sensorimotor Systems laboratories. Assignments given in terms of functional requirements and research project objectives. Work is reviewed against requirements objectives.

Supervision Given

Supervises activities of graduate students and undergraduate research assistants for short-term projects related to set up of research equipment.

Consequence of Error/Judgement

This position is responsible for managing and supporting research equipment valued in excess of \$3M. Work is expected to be at a high level of professional quality to avoid damage to valuable equipment, personal harm, and delays in research. Errors could cause serious consequences for researchers. Decisions on purchases must show sound and practical resource management.

Qualifications



The University of British Columbia

Staff Job Postings

Undergraduate degree in Engineering or Applied Science. Mechanical, mechatronics or electrical engineering bachelor's degree with demonstrated experience in instrumentation with five or more years of related experience. A Master's degree in one of these areas is highly desirable. A minimum of 5 years of experience or the equivalent combination of education and experience. Experience selecting and setting up DC motors, including associated power supplies and servo controllers.

Experience in instrumentation setup and debugging of faults in electromechanical systems.

Basic machine shop and related fabrication skills. Experience with rapid prototyping a plus.

Familiarity with CAD, including SolidWorks or similar.

Experience with writing low level software firmware for real time control and device drivers.

Experience with National Instruments Labview systems and Matlab, instrumentation interface hardware software tools.

Hands on circuit design, fabrication and debugging experience, with particular attention to power electronics for electromechanical systems. Ability to familiarize him herself with new technologies quickly, both to work with existing equipment at our facility, and to be able to make purchasing recommendations to students and faculty members.

Effective interpersonal and problem solving skills.

Ability to learn new skills and rapidly adapt to new situations.

Ability to work effectively independently and in a team environment.

Ability to exercise judgment, take initiative, and work under pressure to meet deadlines.

Ability to manage time and prioritize duties.

Ability to be thorough, accurate, and have a high level of attention to detail.

Must be sincerely interested in working with faculty and students in a multidisciplinary teaching and research environment.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11317
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Statistical Analysis
Classification Title: Statistical Analysis, Level A
Business Title: Research Analyst
Department: Health Servcs & Plcy Res Ctr
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17
Job End Date: 2012-10-16
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-04
Available Openings: 1

Job Summary

The incumbent will collaborate with faculty and staff of the Centre for Health Services Research (CHSPR) to develop and disseminate research in health system funding and funding policy.

The work requires substantial levels of health services and epidemiological research expertise related to large administrative and clinical datasets, including statistical and data manipulation skills, and the ability to execute complex data extractions and analyses. The person is expected to manage their time effectively and independently.

Organizational Status

The school of Population and Public Health (SPPH) Centre for Health Services and Policy Research addresses the need for unbiased and independent health services and policy research in Canada. CHSPR is a multidisciplinary group of researchers including health services research, health economics, statistics, pharmacoepidemiology and program evaluation. The incumbent will work in this multidisciplinary environment of research scientists and support staff to design, test and implement studies to evaluate the efficacy of health funding programs across Canada and participates in supervising students and staff in research methods and design.

Work Performed

- Assists in the design of the evaluation of funding policy
- Conducts statistical analyses of institutional cost and utilization data
- Conducts statistical analyses of health status data
- Develops frequentist and bayesian methods for evaluating funding policies
- Assists in the development of technical reports stemming from analyses
- Assists in the writing of research papers and manuscripts
- Presents results in written and oral form
- Other research duties as required

Supervision Received

Receives supervision from CSHPR faculty.



The University of British Columbia

Staff Job Postings

Supervision Given

May supervise research assistants and graduate students.

Consequence of Error/Judgement

The position requires exceptional judgment to identify and recommend sound statistical techniques for research projects. Take part in final decisions regarding appropriate analyses in consultation with researchers. Error would result in publication of inadequately analyzed data. It would also involve potentially incorrect decisions being made in relationship to funding of the particular program. Error would also be associated with the loss of investigator productivity as well the potential loss of renewal grant funding.

The incumbent will require minimal supervision and will exercise independent judgment regarding scheduling and timely completion of tasks.

Qualifications

Post-graduate degree in Statistics. . Minimum of two years experience in research analysis or the equivalent combination of education and experience. Related experience includes using statistical analysis software (SAS) in a research environment. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively with minimal supervision. Ability to work in a team environment. Ability to exercise initiative, tact and discretion.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 10947 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level E **Business Title:** Associate Director, Research
Department: Operations
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **Available Openings:** 1

Job Summary

The Associate Director, Research is responsible for the strategic development and management of comprehensive and innovative research services and programs that support the Development and Alumni Engagement (DAE) portfolio's efforts to achieve its goals in the context of UBC Place & Promise (UBC's Strategic Plan).

Reporting to the Chief Administrative Officer, this position works independently and in collaboration with peers in DAE Operations, to deliver superior and effective Research services to internal and external clients. The Associate Director regularly assesses and proactively responds to the changing and diverse information needs of the DAE portfolio, to ensure the quality and timeliness of DAE Research services. In particular, this position builds and maintains a highly effectual partnership with the development and alumni staff in faculties, ancillaries and the central office.

The Associate Director provides vital coaching and mentoring - building and leading a high performing Research team, through proven successful Research experience, to ensure a highly effective and efficient Research program supporting the needs of DAE team throughout campus. The Associate Director leads the Research team to:

- Identify and evaluate prospective major gift donors and alumni volunteers to assist UBC's President, Vice Presidents, Deans, and other DAE staff to establish relationships of engagement and philanthropy that advance the mission of UBC.
- provide comprehensive background information; analyzing the linkages, interests and potential of prospects, and recommending assignment to appropriate DAE staff;
- collect and develop print and digital resources to meet the research needs of the Development and Alumni Engagement Office.

Organizational Status

Reports to the Chief Administrative Officer, Development and Alumni Engagement

Work Performed

- Leads a cohesive research team in a collaborative and supportive work environment;
- Provides direction and leadership to maintain the team's commitment to client service that is efficient, professional and of the highest possible quality;
- Establishes policies, procedures and performance standards for the Research Unit to maximize its effectiveness and productivity;
- Manages the strategic objectives of the Research Unit, ensuring that it effectively supports Development and Alumni Engagement



The University of British Columbia

Staff Job Postings

staff in fundraising, alumni relations and information management;

- Communicates with UBC Senior Administration, Development and Alumni staff and campaign volunteers in order to determine information needs and implement research for prospect identification, assignment and tracking;
- Prioritizes research requests and allocation of staff time;
- In the course of effective strategic planning, analyses the research requirements of development and alumni engagement plans. Identifies and manages the information sources used to collect such data;
- Contributes to the direction, strategy and accomplishment of the goals of the Development and Alumni Engagement portfolio;
- Carefully balances the pursuit of DAE goals with the constraints of UBC Privacy Policy with respect to the collection and dissemination of personal information on development and alumni constituents;
- Promotes the contributions and needs of the Research Unit through reports and interactions with senior Advancement Services, Alumni and Development staff;
- Builds and maintains a high performing team (productive and engaged) through recruiting, training, motivating, and coaching the performance of Research Officers;
- Manages the priorities, work flow, and service delivery of Research Officers;
- Identifies, evaluates, and selects new resources and technology for the Research unit;
- Instructs and advises Research Officers in the use of research techniques and resources;
- Oversees teaching of basic research skills to Development staff through formal and informal training sessions;
- Formulates, develops, and implements proactive research strategies to identify new prospective donors;
- Assesses and develops prospect rating procedures;
- Prepares profiles and other reports on major gift prospects and donors;
- Analyzes, synthesizes, and communicates industry, business, and financial information to assist Development staff in moving prospects forward in the development cycle;
- Works closely with the Director, Information Services (Advancement) to ensure ongoing improvements in data quality, reporting, etc. that contribute positively to meeting the overall information needs of the DAE portfolio;
- Does complex research and writes reports on critical topics such as key industries, targeted geographical regions, and philanthropic trends related to UBC alumni engagement and fundraising;
- Recommends strategies for identification, cultivation and solicitation of donors;
- Provides data analysis in support of unit goals and needs. This may include the use of predictive analytics to enhance the accuracy and quality of recommended prospects;
- Advances the prospect research profession by participating in professional organizations, publishing articles, and giving presentations at local, regional, and national professional events;
- Performs other duties as assigned.

Supervision Received

Works independently against set objectives. Reports as required.

Supervision Given

Manages a team of researchers and a varying number of students and contract staff.

Consequence of Error/Judgement

This position is responsible for strategic planning, policy and procedure development, and overall performance of the Research team in support of the University's development and alumni engagement goals and partnerships. The decisions made by the Associate Director of Research significantly impact the Development and Alumni Engagement team as well as other important constituents. Inaccurate, inappropriate or untimely information or analysis could lead to poorly planned or erroneous cultivation, solicitation and stewardship strategies; the loss of major donors or volunteers; significant loss of funds; damage to the reputation of the University; and loss of future donors and volunteers. Poor judgment could lead to the alienation of alumni, donors, and volunteers; embarrassment to the University and its senior administration; and the loss of significant financial support to the University.



The University of British Columbia

Staff Job Postings

Qualifications

Undergraduate degree in a relevant discipline. A University degree in a related field is required. A post-graduate degree in an appropriate field such as a master's degree in Library and Information Studies or an MBA is highly desirable. Minimum of six years experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Minimum six years related experience or an equivalent combination of education and experience. Extensive knowledge of fundraising and information resources and systems is highly desirable. A high level of complex planning, analysis and creative thinking with respect to strategies for identifying prospects, fundraising, and information retrieval and management. Must be intuitive as well as analytical in determining who might be a major gift prospect. Sound judgement relating to potentially sensitive and or confidential information is required as well as knowledge and appropriate application of the Freedom of Information and Protection of Privacy Act. Must have a proven ability to work with sensitive or confidential information. A proven ability to meet production goals within restricted time frames. An ability to supervise and motivate staff. Tact and diplomacy in dealing with senior contacts in the external community to both gain and provide information. A high degree of skill in database, spreadsheet, word-processing, and electronic information system technologies. An understanding of and appreciation for the role of universities in contemporary society. A commitment to the positive role of philanthropy in society. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11329
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Unassigned Athletic Coaches
Classification Title: Coach, Strength & Conditioning **Business Title:** Head Coach, Strength and Conditioning
Department: Athletics and Recreation
Salary:
Full/Part Time: Full-Time
Desired Start Date: 2011-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-09-28 **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 Strength and Conditioning Coach provides expertise, guidance and training in the area of strength training and physical conditioning for all varsity student-athletes and teams at The University of British Columbia. The Head Coach implements, conducts and monitors strength and conditioning; assists with rehabilitation of injured athletes, and assists in the management of the strength and conditioning facility.

Organizational Status

Reports to the Associate Director, Intercollegiate and High Performance. Works closely with varsity coaching staff.

Work Performed

Designs, implements, conducts and monitors strength and conditioning programs for 29 varsity teams, or as requested by head coach. Responsible for the development and implementation of strength and conditioning, rehabilitation, preventative and stretching programs for varsity teams.

Coordinates student-athlete rehabilitation with UBC Coordinator of Athlete Training Services; assists with rehabilitation of injured athletes and works with team doctor athlete training services and respective head coach regarding appropriate return to play.

Provide expertise in the area of strength (weight) training and physical conditioning as requested by the head coaches of the varsity teams, where appropriate.

Schedule strength and conditioning workouts in cooperation with the head coach of each specific varsity sport.

Work in collaboration with the Manager of Birdcoop and Doug Mitchell Thunderbird Arena facility staff to set appropriate policies and guidelines in proper use of the varsity weight room.

Be present and punctual for all workouts with student-athletes teams.

In collaboration with the specific head coach, provide athletes with guidance and proper training techniques for free weights and other strength training equipment.

Maintain the varsity weight room in a clean and safe environment and keep an accurate inventory of equipment.

Works with the Associate Director, Intercollegiate and High Performance Sport in budget preparation; including updating on equipment needs and or upgrades recommended to provide UBC athletes the best possible strength training equipment available.

Maintain accurate records on the strength program of each team and specific individual workouts of all student-athletes.



The University of British Columbia

Staff Job Postings

Supports department initiatives such as the Big Block Banquet and Hall of Fame as well as the Millennium Scholarship Breakfast. Attends department meetings and participates in the management of the department as required. Other duties may be substituted as required.

Supervision Received

Reports to the Associate Director, Intercollegiate and High Performance Sport.

Supervision Given

Student weight room attendant(s).

Consequence of Error/Judgement

This position represents the UBC Thunderbirds, the Department of Athletics and Recreation and the University. Incorrect decisions judgment may affect the health and safety of student-athletes and could negatively impact team performance.

Qualifications

Minimum Bachelor's degree required, with emphasis on human physiology, anatomy and biomechanics. Masters degree beneficial.

Minimum of five years of related experience, or equivalent.

Minimum Certification required: National Strength and Conditioning Association - Certified Strength and Conditioning Specialist.

Knowledge of medical terminology.

Ability to communicate effectively and efficiently.

Strong organizational, administrative and computer skills an asset.

A proven record of integrity, high principles, and demonstrated skill in developing motivating student-athletes.

A pleasant personality together with a positive attitude is essential.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Ability to foster a cooperative work environment, get along and work well with members of the department, supervisors and other employees of the university.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11322
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Ophthalmology
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03
Job End Date: 2012-10-02 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2011-09-27 **Available Openings:** 1

Job Summary

The research assistant helps supervise the daily operation of the Human Vision and Eye Movement Laboratory, a research laboratory in the UBC Department of Ophthalmology and Visual Sciences, located near Vancouver General Hospital (<http://www.neuroophthalmology.ca/UBCNeuroOpJBartonHVEM.html>). The laboratory performs studies on human subjects, including neurological patients, with behavioural paradigms or neuroimaging, and is staffed by 6-10 research personnel. The research assistant will be engaged in both administrative and research aspects of the laboratory.

Organizational Status

The research assistant will work in conjunction with students and post-doctoral fellows and will report to the Principal Investigator.

Work Performed

Research roles include advertisement for and recruitment of subjects for experiments, scheduling their visits, running eye movement and vision experiments following set protocols and guidelines for data collection and data analysis, and maintaining subject data files.

Administrative aspects include preparation and submission of ethics approvals for new and ongoing studies, monitoring month accounts for lab transactions, processing reimbursement claims and invoice payments, assisting with the hiring process for new lab members, and coordinating the work of summer students and volunteers.

Supervision Received

The principal investigator provides administrative supervision. Post-doctoral fellows assist with research study supervision as required.

Supervision Given

Summer students and graduate students may require supervision, which is provided in collaboration with the post-doctoral fellows.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Strict adherence to procedures and protocols as outlined by Supervisor.

Qualifications

High School graduation. Also, preferably a university degree in Science. Minimum of 1 year of related experience or the equivalent combination of education and experience. Some experience with a research environment would be helpful, particularly with human subjects. Computer experience is required - MS Office, Photoshop. Good social skills are essential: the research assistant needs to communicate effectively verbally and in writing with researchers, subjects and patients, manage multiple tasks and priorities, and work independently but also collaboratively with other team members.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11319
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** PS Sygnathid Research Assistant
Department: Fisheries Centre
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-01
Job End Date: 2012-10-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-02 **Available Openings:** 1

Job Summary

To support the Director's teaching and research activities, to collaborate with Project Seahorse Director and other team members to produce scientific papers and reports, and to communicate with external collaborators.

Organizational Status

The Research Assistant will report directly to the Project Seahorse Director. S he will work closely with other research team members based in Canada and internationally, and provide biological input for team members who are preparing manuscripts. S he will also establish long-distance links to collegiate and volunteer groups around the world, to support their engagement with syngnathid biology. Required to attend weekly group meetings.

Work Performed

Collaborates with other team members in projects related to data and information management requiring biological knowledge.
Supports development of manuscripts, reports and presentations, including graphics preparation.
Surveys literature to support research and teaching.
Provides technical support for teaching and grant writing.
Maintain collections of specimens, reprints, images, artifacts and media coverage --- and responds to external requests for these items
Develops outreach materials, such as powerpoint presentations, to advance PS collective initiatives
Responds to general research and conservation queries from colleagues, the media, and the public
Identifies and co-ordinates PS volunteers
Assists with organisation of special events hosted by PS or involving PS
Supports travel by PS Director, and other team members as designated
Performs other duties as requested

Supervision Received

The Research Assistant will report to Project Seahorse Director. S he will be required to work independently as well as within a team environment.



The University of British Columbia

Staff Job Postings

Supervision Given

None.

Consequence of Error/Judgement

As appropriate, in order to achieve agreed objectives (personal and organizational) and within established parameters.

Qualifications

High School graduation. . University Degree in a relevant biological science (e.g: ecology, conservation biology, fisheries) preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Must have excellent research and organizational skills. 2 years of related experience with experience in conservation-related research and management is a highly desirable. Experience in developing countries and language skills would be a significant asset. Ability to multi-task

Familiarity with issues in aquatic conservation.

Familiarity with all elements involved in producing scientific research

Strong communication skills (written, oral and listening)

Excellent computer management and graphic skills

Robust database skills

Must be able to work independently under minimal direction.

Must be highly organised with great attention to detail.

Must have a positive attitude and be a team player.

Must be flexible and perform well under pressure.

Must know how to complete work to deadlines, applying strategic thinking where necessary.

Must be willing and prepared to render assistance after hours when required.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11342
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ctr-Molecular Med&Therapeutics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-30
Job End Date: 2012-09-29 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-29 **Available Openings:** 1

Job Summary

This position will provide basic technical support to the Goldowitz laboratory. The successful candidate will engage in day-to-day for the sectioning, staining, and microscopic analysis of brain tissue. In addition to these histology efforts there will be an emphasis on the analysis of the data and written reports based upon that analysis.

Organizational Status

Supervised by Dr. Daniel Goldowitz, the candidate would work closely with other members of the Goldowitz laboratory.

Work Performed

The candidate will be responsible for some day-to-day operations on the neurohistological assessment of mouse brains:

- Perfusions and processing of mice for histological analysis
- Sectioning of brain tissues using a cryostat, vibratome or microtome.
- Staining of brain tissues with general histology stains or with specialized histochemical or immunostains.
- Microscopic analysis - the stained tissues will be carefully examined to detect the success of the staining and the specificity of stained elements within the brain.
- Report writing and documentation - from the microscopic analysis a summary of the experiment will be produced that includes photomicrographs to document the staining patterns in each experimental group.
- Basic computer skills for entering data, communication, and dissemination. Maintenance of a quality assurance program and strict computerized record-keeping of a database of experiments and results.
- Presentation of results at, and participation in, weekly lab meetings and bi-weekly group meetings; and other related duties such as lab chores, ordering and solution preparation, will be required.

Supervision Received

Supervised by Dr. Daniel Goldowitz, the candidate would also be expected to report to and accept guidance from senior laboratory members.

Supervision Given:



The University of British Columbia

Staff Job Postings

Supervision Given

The position will report to Dr. Daniel Goldowitz and the lab manager.

Consequence of Error/Judgement

The work follows well established protocols and techniques. The position does not require significant innovative analysis. All important decisions will be checked by the PI who leads the project. Errors will likely be non-critical to work in progress and will simply require performing the task again correctly.

Qualifications

High School graduation. . Minimum of 2 years related experience or the equivalent combination of education and experience.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11202
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ctr-Molecular Med&Therapeutics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-16
Job End Date: 2012-09-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-29 **Available Openings:** 0

Job Summary

This position will provide basic technical support to the Goldowitz laboratory. The successful candidate will engage in day-to-day for the sectioning, staining, and microscopic analysis of brain tissue. In addition to these histology efforts there will be an emphasis on the analysis of the data and written reports based upon that analysis.

Organizational Status

Supervised by Dr. Daniel Goldowitz, the candidate would work closely with other members of the Goldowitz laboratory.

Work Performed

The candidate will be responsible for some day-to-day operations on the neurohistological assessment of mouse brains:

- Perfusions and processing of mice for histological analysis
- Sectioning of brain tissues using a cryostat, vibratome or microtome.
- Staining of brain tissues with general histology stains or with specialized histochemical or immunostains.
- Microscopic analysis - the stained tissues will be carefully examined to detect the success of the staining and the specificity of stained elements within the brain.
- Report writing and documentation - from the microscopic analysis a summary of the experiment will be produced that includes photomicrographs to document the staining patterns in each experimental group.
- Basic computer skills for entering data, communication, and dissemination. Maintenance of a quality assurance program and strict computerized record-keeping of a database of experiments and results.
- Presentation of results at, and participation in, weekly lab meetings and bi-weekly group meetings; and other related duties such as lab chores, ordering and solution preparation, will be required.

Supervision Received

Supervised by Dr. Daniel Goldowitz, the candidate would also be expected to report to and accept guidance from senior laboratory members.

Supervision Given:



The University of British Columbia

Staff Job Postings

Supervision Given

The position will report to Dr. Daniel Goldowitz and the lab manager.

Consequence of Error/Judgement

The work follows well established protocols and techniques. The position does not require significant innovative analysis. All important decisions will be checked by the PI who leads the project. Errors will likely be non-critical to work in progress and will simply require performing the task again correctly.

Qualifications

High School graduation. . Minimum of 2 years related experience or the equivalent combination of education and experience.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11332
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Devlpmtl Neurosci&Child Health
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (40%)
Desired Start Date: 2011-10-03
Job End Date: 2012-10-02 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-28 **Available Openings:** 1

Job Summary

The Healthy Starts Program conducts research studies of infants and children whose growth and development may be complicated by factors to which they were exposed before and or after their births. The focus of this research relies on data generated by the acquisition of physiological (heart rate, activity, hormonal) and behavioural measures.

These studies are conducted in the Early Human Experience Unit (EHEU) situated within the Children's and Women's Health Care Centre in Vancouver. The Research Assistant will assist with varied research activities related to the overall programme.

Organizational Status

This research assistant will interact with the Principle Investigator, the programs Research Manager, and other members of the research team including undergraduate and graduate students.

Work Performed

Recruitment and Data Collection:

- Assist program coordinator with creating and posting ethically approved recruitment materials and with presentation of information sessions aimed at study support staff (e.g., nurses, physicians).
- Ensure study supplies and equipment are set up in advance of study sessions.
- Setup and operate specialized computer based tasks to collect infant and child behavior and physiological data.
- Trouble shoot equipment in the event of problems.
- Videotape, using a camera to capture infant motor movement, and collect infant physiological data onto specialized computer.
- Take field notes of study environment and context.
- Jointly take down testing equipment, clean up testing area.
- Return equipment to the research unit for secure storage.
- Transfer physiological data (X2) and or transfer video images.
- Appropriate storage of tapes, DVD and CD discs for secure storage.
- Log in location of testing materials.
- Compile and maintain study protocols.
- Interact with hospital personnel and study subjects (parents infant).



The University of British Columbia

Staff Job Postings

Physiological signal processing:

- Download acquired physiological data files.
- Edit these files and save the edited versions to CD.
- Perform analysis of the edited physiological data by utilizing pre-existing macros and save the analyzed data to CD.
- Generate a hard copy compilation in the form of graphs and summarize through the use of macros.
- Accurately document each stage document each stage of the data storage process on a spreadsheet.
- Maintain records of work in process.
- Update existing lab manuals pertaining to this process.
- Other tasks pertaining to the various ongoing projects.
- Acquire and store study data.

Supervision Received

This research assistant will receive specific instruction on recruitment and data collection procedures and techniques by the research manager, from the Principle Investigator and others from the center who are skilled in this aspect of the program.

Supervision Given

Provide assistance to the Principle Investigator, other study staff including undergraduate and graduate students.

Consequence of Error/Judgement

The integrity and quality of study data relies on the applicant's ability to successfully assist in the recruitment of study subjects, in the collection of study data and other aspects of this program as specified in the job description. The work of this research assistant will be monitored research coordinator and by the Principal Investigator. Errors of incorrect decisions could potentially result in delays in completion of funded projects or seriously jeopardize the soundness (quality) of the study findings, which may result in loss of funding and or further funding opportunities.

Qualifications

High School graduation. University degree - Bachelor's Degree or equivalent experience in social or behavioral sciences. Minimum of 2 years related experience or the equivalent combination of education and experience. Minimum two years experience in a research environment or equivalent education experience. Medium to high degree of computer literacy including familiarity with Microsoft Word, Excel, and or equivalent spreadsheet. Familiarity with database management essential. Must be able to work a flexible schedule including weekends.

Ability to assist in dissemination of research findings including PowerPoint presentations and manuscript writing. Effective oral and written communication, interpersonal, supervisory and organizational skills.

Demonstrated ability in working in health care settings and with vulnerable populations.

Ability to work both independently and within a team environment.

Self-directed.

Attention to detail.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We



The University of British Columbia

Staff Job Postings

especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11346
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Life Sciences Centre
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (53.333%)
Desired Start Date: 2011-10-10
Job End Date: 2012-04-10 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2011-09-29 **Available Openings:** 1

Job Summary

The Stores and Delivery Clerk will be responsible every day stores inventory control services that include issuing and restocking inventory items and ordering non-stock supplies as requisitioned by lab personnel; administering consignment sales to requisitioners, and delivering completed orders as applicable. Liaise with laboratory customers and vendors to resolve discrepancies, inventory supply issues and expedite deliveries as required.

Organizational Status

Contact with various groups is mainly related to the issuing and delivery of inventory & consignment stores goods, ensuring that the LSC Stores & Receiving Facility inventory is controlled and handled properly, and the general interaction with vendors, lab customers, faculty and students.

Work Performed

1. Processes inventory item pick requests created online by laboratory customers via the LSC Stores computerized inventory management system or submitted over the counter by paper requisition.
2. Enters pick request data, picks items from stockroom and notifies customer when order(s) are ready for pickup.
3. Delivers issued inventory and consignment sales items to Lab Customers as applicable.
4. Monitors inventory reorder point (ROP) data and issues release order requests to contracted vendors to replenish inventory items and expedites deliveries.
5. Restocks stores shelves with inventory items as received and processed by the Shipper Receiver.
6. Processes consignment sales to end users, and liaise with consignment vendors for restocking.
7. Provide users with common gases in cylinders (order, dispense, bill)
8. Processes less than \$2500.00 non-stock order requests placing orders with approved vendors and expediting receipt.
9. Provide a clean lab coat exchange service (receive, store, distribute, accounting for use and billing)
10. Maintains stores reports and inventory records, and processes invoices.
11. Maintain a binder containing the material safety data (MSDS) sheets for chemicals used in LSC labs.
12. Fill in for the Shipper Receiver on vacation relief and on an on-call basis daily during lunch and break times. This includes carrying a pager while onsite.
13. Performs other duties as assigned.



The University of British Columbia

Staff Job Postings

Supervision Received

Reports To: LSC Stores & Receiving; Facility Supervisor.

Supervision Given

None.

Consequence of Error/Judgement

Errors in judgment regarding inventory control and issuing and delivery could result in delays in course work or research, over-expenditures of the Stores & Receiving Facility inventory budget. Accuracy is crucial in performance of duties assigned.

Qualifications

High School graduation. (University degree in related discipline preferred) plus minimum one year experience in a research environment. Training and certification in TDG (transportation of dangerous goods), chemical and radiation safety courses. Knowledge of WHMIS safety regulations. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience with computerized material management systems is desirable. Attention to detail required. Effective oral and written communication. Effective interpersonal skills. Strong organizational and multitasking skills. Ability to operate basic office equipment. Ability to use small office software applications such as MS Word and MS Excel. Good customer service skills are required for this position. Ability to work both independently and within a team environment. Physically capable of handling items up to 25 kg and or using equipment such as pallet jacks, lifts, hand trucks, etc. to properly maneuver and lift large and or heavy items in a safe manner.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11259
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Human Early Learning Partnrshp
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (40%)
Desired Start Date: 2011-10-01
Job End Date: 2012-09-30
Funding Type: Grant Funded
Other:
Date Closed: 2011-09-26 **Available Openings:** 1

Job Summary

The Research Assistant provides support and coordination for research activities and deliverables of the Forum for Early Child Development Monitoring at the Human Early Learning Partnership. The Forum for Early Child Development is a consortium with a focus on early child development monitoring. It is an open affiliation of people & organizations committed to helping build a comprehensive, population-based early child development monitoring system across Canada (www.childdevelopmentmonitoring.net). The Forum secretariat and National Research Lead are based at the Human Early Learning Partnership at UBC. The Network of Experts is comprised of leaders and research experts from across Canada engaged in a segment of the monitoring agenda.

Organizational Status

This position is responsible for supporting and coordinating research, collaboration and knowledge translation activities related to the Forum for Early Child Development Monitoring and the National Network of Experts and reports to the National Research Lead.

Work Performed

Major responsibilities include:

1. Research support for the National Research Lead:

- Assist with preparation reports and communication materials;
- Update the National Research Lead of new information and areas requiring attention or follow-up
- Coordinate preparation and distribution of research materials and verify work for accuracy and completeness;
- Coordinate and assist with knowledge dissemination activities;
- Conduct literature searches.

2. Coordination activities:

- Assists with organization and updating of research work plans and timetables;
- Coordinate local and national research meetings for the Forum;
- Coordinate and participate in conference calls and meetings;
- Prepare and send regular communications to Forum members;
- Send updates on upcoming activities and events of interest, pan-Canadian monitoring activities and progress to forum members;
- Maintain, coordinate, and update content of web pages;
- Coordinate planning of meetings, conferences, and symposia as necessary;



The University of British Columbia

Staff Job Postings

- Contact and schedule invited speakers;
- Maintain electronic database of forum collaborators.

Supervision Received

Reports to the National Research Lead.

Supervision Given

None.

Consequence of Error/Judgement

Exercises initiative, tact and judgement in handling matters of a routine and non-routine nature. Works with conflicting demands and determines priorities. Must respect confidentiality of information handled. Errors or incorrect work or decisions as a result of incompleteness, missed deadlines, lack of attention to details etc., could result in lost opportunities and delays for other staff or embarrassment to the Director, Associate Director or HELP. Damage to HELP's reputation may occur if the incumbent does not deal tactfully and helpfully with faculty affiliates, University Departments or Institutions, government, or community members.

Qualifications

High School graduation. University degree in social sciences, public health, education, or any other area related to children's developmental health an asset. Minimum of 2 years related experience or the equivalent combination of education and experience. Minimum two years related experience in coordinating research projects, or an equivalent combination of education and experience preferred. Knowledge of University policies and procedures. Knowledge and understanding of early child development monitoring theory, tools and processes an asset. A balance of creative, technical, and social interpersonal skills is an asset. 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 understand and apply policies, procedures, and instructions. Ability to effectively manage multiple tasks and priorities. Ability to maintain accuracy and attention to detail. Ability to effectively use MS Office at an intermediate level. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to prioritize and work effectively under pressure to meet deadlines. Proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the public sector and multiple levels of government.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11360
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: Medicine Department
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-11
Job End Date: 2012-10-10 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-02 **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 Assistant Tech. III works in collaboration with the Research Nurses, Coordinator's and Secretary Clerk (study team) to conduct clinical trials focused on supporting Multiple Sclerosis (MS) research, with responsibilities directly related to assisting the study team with planning, organizing and running clinical trials with a focus on laboratory responsibilities.

The incumbent will be working in the MS Clinic and associated laboratory at UBC Hospital. He she will be working with potentially hazardous chemicals and blood samples which must be handled carefully.

Organizational Status

The Research Assist Tech. reports to the Administrative and Regulatory Manager (Research Manager) and is responsible to the MS Clinical Trials Group Director.

Work Performed

Duties include:

A. Responsible for subject sample collection and preparation:

- performs venipuncture for blood collection and collects urine for analysis
- performs dipstick urinalysis
- prepares, packages and sends blood samples to central laboratories located throughout 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, tracking accession numbers and requisition processing)
- liaises with local specialized labs (e.g. neuroimmunology)

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

- prepare study forms for visits (requisitions, case report forms, source documents)
- prepare and deliver laboratory and other paraclinical test requisitions
- prepare travel requisitions for subject reimbursement



The University of British Columbia

Staff Job Postings

- follow up with clinics and laboratories to ensure timely collection of test results.

C. Participate in study logistics:

- assist research coordinator in maintaining regulatory files
- maintains 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 (lab kits and general supplies)
- inputs electronic study data
- assist with scheduling and confirming patient appointments
- assists with preparation and creation of source documents
- 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
- performs Multiple Sclerosis Functional Composite testing (training provided as required)
- performs Optical Coherence Tomography testing (training provided as required)

Supervision Received

Receives detailed instructions and or training during orientation and on subsequent new assignments or changes in procedures (study protocol) by Clinical Trials Manager and study team as required. Carries out familiar phases of the work under general supervision.

Supervision Given

May distribute work assignments to employees at lower classifications, and may initiate new employees into clinic routines, procedure and office equipment.

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 Clinical Trials Manager, Study Nurse or Study Coordinator (as required). 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. Bachelor of Science degree in Medical Technology or Medical Laboratory Technologist plus a minimum of 3 years experience preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. The incumbent requires experience in venipuncture, previous experience in a laboratory, as well as good organizational and communication skills. TDG certification and experience preferred. Previous experience in clinical drug trials, computer skills, medical terminology, biochemistry, or knowledge of multiple sclerosis are an asset.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11313
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: Cellular&PhysiologicalSciences
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03
Job End Date: 2012-10-02 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **Available Openings:** 1

Job Summary

Under supervision of Body Program Manager, employee will provide support in the Body Donation Program and Gross Anatomy teaching areas. Works in a team environment and provide technical assistance where needed to ensure the lab is running efficiently.

Organizational Status

Employee works from oral and written instructions or schedule. Reports directly to the Body Program Manager.

Work Performed

Body Donation Program (70%)

Receive body program phone calls from families, and doctors, and make decisions as to acceptance of the body based on standard operating procedures.

Update body program database with new donor information.

Arrange delivery of bodies and prosections to the university, to other distributed sites (UNBC, UVIC), hospitals, and to funeral homes for cremation.

Maintain paper records and files for body donation inquiries and accepted body donations.

Maintain and organize student bone collection and prosected specimen inventory; cataloguing these collections on a database.

Process applications for anatomical material for surgical courses

Process anatomical requests for research and education

Upon approval of anatomical applications liaise with surgical departments to schedule courses.

Accurate data entry regarding workshops, body donors and body donor inquiries.

Determine suitability of anatomical material for anatomical requests.

Liaise with Department of Orthopaedics to facilitate anatomical requests.

Arrange transportation of anatomical material to and from CESEI for surgical courses.

The receipt, preparation, embalming and storage of bodies.

Other Duties (30%)

Move cadavers into coolers and onto dissecting tables; move dissecting tables and other lab equipment.

Maintain gross anatomy medical student laboratories, morgue and dissecting areas including: cleaning cadaver trays, counters, sinks, commodes and



The University of British Columbia

Staff Job Postings

laboratory floors as required; washing instruments; tidying rooms; replacing, and organizing supplies; putting away specimens; making solutions.

Project and plastinate specimens under supervision.

Update MSDS and safety requirements, WHMIS

Assist instructors during student laboratories sessions and external workshops.

May be required to assist the AV technicians with minor duties in the lab and lecture theatres.

Perform minor maintenance in the lab if required.

Provides technical assistance to the Manager on any other duties required in the laboratory.

Supervision Received

Reports directly to the Body Program Manager. Overall responsibility is provided by the Director of the Gross Anatomy Program.

Regular open communication with supervisor is absolutely necessary.

Supervision Given

Supervises students during labs.

Consequence of Error/Judgement

Strict adherence to procedures and protocols as outlined by supervisor.

Unusual problems are referred to supervisor.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. BSc or MSc preferred. Anatomy background will be an asset. Knowledge of Microsoft Office is required. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience in working in a morgue with cadavers is a huge asset. Ability to communicate effectively verbally and in writing Ability to analyze problems, identify key information and issues, and effectively resolve Ability to approach interactions with an awareness of sensitive issues (e.g., issues concerning grieving families) Ability to identify and respond to contentious sensitive issues with discretion

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11258
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: Cellular&PhysiologicalSciences
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-26
Job End Date: 2012-09-25
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-26 **Available Openings:** 1

Job Summary

Under supervision of the Lab Manager employee will provide support in the Gross Anatomy laboratory and other teaching areas of the Anatomy Department. Department Head and Director of the Body Program provide overall supervision.

Organizational Status

Employee works from oral written instructions and from a set schedule with minimum supervision, and will report to the Lab Manager to discuss new and unusual problems.

Work Performed

Gross Anatomy Laboratory (70%)

Maintenance work areas: in the Gross Anatomy medical student laboratories, morgue and dissecting areas duties include: Cleaning cadaver trays, counters, sinks, commodes and laboratory floors as required; washing instruments; tidying rooms; replacing, and organizing supplies; putting away specimens; making solutions; moving cadavers into coolers and onto dissecting tables; moving dissecting tables and other lab equipment; body receipt and preparation embalming and storage; prosecting, plastination and histology slides as required; repairing skeletons and anatomical models, maintaining and organizing student bone collection and prosected specimens; cataloguing these collections and other duties as required in the Gross Laboratory lab.

Other Duties (30%)

Maintain and order supplies for all the teaching, labs and morgue areas.
Updating MSDS and safety requirements, WHMIS.
Updating body program database, with new donor info.
Optimize and develop new methods techniques.
Assist during labs, also external and workshops
May be required to assist AV technician with minor duties in lecture theatres: set up equipment for lectures.
Other duties as may be required in the other areas of the Department.
Arrange pick-up, delivery of bodies and cremations.
Require maintenance people for repairs if needed.
Do minor maintenance repairs.



The University of British Columbia

Staff Job Postings

Supervision Received

General supervision provided by the Lab Manager and Senior Technician. Daily duties carried out without supervision. Supervision may occur when changes in procedures are introduced.

Supervision Given

Supervise students during Gross labs.

Consequence of Error/Judgement

Strictly adheres to preset protocols, and follows procedures as outlined by supervisors. Unusual problems are referred to supervisors.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. MSc or BSc preferred. Additional training and background in Anatomy will be an asset. Minimum of 3 years related experience or the equivalent combination of education and experience. Ability to work effectively independently and in a team environment Ability to communicate effectively verbally and in writing

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11337
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: Pathology
Salary: \$53,714.00 - \$57,617.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03
Job End Date: 2012-08-02
Funding Type: Budget Funded
Other:
Date Closed: 2011-09-28 **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 be responsible for independent molecular biology research on ovarian, genealogical and sex-cord gonadal tumours, under the direction of the laboratory senior principal investigator. Under minimal supervision, the incumbent will be responsible for initiating, setting up and conducting experiments to determine the involvement of genes in oncogenesis. The experiments will involve creating and using human and mouse cell culture model systems and determining the role of specific genes using RNAi and dominant-negative gene expression, cell biological, biochemical, proteomics, and high throughput DNA RNA sequencing techniques. Conducting cell biological and biochemical assays for cell growth phenotypes, enzyme and protein function, gene transcription, post-translational modification and DNA and RNA binding. Therefore, this position requires an extensive and high-level knowledge of protein function and signal transduction pathways in the biochemistry and genetics of cancer in order to integrate data arising from the projects.

Organizational Status

Reports directly to the principal investigator, Dr. David Huntsman. The technician may also interact directly with multidisciplinary research team leaders engaged in related projects.

ORGANIZATIONAL CHART

Principal Investigator, Dr. Huntsman
|
Research Assistant Technician 5

Work Performed

- Designing, directing, performing, analyzing, interpreting and supervising biomedical experiments.
- Introducing new protocols in cell and molecular biology, histopathology and biochemistry.
- Discovering and obtaining training on recent protocols through courses, meetings, literature research and communications with other laboratories locally and internationally.
- Designing and modifying existing protocols through independent research and discovery.
- Implementing and training laboratory personnel in new or modified protocols.



The University of British Columbia

Staff Job Postings

- Cloning, expressing, purifying and characterizing novel genes; identifying new and existing proteins using multiple approaches, including mass spectrometry and protein sequencing.
- Designing and implementing new HPLC and FPLC protocols to optimize purification of small peptides; recognizing artifacts; maintaining and repairing HPLC and FPLC systems, including pumps, UV detector, fraction collectors, columns and fittings.
- Designing immunohistochemical staining procedures and recognizing artifactual staining.
- Using ultraviolet light epifluorescence microscope to capture and quantify images, and interpret findings.
- Creating cell culture model systems to study protein, protein complex and signaling pathway functions using RNAi and stable and transient gene expression techniques.
- Performing large scale culture of mammalian cells and cells of other common protein express systems including insect and bacterial cells using roller bottles, spinner flasks or other large volume containers for the production of proteins for biochemical analyses.
- Purifying proteins and protein complexes using biochemical, chromatography, fractionation, and affinity purification techniques.
- Conducting in vitro and in situ biochemical and cell biological assays for protein function and activity.
- Designing, updating and maintaining computer database; preparing applications and amendments for use of biohazardous reagents, radioisotopes, animals for research, and ethical reviews.
- Preparing manuscripts for publication; assisting and advising in submission of grants; supervising, training and advising trainees and junior technicians in research projects.
- Ensuring safety of laboratory; and performing other related tasks.
- Planning and executing long-term culture experiments involving a variety of techniques (e.g. immunofluorescence, immunohistochemistry, microphotography, cell quantitation, fixation, radioactive labeling, biochemical assays for growth measurements).
- In consultation with the Principal Investigators, the technician is responsible for recording keeping, problem solving, responding to inquiries and interacts with internal, and or external collaborators and groups in reference to these cells.

Supervision Received

Primary supervision is directed by the principal investigator, Dr. David Huntsman.

Supervision Given

Supervising, training and advising students and trainees in research projects as assigned by the principal investigator.

Consequence of Error/Judgement

- Mismanagement of the tissue culture specimens within multidisciplinary cancer research program could result in the loss or damage of cells.
- Errors may jeopardize experiments and research to be performed.
- Intermittent errors would necessitate review of techniques and processes and continual errors in routine work could lead to discipline or dismissal.

Qualifications

Undergraduate degree in a relevant discipline. A M.Sc. preferred. Minimum 5 years of related experience or the equivalent combination of education and experience. Minimum 2 years of supervisory experience in a biomedical research laboratory. Candidate should possess: exceptionally strong and current knowledge in molecular biology, protein biochemistry, cell biology, tissue culture, histopathology and bioinformatics; advanced knowledge of HPLC and FPLC techniques in protein discovery and immunohistochemical staining methods and image analysis; expertise in animal models of human diseases; demonstrated experience in computer (informatics preferred); effective oral and written communication, organizational, supervisory and analytical skills; ability to work effectively both independently and within a team environment; ability to exercise judgment and initiative and plan significant parts of complex projects independently; demonstrated effective oral and written communication; and excellent organizational skills.



The University of British Columbia

Staff Job Postings

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.