



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:21-NOV-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: 11762
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Clerk V **Business Title:** Clerk V
Department: UBCO - Parking and Security
Salary: \$36,036.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-27 **Available Openings:** 1

Job Summary

The Assistant will be responsible for the on-going administration operations of the department, under the direction the Manager, Security and Parking, including accounting functions, human resource management, records management, parking issues and other special projects.

This position provides administrative support to the Manager, Security and Parking and is responsible for the efficient and effective operation of the Parking Services Office.

Organizational Status

The Assistant will provide support to the Manager, Security and Parking and to the staff of the department. This position will also provided front line enquiry to faculty, staff, students and the general public.

Work Performed

1. Provides administrative support to the Manager, Security and Parking by:
 - Coordinating and organizing resources for complex events.
 - Handling general inquiries and complaints.
 - Completing and or receiving and distributing incident reports from Security.
 - Maintaining Parking Services inventories, ordering and distributing office equipment and supplies.
 - Acting as a Liaison with University departments on work orders as required.
 - Providing administrative back-up for Security department staff if required.
2. Provides human resource management support by:
 - Preparing all documentation and forms for Payroll and Human Resources, such as time sheets for auxiliary staff and overtime for permanent staff.
 - Acting as a liaison with Payroll for corrections and amendments.
 - Answering general questions about salary and wages.
 - Preparing and maintaining records for sick time, vacation and other absences.
 - Maintaining up to date knowledge of human resource policies.



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3. Provides accounting and financial support by:

- Preparing and tracking financial management forms, including journal vouchers, requisitions for payments, invoices, deposits, and travel claims.
- Ensuring financial transactions conform to departmental guidelines as well as UBC policies and procedures.
- Creating and maintaining filing system for copies of paid invoices.
- Coordinating payment of invoices for work performed or requisitioned by Purchase Orders, ensuring accuracy of invoices and forwarding to Accounts Payable.
- Creating invoices for non-institutional charge backs, tracking internal work orders requiring charge backs, and forwarding charge backs to relevant department.
- Creating and maintaining accounts receivable register for internal and non-institutional charge backs and performing follow-up on outstanding accounts.
- Reconciling merchant credit card transactions and sales to revenue accounts in a timely manner.
- Selling parking passes and collecting fine payments.
- Reviewing and reconciling monthly general ledger and financial reports, investigating large or unusual items, and providing reports and analysis to the Manager, Security and Parking for review and approval.

4. Performs other related duties as required.

Supervision Received

Reports to the Manager, Security and Parking and works closely with all staff, faculty and departments.

Supervision Given

This position does not directly supervise any staff.

Consequence of Error/Judgement

Exercises extensive judgment and decision making with respect to daily operational matters by prioritizing importance of work requests; allocating required work to most appropriate staff; prioritizing notification of incident reports to the Manager, Security and Parking; decides who to call in which priority for emergency calls; within set policies, decides if work orders are chargeable; dealing with front counter issues with faculty, staff, students and general public performs duties under emergency conditions.

Errors in dealing with emergency calls could lead to increased risk and injury or property damage.

Qualifications

Completion of Grade 12 or equivalent, plus a minimum of one year post-secondary education and training in administrative secretarial practices. Minimum two years related experience. Experience with financial management software packages, preferably PeopleSoft. Demonstrated experience with Microsoft Office required. Detail orientated with excellent problem solving skills. Ability to work effectively with all levels of University personnel. Ability to work independently and as part of a team. Effective oral and written communication, interpersonal and organizational skills. Ability to multi-task, set priorities and meet deadlines.

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Job Posting

Job ID: 11746
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst II **Business Title:** Support Services Asst II
Department: UBCO - Southern Medical Program
Salary: \$41,364.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-25 **Available Openings:** 1

Job Summary

This position will provide program support to Years 1 and 2 of the Southern Medical Program, coordinating and administering all aspects of Years 1 and 2 assessment and evaluation requirements in: Foundations of Medicine (FMED), Doctor, Patient & Society (DPAS), Clinical Skills and Family Practice. The incumbent, working with the Program Manager, Years 1 and 2, and Course Directors, will liaise with faculty, tutors and staff of the Southern Medical Program.

The Southern Medical Program's assessment and evaluation processes must strictly follow accreditation standards set forth by the Liaison Committee for Medical Education (LCME) and UBC Policies and Procedures. Assessment and evaluation within the Southern Medical Program encompasses a wide range of tools, systems and processes. The incumbent will be in a position of significant trust and responsibility and be privy to highly confidential materials.

Until the full four-year curriculum has been implemented, this position is in a state of evolution whereby duties may be added or removed as operational requirements are developed and refined. This position will require an individual who is comfortable in an atmosphere of ambiguity while systems and processes are being established.

Organizational Status

This position reports directly to the Program Manager, Years 1 and 2. In addition to the Program Manager, Years 1 and 2, the team includes: Course Directors, Instructors, and Program Assistants. The incumbent will communicate and work effectively with SMP staff, faculty, instructors, tutors and students as well as individuals throughout the University of British Columbia Vancouver and Okanagan campuses, with representatives of partner universities (UNBC, UVic), and with representatives of the Interior Health Authority. The incumbent will liaise with representatives of other external organizations as required. Some travel to the UBC Clinical Academic Campus (KGH) and UBC Vancouver may be required.

Work Performed

1. Provides Assessment Support by: (45%)
 - Distributing, collecting and processing all assessments at the end of each course and lab session term; assessment tools include: in-class assignments, tutor assessments, written and online examinations, lab examinations, Objective Structured Clinical Examinations (OSCEs), and Log books.
 - Working with the Evaluation Studies Unit (ESU) to ensure completion and fulfillment of all survey data requests.
 - Liaising with preceptors, tutors, and advisors in the completion and collection of assessment forms.
 - Reviewing all assessment data ensuring that students' progress is closely monitored.



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- Advising Course Directors and Program Manager, Years 1 and 2 of any issues arising from student assessments; following up on all action items as directed by Course Directors and Program Manager, Years 1 and 2.
- Troubleshooting any technical or other issues relating to the distribution, completion or return of student assessment forms.
- Compiling and entering detailed grade information on multiple and uniquely weighted formulas within spreadsheets and databases.

2. Provides Examination Support by: (30%)

- Organizing all examination logistics, including, booking rooms, scheduling faculty and staff invigilators, and liaising with AV IT staff, UBC Vancouver, UVic and UNBC counterparts to ensure examination details are in place.
- Participating and or invigilating all written and online examinations.
- Overseeing reproduction of examination materials.
- Procuring all medical, technical and office equipment required for examinations.
- In collaboration with the Standardized and Volunteer Patient Recruiter and Trainer, setting up OSCE stations (including props and detailed instructions) which requires absolute precision.
- Assisting with recruitment of examiners, preparing correspondence and orientation packages for students and examiners.
- Managing and training staff and other personnel required to support OSCEs and providing detailed tasks and exam day information.
- Ensuring strict procedures are maintained during all examination processes and deadlines and procedures are adhered to.
- Troubleshooting any technical or other issues relating to examinations.
- Developing contingency plans for all areas of examination process (e.g., faculty cancellations).
- Organizing all remedial and supplemental examinations; developing ongoing, accurate documentation around outcomes.
- Collecting, recording, storing and transferring highly confidential student grades scores.

3. Provides General Administrative Support by: (15%)

- Developing and maintaining a database for expense tracking of OSCEs, physician examiner recruitment and payment, and student assessment activity schedule.
- Tracking examiner time and ensuring documentation for examiner payment is provided to the Years 1 & 2 Program Manager for approval and final processing.
- Working with the Program Manager, Years 1 and 2 and other Program Assistants to establish new internal policies and procedures.
- Receiving and recording all student absences; creating reports and monitoring student absences and reporting to Course Directors and Program Manager, Years 1 and 2.
- Assisting with all tasks associated with Student Promotion preparation.
- Making travel and accommodation bookings as required.
- Making minor budget reconciliations as required.
- Participating on UBC and or SMP committees as required.
- Creating and maintaining site Standard Operating Procedures (SOP) manual and Records Classification System for this position.
- Providing program support to colleagues during absences.

4. Provides Program Evaluation Support by: (10%)

- Inputting all evaluation information into a web-based scheduling software program and setting up time sensitive evaluation and assessment document delivery to all students and preceptors through this software program; evaluation tools include: program surveys, tutor and preceptor assessments, and small group feedback sessions.
- Disseminating, collecting and recording all evaluation forms; converting raw evaluation data into useable reports for review by Course Directors and Program Manager, Years 1 and 2.
- Generating reports on evaluation for program faculty, staff, Course Directors, Program Manager, Years 1 and 2 from a web-based system.

5. Performs other related duties as necessary in keeping with the qualifications and requirements of the job.

Supervision Received

The incumbent reports to the Program Manager, Years 1 and 2. The incumbent is expected to work with a minimal level of supervision.



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Supervision Given

In conjunction with the Standardized and Volunteer Patient Recruiter and Trainer, the incumbent organizes and directs activities of standardized, volunteer patients, support staff and physician examiners during OSCEs and other examinations.

Consequence of Error/Judgement

Decisions where clear procedures are not available will be directed to the Program Manager, Years 1 and 2. The incumbent will be working within a high-performing team environment and will participate in finding solutions to issues; unusual issues are brought to the attention of the Course Directors, Program Manager, Years 1 and 2 or the Administrative Manager as appropriate for direction, advice and collaboration. The incumbent must be able to work independently and set priorities.

The position will require the ability to make decisions quickly and under stress when in an exam setting. Inappropriate judgment in these situations can result in appeals by candidates or the invalidation of exam results and could potentially have repercussions for the faculty, staff, students, general public and image of the Southern Medical Program and Faculty as a whole. Due to the sensitive nature of the SMP, tact, diplomacy and excellent interpersonal skills are key to positive outcomes.

Qualifications

High school graduation, plus a minimum of two years post-secondary education and three years' experience providing direct, high level relevant administrative program support in a University or large, complex health care organization, or equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Superior skills in verbal and written communication. Advanced user of MS Office Suite (Word, Excel, Access, PowerPoint), FileMaker Pro, web browsers, MS Outlook. Solid knowledge of database principles and functionality. Comfortable learning new technologies and experience with audiovisual videoconference equipment. Demonstrated strong interpersonal, planning, independent problem-solving and organizational skills. Ability to exercise high level of tact and discretion, project positive image and be diplomatic in stressful situations while maintaining confidentiality in dealing with patients, students and faculty. Ability to work independently, within a team environment and with cross-functional, inter-institutional teams. Planning experience, especially in the planning of events projects. Flexible, comfortable working in ambiguity, and high action orientation and invigorated by change. Demonstrated ability to take initiative and to work under pressure to meet constant deadlines. Good understanding of University administrative processes, hospital health authority structure and functioning preferred and a demonstrated understanding of medical terminology. Superior knowledge of file and records classification systems and processes. A broad and extensive knowledge of university policies and the UBC medical school's curriculum. Knowledgeable regarding communities within the Interior of BC. Flexibility regarding work hours and ability to work after regular hours is required. Ability to travel between sites. Ability to type 60 wpm, dictation transcription and ability to take minutes.

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Supervision Received

see inset

Supervision Given

see inset

Consequence of Error/Judgement

In addition, the incumbent participates in program development and promotion and, while considerable independence of judgment and action is exercised with respect to matters of a routine nature, difficult or unusual problems are referred to a superior who reviews work performance on the basis of effectiveness of services rendered and quality of instructional programs provided to the public.

Qualifications

Courses in lifeguarding, lifesaving, aquatics, fitness instruction and pool maintenance, some advanced instructor certifications are preferred and Post-secondary education. . . sound related supervisory experience or the equivalent in training and experience. Ability to anticipate problems and issues and plan ahead. Ability to listen actively and attentively, and obtain clarification as required. Ability to provide quality service to customers in a courteous, patient manner. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID:	11784		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116 (Cler/Sec/Bookstore)		
Job Category:	Clerical, CUPE 116		
Classification Title:	Clerk 3	Business Title:	Clerk 3
Department:	Building Ops - Custodial		
Salary:	\$36,816.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2011-11-28	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2011-11-27	Available Openings:	1

Job Summary

Performs complex clerical tasks requiring some specialized knowledge and or experience and the application and interpretation of related guidelines, procedures and regulations.

Organizational Status

Reports to the Manager.

Work Performed

In addition to the following, may perform any duties of the lower Clerk classification levels:

Allocates, directs and controls the workflow of a small group of employees at lower classification levels; may provides input into selection and performance evaluation of employees.

Posts, verifies, balances, extends and reconciles financial statements; prepares summaries as required.

Compose correspondence and initiates replies to inquiries of both a routine and non-routine nature requiring an in-depth functional knowledge of the subject matter.

Maintains complex record systems and prepares diversified reports and summaries requiring the selection of material from a variety of sources.

Participates in the formulation and implementation of new work procedures and forms.

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

Supervision Received

Works under minimum supervision; received detailed instructions on the assignment of new duties and thereafter only on new or unusual problems; technical problems and matters involving policy are referred to supervisor.

Supervision Given

May oversee and direct the work of a small group of employees at lower classifications and be responsible for accuracy, production, and control of the work unit; may have input into staff selection and performance evaluation of employees.



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Consequence of Error/Judgement

Exercises judgment in planning the sequence of duties, the work methods to be employed and the action to be taken on unusual problems; decisions are based upon appropriate application and thorough knowledge of procedures, guidelines, regulations; and established precedents.

Qualifications

High School graduation and Business Training in Office Procedures and Practices. . Minimum of 4 years of related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 11782
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Zoology
Salary: \$46,968.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-28
Job End Date: 2012-04-29
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-11-27 **Available Openings:** 1

Job Summary

Provides technical support for the third-year teaching laboratory courses BIOL 340, 341, 342 and 337.

Organizational Status

Reports to the Course Instructors for technical and teaching purposes and to both Zoology and Botany Administrators for all other matters.

Work Performed

- In general, independently anticipates needs and prepares adequate supplies of commonly used materials including large volumes of media and solutions.
- Designs, fabricates purchases, and troubleshoots materials and equipment for newly designed laboratory exercises as needed.
- Orders supplies and equipment as needed and maintains an up-to-date inventory including MSDA sheets.
- Maintains cultures of living organisms as needed (including bacteria, fungi, protists, insects, invertebrates, plants).
Technicians are expected to demonstrate expertise in culturing and developing protocols using *Escherichia coli*, *Saccharomyces sp.*, *Caenorhabditis elegans*, *Chlamydomonas*, *Arabidopsis*, and other living organisms as described above.
- Maintains a clean and orderly workplace including washing laboratory dishware and routine cleaning such as wiping down equipment, benches, refrigerators, etc. The technician will ensure the workplace has readily accessible materials and properly working equipment including pH meters, spectrophotometers, microscopes, centrifuges, PCR machines, gel documentation systems, balances, incubators, water baths, gel rigs and power supplies, micropipets, and similar.
- Ensures that laboratory course rooms are properly prepared for each lab section.
- Properly disposes of waste materials including chemicals, broken glassware, and equipment.
- Assists sessionals, new instructors, and teaching assistants with technical and teaching aspects of laboratory exercises when needed.
- Is properly trained in and assures compliance with health, safety, and environmental regulations in the laboratories and prep rooms.
- Maintains clear records of work in notebooks, databases, etc.
- Insures laboratories are clean and ready for the next term at the end of each term.
- Other miscellaneous duties related to this type of position.



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Supervision Received

Technicians work independently to fulfill tasks under the supervision and guidance of course instructors. General descriptions of the laboratory exercises will be provided, but the technician is expected to determine the activities necessary to ensure success of the exercises.

Supervision Given

Technicians may provide instruction to new instructors, teaching assistants, and others concerning the use of materials and equipment as necessary. Under the supervision of the course instructor, technicians may, at times, provide limited guidance to students.

Consequence of Error/Judgement

Because this position involves student contact, errors have far-reaching consequences. Materials and equipment must be properly calibrated and in good working order prior to use in laboratory experiments. Technicians must be available during teaching times. Failure to assess needs adequately could result in increased costs and teaching delays as well as a hostile working atmosphere and unnecessary frustration for students, instructors, and the technicians themselves.

Qualifications

Undergraduate degree in a relevant discipline. Graduation from a technical college or institute. Some position may require a graduate degree. (Master's preferred) or graduation from a technical college or institute such as BCIT in a relevant discipline (cell or molecular biology preferred) with four years of appropriate experience. Chemical and biohazard safety procedural knowledge is required. Minimum of 4 years of related experience or the equivalent combination of education and experience. Experience in providing technical support for teaching laboratories including development of new teaching experiments, set up and support of new equipment, troubleshooting and effective decision making are all needed for this position in addition to knowledge and experience in basic laboratory procedures and policies. Extensive knowledge of, and experience with, yeast and nematode biology (i.e., mutants, etc.), PCR, gel electrophoresis, fluorescence microscopy, immunotechniques, bioinformatics, cell fractionation, and related cellular and molecular laboratory procedures is preferred. Broadly-based computer experience including a working knowledge of Windows and similar products including word-processing and spreadsheets as well as the ability to use new software products is required. Effective coordination of both short- and long-term duties and needs is important. Effective oral and written communication, interpersonal, decision-making, and organizational skills are also required as well as a good work ethic, accuracy, attention to detail, the ability to multitask, and to work both independently and as a member of a team.

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Job Posting

Job ID: 11720
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 2 (Gr3) **Business Title:** Administrative Support 2 (Gr3)
Department: Schl of Arch & Landscp Arch
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-21 **Available Openings:** 1

Job Summary

To provide reception and administrative support to the Landscape Architecture (LARC) and Environmental Design (ENDS) Programs office in the School of Architecture and Landscape Architecture (SALA). Acts as the first line of contact for visitors to the office including prospective students, current students, faculty, staff and program guests. Provides administrative support to the program Chairs. Handles cash transactions including petty cash and deposits and prepares financial requisitions.

Organizational Status

Reports to the LARC ENDS Student Services Coordinator and works closely with the Chairs, Landscape Architecture and Environmental Design. Day to day work flow is supervised by the Student Services Coordinator(LARC and ENDS). Liaises regularly with SALA and UBC staff members. As first point of contact to the office, interacts regularly with students and prospective students, faculty, UBC administration and the Landscape Architecture community at large.

Work Performed

Work Performed

Reception and Administrative Support:

Responds to all inquiries including telephone, walk in and email inquiries for the Landscape Architecture and Environmental Design Programs. May act as back up reception support to the Lasserre office.

Prepares routine correspondence and materials for the Chairs, Landscape Architecture and Environmental Design.

Schedules meetings and events for the Chairs and the Student Services Coordinator as required.

Maintains the programs' administrative files; hard copy and electronic.

Provides backup support for program meeting organization, agendas and minutes.

Handles the sign out and return of course materials, AV equipment and Library items; follows up on late and un-returned items.

Assists instructors, students etc. in ad hoc conference room and class room bookings.

Processes, posts, sorts, and distributes incoming and outgoing mail, couriers, and faxes.

Maintains student and staff faculty mailboxes.

Arranges courier pick up for staff & faculty.

Orders and maintains inventory of office supplies, including photocopy paper and office stationery.



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Maintains postings on bulletin boards.

Forwards group emails to staff faculty students (lectures, job opportunities, etc); maintains program's list-serves.

Reviews the programs websites regularly; collects comments and feedback regarding the web sites and assists with updates.

Administers parking passes for guests.

Enters on-line key requisitions for students, faculty, instructors and guests as needed.

Collects miscellaneous fees and payments from students and issues receipts.

Prepares cash deposits.

Maintains and reconciles petty cash.

Prepares clerical financial forms (payment requisitions, journal vouchers).

Performs other related tasks as required.

Assistance to the Student Services Coordinator.

Collects and organizes all incoming documents related to applications for admission to both the Landscape Architecture graduate programs and the Environmental Design undergraduate program; checks for accuracy and completeness and follows up on incomplete files; responds to status inquiries and applications.

Assists students in the completion of record change forms, directed studies and or internship approval forms, and other routine form preparation.

Assists in the organization of program events including end of term reviews, program meetings graduation awards reception, etc.

Informs students of registration procedures for workshops and collects course fees where applicable.

Makes travel arrangements for and distributes information about annual summer field courses and workshops.

Assists with planning and coordinating of the annual Introductory Workshop.

May assist students with routine registration questions in the absence of the Student Services Coordinator; views and interprets academic record information on Student Information Service Centre(SISC); understands the programs' completion requirements.

Assists with the teaching and course evaluations process.

Types program completion memos for student graduation, scholarship forms and other student related forms as required.

Completes and closes student files for archival filing after graduation.

Reviews documents to ensure that MLA graduation project submissions are complete.

Supervision Received

Receives detailed instruction during orientation and on subsequent new assignments or changes in procedure. Work is done under general supervision. Performs familiar duties independently and in accordance with established procedures. New or unusual problems are referred to the Program Chair(s), or Student Services Coordinator.

Supervision Given

May oversee the work of students and or temporary staff.

Consequence of Error/Judgement

Work is expected to be relatively error free. Errors in handling cash payments may result in financial loss to the School. Errors in scheduling and planning events may result in missed appointments and poor image for the School.

Qualifications

High School graduation and one year of related training. Training in secretarial practices and office procedures is required. 2 years of related experience or the equivalent combination of education and experience. Customer service experience required. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. 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 compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to efficiently and effectively



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coordinate tasks. Ability to identify and correct missing and incomplete data. 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 take and transcribe accurate meeting minutes. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to accurately balance cash and resolve discrepancies. Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel)

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Job Posting

Job ID: 11767
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:** Assist to Exec Associate Dean, Clinical Affairs
Department: Medicine - Dean's Office
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-24 **Available Openings:** 1

Job Summary

Personal and confidential secretary to the Executive Associate Dean, Clinical Affairs (EAD, Clinical Affairs) and administrative support to the Manager, Clinical Affairs and the Office of Clinical Faculty Affairs.

Organizational Status

The Faculty of Medicine (FoM) currently has 688 full-time, 40 part-time, and over 4400 clinical faculty members appointed to 19 Departments, 2 Schools and 10 Research Centres. The Faculty is geographically distributed with faculty and staff located at University Academic Campuses, Clinical Academic Campuses, Affiliated Regional Centres and community based facilities throughout BC.

Receives work assignments from the EAD, Clinical Affairs, the Director of Clinical Faculty Affairs, the Manager, Clinical Faculty Affairs and the Manager, Clinical Affairs. Reports to the Manager, Clinical Affairs.

Work Performed

A. Secretary to the EAD, Clinical Affairs (40%)

- Acts as the personal and confidential secretary to the EAD, Clinical Affairs. Prepares in final format a variety of documents, many of which are sensitive and confidential, from handwritten materials, tapes and emails; maintains filing and bring forward systems, and drafts correspondence as required. Screens and prioritizes incoming calls and mail, exercising judgment as to whether matters require urgent attention and or whether background information must be acquired immediately. Manages the calendar of the EAD, Clinical Affairs. Screens requests for appointments, exercising tact and discretion in prioritizing requests.

Co-ordinates obtaining information for projects and meetings from a variety of sources. Presents information in a rational and concise format.

- Acts as secretary to committees chaired by the EAD, Clinical Affairs as required: schedules committee meetings, prepares materials for distribution, takes minutes and prepares action tracking reports.

- Liaises internally with Faculty and staff in the FoM Dean's office, Departments, Schools and Centres frequently, and with UBC central offices less frequently. Liaises externally with the BC Health Authorities frequently, and other professional health organizations less frequently.

- Schedules and supports Joint Advisory Council meetings with the six Health Authorities, including preparing agendas, supporting



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documents and minutes, and booking teleconferencing and videoconferencing.

B. Administrative Support for the Office of Clinical Faculty Affairs (40%)

-Acts as receptionist, administrative support and scheduling secretary to the Office of Clinical Faculty Affairs (OCFA). Prepares in final format a variety of documents, many of which are sensitive and confidential, from handwritten materials and emails; maintains filing and bring forward systems, and drafts correspondence as required. Screens and prioritizes incoming calls and mail, exercising judgment as to whether matters require urgent attention and or whether background information must be acquired immediately. Exercises tact and discretion in prioritizing requests for appointments. Coordinates and assembles bring forward materials for projects and meetings from a variety of sources.

-Acts as secretary to the Clinical Faculty Affairs Committee: schedules committee meetings, prepares materials for distribution, takes minutes and prepares action tracking reports.

-Maintains OCFA's website.

-Plans and coordinates events and initiatives related to Clinical Faculty recognition.

C. General Administration - Clinical Affairs & OCFA (20%)

-Handles requests for information and data for specific projects, and tracks through to completion. Tracks multiple projects concurrently.

-Creates and maintains filing systems, databases and directories as required.

-Processes requisitions, reconciles project grant, AMEX and P-card.

-Maintains accounts and passwords.

-Purchases furniture and office items.

-Orders stationary and office supplies.

-Coordinates travel arrangements for including airline, hotel, visas, ground transportation, and reimbursement of expenses, as required.

-Deals with faculty members, staff, and others in a professional manner on behalf of OCFA by phone, email, and in person.

Consistent with the Faculty's Professional Standards document, the Faculty is committed to the highest level of professionalism in all interactions.

-Performs other related tasks as required.

Supervision Received

Work is reviewed and directed by the Manager, Clinical Affairs. Familiar duties are performed independently in accordance with established procedures. The incumbent must be able to work independently and within a team.

Supervision Given

May supervise work study students or temporary staff.

Consequence of Error/Judgement

The incumbent has access to sensitive and confidential information and must exercise a high degree of discretion on a daily basis.

Errors in performance of duties could have significant impact on the effectiveness, image, and reputation of the Faculty of Medicine (FoM).

Qualifications

High School graduation and 1 year post-secondary education. Secretarial skills and training in office procedures and practices.

4 years related experience or the equivalent combination of education and experience. UBC experience preferred.

Computer experience required (Word, Excel, PowerPoint, Outlook preferred). Knowledge of UBC policies and procedures preferred.

Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 wpm and use the normal range of office equipment. Ability to use word processing, spreadsheet, PowerPoint, electronic mail and internet applications at an intermediate level. Ability to prioritize work, multitask, work under pressure and meet deadlines. Ability to maintain accuracy



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and attention to detail. Ability to take and transcribe minutes. Ability to compose correspondence and other written materials using clear concise business English. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability 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: 11765
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: St. John's College
Salary: \$40,440.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-01-25
Job End Date: 2013-01-25
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-11-25 **Available Openings:** 1

Job Summary

The incumbent coordinates the administration of all duties related to residential membership in the College, including alumni relations. The incumbent also provides senior level administrative and secretarial support to the College Principal and acts as a liaison between the Principal and residents of the College.

Organizational Status

Works largely independently. Reports to the Operations Manager primarily for administrative and time scheduling responsibilities; also reports to the Principal for specific work assignments. Works closely with Student Housing and Hospitality Services (SHHS) on questions and concerns relating to resident contracts, and associated policies and procedures.

Work Performed

Is the contact liaison person for membership inquiries from students, post-doctoral fellows, visiting scholars, administrators, staff, faculty and community; receives written, telephone and e-mail inquiries regarding membership and the application process, responds to inquiries, receives and coordinates application materials documentation
Ensures that all inquiries from the public, university community and prospective residents are responded to in an informed, friendly and expeditious manner
Composes, types and edits correspondence as required
Maintains applicants' files, ensuring files are complete and generates appropriate correspondence when they are not; prepares and distributes applications for adjudication; keeps track of decisions; ensures applicants are notified of decisions
Works closely with the College Membership Selection Committee; takes, transcribes, edits and distributes and maintains minutes of the Membership Selection Committee meetings and other meetings as required; assembles needed data and documentation
Creates and maintains confidential correspondence and filing system with regard to all aspects of membership, including current members and rejected applicants
Prepares College-related check-in materials, and coordinates check-in procedures with SHHS staff
ensures that all documentation required at check-in is completed and filed; prepares and distributes the "SJC Resident Handbook"
Accesses the SHHS database to determine and confirm availability of rooms; tracks vacancies and provides related reports as required
Works closely with the College Guest Room Coordinator on Summer Accommodation availability; ensures that vacant rooms are transferred into Summer Accommodation pool, and then transferred out and prepared in time for September student intake



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Processes leaves of absence requests; receives requests, forwards to Principal for approval, maintains records of approved requests

Ensures that the Membership, Resident Member Accommodation, and Visitor Accommodation sections of the College website are accurate and up-to-date by providing information to the webmaster for inclusion

Develops, maintains and analyses the College's alumni database, extracts and provides information and reports on Alumni whereabouts and activities as required

Supports the Principal College in all areas of College alumni relations; contacts alumni by phone, letter and or e-mail in order to maintain current contact information and to assess alumni needs and maintain strong relationships

Provides senior confidential secretarial and administrative support to the College Principal

Acts as a liaison between Principal and residents of St. John's College, and also between the Principal and members of the greater UBC community

Provides information to Principal with regard to sensitive issues concerning faculty, residents, and guests based on thorough knowledge of the College's policies and procedures

Coordinates and arranges meetings, workshops and functions for College-based academic and social programming for internal, UBC, and public audiences. Works closely with the Event Coordinator on associated room bookings and catering arrangements.

Organizes the Principal's bring-forward items, ensuring that all tasks requiring the Principal's attention are undertaken as required; i.e. donor relations, alumni relations, annual events, etc.

Handles all invitations to Principal's special functions and follows up with guests who have not responded; organizes venue, catering and any other requirements in concert with the Event Coordinator; plays a key role in planning Principal's special functions; for example, investigating and making recommendations on activities for alumni reunions and other similar events

Makes and coordinates travel arrangements for the Principal, guests and committee members, as required

Prepares and distributes confidential and sensitive material for Governance Committee, Membership Selection Committee, Academic Committee and other committee meetings as directed by the Principal

Compiles and prepares agendas; takes, transcribes and or edits minutes and distributes

Interprets and communicates University, Faculty and College policies and procedures to faculty, staff, residents and the general public; provides direction, advice, and resolves problems

Sets up and oversees the maintenance of filing system and records

Conducts web searches

Prepares a variety of material from draft copy, formats and edits electronic drafts using a variety of computer applications, composes routine correspondence, responds to a variety of written and oral inquiries of an interpretive nature, ensures other faculty and staff are kept informed of relevant correspondence and St. John's College issues, and provides routine and non-routine information to a wide variety of people

Performs other related duties as required.

Supervision Received

Works under the supervision of the Operations Manager and Principal. Duties are performed independently, referring to supervisors only for consultation in case of anomalies or unusual problems.

Supervision Given

May distribute work assignments and provide training to employees in lower classifications. Explains office routines and practices to new employees.

Consequence of Error/Judgement

This is a key position in terms of maintaining good relations with potential and current residents. Errors or incorrect decisions could have a serious negative impact on College revenues, public relations and fundraising. Inability to exercise patience, tact and diplomacy may result in lost residential revenues and or donations.

Qualifications



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High School graduation and two year post-secondary diploma. Training in office procedures and administration. 4 years related experience or the equivalent combination of education and experience. Experiencing working with graduate students, including international graduate students. Computer experience (Word, Excel, e-mail, internet, databases.) Experience with UBC SISC. Experience in working in a culturally diverse environment. Experience organizing and supporting the work of committees. Ability to deal effectively with a diversity of people. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to approach interactions with an awareness of sensitive issues. (e.g., issues concerning specific cultures) Ability to exercise tact and discretion. Ability to work in a team environment. Ability to assist clients in identifying appropriate courses of action.

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Job Posting

Job ID: 11761
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 Assistant, MBA Program Office
Department: The Sauder School of Business
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-28 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-27 **Available Openings:** 1

Job Summary

The Executive Assistant to the Associate Dean, Professional Graduate Programs provides wide-ranging and confidential administrative and secretarial support at the highest level. Ensures the maintenance of accurate and up-to-date information for all areas that impact the work of the Associate Dean, Advisory Board and MBA Program Unit and the Robert H Lee Graduate School. A thorough knowledge of University structure and protocols and the Faculty's mandate for this area is required. The incumbent uses good judgment and sensitivity in dealing with students, faculty, staff, the Advisory Board. A thorough knowledge of the organization, programs, policies and procedures of the School and of the University is essential.

Organizational Status

Works under the direction of the Associate Dean. In addition works closely with the Robert H Lee Graduate School Advisory Board. Liaises with all senior offices within the University and has regular contact with faculty members. Contacts external organizations, government offices, corporations, senior officials, and other departments to resolve situations. Provides information to faculty, staff, students and the general public regarding policies and procedures.

Work Performed

Executive Assistant Support

- Plans, co-ordinates and maintains the Associate Dean's schedule, including prioritizing requests, using senior relationship management protocols to negotiate times and locations with senior internal offices to book meetings, functions etc.
- Schedules and organizes meetings; prepares and circulates agendas, takes detailed and concise minutes; drafts, reviews and distributes minutes; prepares reports and presentation materials.
- Keeps the Associate Dean apprised of daily responsibilities, meetings and deadlines. Ensuring adequate time between meetings and documentation preparation requirements are met.
- Responds to confidential and complex enquiries regarding policies and procedures of the area.
- Conducts research and compiles information from various sources to be used by the Associate Dean.
- Communicates and responds to emails, written communication and phone calls on behalf of the Associate Dean, and screens incoming calls.
- Composes complex and confidential correspondence from drafts or verbal direction.
- Prepares documentation for distribution; opens, sorts and reads incoming mail, and responds independently to general enquiries and redirects items requiring action to appropriate faculty and or staff.



- Co-ordinates travel, accommodation, itineraries, agendas, meetings etc. for the Associate Dean and visiting faculty.
- Completes travel claims and other reimbursement of expenses incurred by the Associate Dean on behalf of the Faculty.
- Arranges and oversees special events.
- Sets up and oversees the maintenance of confidential Associate Dean's Office files.
- Responds to and redirects student inquiries that come to the Associate Dean.
- Maintains a correspondence tracking system including pending and follow up action items.
- Maintains database of addresses, generates lists and labels as required.
- Responds to inquiries from the public, directing them to appropriate staff member as appropriate.
- Drafts and edits reports, compiles statistical data, and conducts routine research as required.
- Assists with projects and reports assigned by the Associate Dean or Advisory Board.

Assistant support to Robert H Lee Graduate School Advisory Board

- Provides administrative support.
- Co-ordinates meetings; books rooms, negotiates catering arrangements and costs, orders refreshments, and arranges audio-visual requirements. Circulates agendas, takes detailed and concise minutes; drafts, reviews and distributes minutes.
- Maintains and updates the website page.
- Assists with coordination of external reviews

Other

- Performs other related duties as required, suitable to the skills and experience of the position.

Supervision Received

Work is done under minimal supervision. Performs most duties independently, occasionally consulting the Associate Dean, or key staff with reference to new or complex problems. Receives direction or task assignment from the Associate Dean. Exercises independent judgement in selecting and interpreting information, implementing priorities and reconciling deviations from standard methods.

Supervision Given

No supervision given in this position.

Consequence of Error/Judgement

Expected to exercise judgment in establishing priorities in the Associate Dean's calendar, and carry tasks through to completion in a timely manner. Exercises initiative, tact and judgment in handling matters that are of a confidential and strategic nature. Timeliness, diplomacy and the ability to multitask are essential when dealing with complex inquiries, requests of the Associate Dean's time and other varied assignments. Inability to manage time effectively and to plan according to deadlines could compromise the workflow of the Associate Dean. Reviews working procedures and suggests and or implements improvements in efficiencies as appropriate. Incorrect or incomplete analysis or interpretation of correspondence, directions or when transcribing minutes could result in decision errors being made. Works with conflicting and multifaceted demands and determines priorities.

Qualifications

High School graduation and two year post-secondary diploma. Office procedures and practices or equivalent skills and experience. Undergraduate degree preferred. Executive Assistant secretarial training would be an asset. 4 years related experience or the equivalent combination of education and experience. A minimum of 4 years' related experience, including a significant period of time as an Executive Assistant to a senior executive coupled with relevant administrative UBC experience in positions of increased responsibility. A thorough knowledge of the organization, programs, governance structure, policies and procedures of the Faculty and of the University. Excellent oral and written communication skills and spoken English.



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Proficiency in the use of English grammar, spelling and punctuation and proficiency with professional terminology. The ability to check correspondence for accuracy is critical. Ability to take and transcribe accurate meeting minutes A high degree of initiative and integrity required on the job in dealing frequently with confidential material and enquiries from faculty, students, staff and the general public.

Ability to exercise a high level of tact, diplomacy and discretion, and treat information on a confidential basis as appropriate. Strong interpersonal skills required; may have to deal with individuals who are under stress or in crisis; active listening skills with the ability to probe for information to clarify complex requests.

Ability to communicate effectively and tactfully with the University's senior administration, general public, faculty, staff and students. Must be well organized with ability to prioritize assignments and work independently, pro-actively and in a team environment.

Ability to plan and to complete work assignments independently without ongoing direction. Superior task planning and time management skills.

Excellent organizational and multitasking skills and ability to work under pressure of deadlines. Ability to type 65 wpm with excellent word processing and accurate data entry skills. Ability to plan, organize and co-ordinate meetings; arrange catering, and book rooms. Advanced skill level with MS Word, Intermediate skill level with Excel, PowerPoint, Access as well as e-mail, MS Outlook, Netscape Calendar and Internet browsers search engines. Strong leadership skills and demonstrated ability to take initiative. Ability to delegate, supervise and direct the workloads of staff members.

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Job Posting

Job ID: 11747
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Senior Financial Spec 1a (Gr8) **Business Title:** Finance Officer
Department: Financial Services
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-22 **Available Openings:** 1

Job Summary

Administers contract and grant accounts for complex sponsored research and specific purpose funds. Reconciles complex PG's; invoices sponsoring agencies; prepares financial reports on the use of the contract and grant funds. Advises and informs research faculty on financial matters. The job is not routine and entails exercise of judgment and knowledge of University, Granting Agency, and accounting policies and procedures. Establishes own priorities in accomplishing work, and receives instruction only on unusual problems. Provides training assistance to the University research community and assists in staff supervision and training.

Organizational Status

Reports to the Team Leader.

Work Performed

1. Oversees own portfolio of contract and grant accounts for sponsored research and specific purpose trust funds. Portfolio includes complex PGs. Works independently with no direct supervision. Tasks include:
2. interpreting Agency's guidelines and University policies to ensure that the administration and the use of the funds are in compliance;
3. preparing invoices and financial statements to sponsor agencies according to terms & conditions of Agency & University policies & procedures;
4. preparing complex reconciliation of PGs, reviewing & maintaining budgets, initiating and following up on collection of funds due to the University, inactivating PGs, and monitoring deposit of funds;
5. reviewing Requisitions for payments to advance funds to collaborating institutions to ensure the appropriateness of transfer and that procedures are adhered to;
6. reviewing Requisitions for Payments & journal vouchers as requested, exercising judgment in determining appropriateness of transaction in relation to University policy and Agency terms and conditions.
7. reviewing PG set-up and budget set-up initiated from Research Services
8. identifying and reviewing cash receipts to ensure correct allocation of funds to the appropriate PG account
9. Assist in over expenditure monitoring of PG accounts
10. Advises and provides authoritative advice to Faculty, Department Administrators, and Department Heads regarding: Financial information pertaining to their research PG's; granting agency policies and contract terms; University policies and procedures;
11. Communicate with Research Services, Industry Liaison, Faculty, and administrative personnel.



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12. Answers non routine enquiries concerning research and trust PGs
13. Train new staff, provide training to departmental administrators and participate in Faculty visits.
14. Assist internal and external auditors as required.
15. Conducts training relating to accounting and research policies and procedures
16. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Reports to the Team Leader. Establishes own priorities in accomplishing job duties, and receives instructions only on unusual problems.

Supervision Given

N A

Consequence of Error/Judgement

Non compliance with contractual terms and or Agency guidelines could result in the return of agency funds, loss of future funds, and or inability to collect funds owed to the University. Incorrect interpretation of Agency and University policy provided to Faculty can result in non-compliance with agency terms on the use of funds. Incorrect analysis, and financial reporting or invoicing to the contract granting agencies will provide mis-representation on use of funds, and loss of University credibility in administration of research funds. Project reviews performed by other RTA staff would identify significant errors after the event to enable correction.

Qualifications

High School graduation and CGA CMA Level 3. Post secondary education plus enrolment in a 3rd or 4th year professional accounting program (or equivalent) is required. 4 years related experience or the equivalent combination of education and experience. Minimum of five years related work experience or 4 years relevant UBC experience. Experience in performing complex reconciliations is required. Experience in a complex, operational accounting operational environment is required. Demonstrated ability to perform detail reconciliations and a proficient understanding of accounting principles. High degree of analytical accuracy, thoroughness, and dependability. Good organizational skills and an ability to work effectively under pressure. Excellent communication skills and assertiveness skills. Competent with the use of Word, Excel and database software. Must be able to multi-task and set appropriate priorities. Knowledge of FMS required.

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Job Posting

Job ID:	11787		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Human Resources		
Classification Title:	HR Admin Clerk 2 (Gr3)	Business Title:	HR Admin Clerk 2 (Gr3)
Department:	Electrical&ComputerEngineering		
Salary:	\$36,672.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2011-11-28	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2011-11-25	Available Openings:	1

Job Summary

This position provides human resources support to the Department of Electrical and Computer Engineering. Responsible for completing administrative clerical tasks regarding human resources and personnel management for Faculty, Staff and Students. The incumbent is also responsible for assisting the Financial Specialist (Gr 7) with preparing and processing financial documents, tracking, entering data, and reconciling errors. Provides general administrative support to the Administration Services Office (ASO) as required.

The Department of Electrical and Computer Engineering is an "on-line" FMS unit and this position performs data entry of transactions directly into the FMIS system.

Organizational Status

Reports directly to the Administration Services Manager who assigns overall direction and oversees work. Interacts regularly with faculty, other department staff, students and staff from all units on Human Resources related matters. Will also interact regularly with individuals in Financial Services, Supply Management and other University departments as well as a number of external vendors.

Work Performed

Human Resource Duties:

- Prepares and processes all personnel documentation for Faculty, Staff and Student appointments, including appointment forms, transfer and severance notices.
- Maintains databases by entering, updating, retrieving data
- Ensures resolution of pay-related problems
- Prepares documents, mail merges, and spreadsheets, and updates department manuals
- Maintains payroll records
- Collects and maintains vacation and sick leave data
- Responsible for ensuring funding for each appointment and coordinating with administrators for alternate PGs. Provides information to faculty and administrators on HR issues, including appointments and reappointments.
- Responsible for communicating with Payroll, Human Resources, Dean's Office and Faculty Relations to investigate and solve routine payroll and personnel discrepancies.



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- Generates appointment reappointment immigration letters and offer letters; coordinates with faculty members for signatures.
- Assists Administration Services Manager with planning and scheduling faculty recruiting process
- Compiles ARPT packages, photocopying and sending out to committee members
- Compiles data and prepares monthly reports statistics on upcoming terminations.
- Assists in advertising Research Associate and Postdoctoral Fellow positions on department website and other appropriate media.
- Prepares routine memos and letters.
- Responsible for confidential departmental personnel files including file management and retention or disposal of personnel files.
- Responsible for producing and distributing Faculty and Staff demographic information to all departmental employees for updates.
- Sending out timesheets on a bi-weekly basis, distributes mail, process maintenance work orders.
- Files and retrieves human resources related documents. When directed, reviews existing HR files and renames, culls, archives, and or disposes of material.

Financial:

- Prepares financial documents and performs accurate and timely data entry of financial documents (cash deposits, journal vouchers, invoices, travel claims and purchasing requisitions) directly into the online system. Uses knowledge of UBC policy and practice to make decisions during document preparation and data-entry. Tracks rejected transactions, follows-up and resolves errors. Reviews financial paperwork to ensure appropriate back-up documentation is attached; follows-up with the originating faculty or staff member when additional documentation is required.
- Assists with the reconciliation of operating and other P G's, following up on and resolving variances or discrepancies. Verifies corrects information requiring the use of spreadsheets and FMS (on-line and Web).
- Runs and distributes financial reports.
- Maintains the EECE Office Petty Cash Fund by reimbursing allowable expenditures, tracking, and reconciling monthly.
- Prepares and processes bank deposits.
- Secondary contact to resolve vendor disputes by researching, following up and making corrections as appropriate
- Maintains files, including electronic files, of financial transaction documents including supporting materials.
- Uses a web-based "trouble ticket" system to manage work requests.

Reception and Administration Duties (performed on a regular basis):

- Provides administrative support to the Administration Services Manager
- Drafts and types routine correspondence, forms and other material
- Researches and looks up information online
- Photocopies and collates job-specific materials
- Performs mail merges
- Responds to in-person, telephone and e-mail inquiries in a professional and courteous manner; provides and obtains information effectively and tactfully; refers the individual to the appropriate staff or faculty member as necessary.

Reception and Administration Duties (back-up temporary relief for other staff, performed as required):

- Provides back-up reception support to the Department of Electrical and Computer Engineering
- Sorts and distributes mail
- Assigns photocopy codes; distributes building access codes.
- Sorts and distributes faxes and they arrive.
- Takes requests for ECE meeting seminar rooms, makes bookings, resolves booking problems
- Sets up meetings and assists in organizing staff functions and events
- Takes meeting minutes and prepares minutes for distribution

- Performs other related tasks consistent with classification.

Supervision Received

Works under general direction regarding projects and regular tasks. Receives specific instructions on unusual problems and on matters that depart from established practice. Performs familiar duties independently, consulting with supervisor only on unusual



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problems or new initiatives. Work is verified by a senior level Financial Clerk or Administration Manager.

Supervision Given

Not required to supervise; may explain work procedures to new, temporary or inexperienced staff.

Consequence of Error/Judgement

Works within general guidelines, applying knowledge of procedures and regulations to establish priorities. Exercises judgment and tact in dealings with others on the telephone, in person and by e-mail. Failure to act in a professional, tactful manner will have an adverse effect on the image of the Department of Electrical and Computer Engineering, the Administration Services Office and the Head. Duties require a high level of confidentiality.

Qualifications

High School graduation and one year of related training. Training in office procedures and experience handling Human Resource paperwork. Must be able to be certified to enter financial data to FMS online system. 2 years relevant experience or the equivalent combination of education and experience. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to anticipate problems and issues and plan ahead. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to efficiently and effectively coordinate tasks. Ability to identify and correct missing and incomplete data. Ability to create and accurately maintain record and filing systems. Ability to gather, record, and organize information. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to understand and apply policies, procedures, and instructions. 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 communicate effectively verbally and in writing. Ability to make thoughtful, informed, and thorough decisions. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to exercise sound judgment. 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. Ability to perform basic arithmetic. Eligibility for certification for on-line data entry into the FMS system Ability to apply generally accepted accounting principles in an appropriate manner. Ability to accurately balance cash and resolve discrepancies. Ability to analyze and reconcile financial statements. Ability to prepare financial reports. Ability to prepare and complete job-related documents using relevant content and appropriate format (e.g., forms, letters). Ability to effectively use at an intermediate level. (e.g., Email, MS Office (Word Excel primarily), Mac OS) Ability to perform word processing at 65 words per minute. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals.

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Job Posting

Job ID: 11763
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Surgery
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-12
Job End Date: 2012-12-11 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-24 **Available Openings:** 1

Job Summary

The position provides administrative support to the UBC Division of General Surgery's Residency Training Program. This Training Program is the fourth largest program in the Faculty of Medicine and is a leader in developing specialty training sites across the Province.

Organizational Status

The Division's Residency Training Program Administrator supervises this position on a day-to-day basis, with the Division's Program Director overseeing the work of the Program Assistant. The Division's Senior Program Assistant instructs this Program Assistant in certain program activities. The Department's Director of Administration provides overall management of, and direction to, this position regarding work performance.

This role works closely with the Department's Postgraduate Program Director and its own Administrator to support their endeavours in conducting surgical specialty and subspecialty training programs throughout BC.

The Program Assistant collaborates and interacts with other UBC staff and faculty members and with other health professional and academic organizations outside UBC to support the Department's activities. These include Residents, academic representatives in the Department, Site Program Directors, External Program Directors, Administrative staff of Postgraduate Medical Education, PAR-BC, the College of Physicians & Surgeons of BC, and the Royal College of Physicians & Surgeons of Canada.

Work Performed

- Assists with distribution of monthly resident and student call schedule to residents, completes online schedule and distributes to residents. Requests and compiles away-dates from residents and students.
- Coordinates logistics of monthly general surgery service orientation and resident teaching sessions.
- Assists with resident assignments and rotations by liaising with site coordinators at distributed training sites, ensuring UBC affiliation; coordinating and obtaining educational licenses; and preparing documents for temporary hospital privileges; entering rotation information on one45 database and assisting with the overall rotation schedule, as required.
- Coordinates residents' accommodations at community training sites within budgetary parameters.
- Prepares financial reimbursement documents for teaching payments, residents travel and accommodation at distributed training sites and for operational expenses against divisional accounts.



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- Arranges meeting and travel schedules for Program Directors.
- Maintains the General Surgery Residents website and other Internet-based communications, such as chat rooms, blogs and podcasts, to support program activities at distributed training sites.
- Provides administrative assistance on projects addressing expansion of distributed Residency Training Program.
- Generates T-Res (Residents' case logging) reports on training sites' curriculum and educational components. Troubleshoots and acts as liaison between residents and T-Res.
- Provides administrative assistance for Division's Surgeon Scientist Program.
- Creates and maintains database for Surgeon Scientist Program, updating and distributing lists of residents' mentors, projects, research, and publications.
- Provides logistical support to "Surgical Residents as Teachers" workshops and courses.
- Assists with administration of Year 1 residents CRASH Course (Competencies in Resuscitation and Stabilization of Hospital Patients).
- Prepares and submits documents re: statutory holidays to BC Interns and Residents Paying Agent for resident reimbursements.
- Administers registration of Division's incoming residents, including: applying for photo ID and keycard access; coordinating attendance in PACS PCIS classes; providing IT with information to complete computer systems access IDs, and submitting applications for access to OR e-slates).
- Assists with preparation, printing of annual orientation materials.
- Coordinates the taking of residents' photos; makes, arranges orders, and distributes class photo posters.
- Assists with the coordination of the CaRMS (Canadian Residency Matching Service) application process, shortlisting of candidates and interview day.
- Assists with logistics of planning and conducting Annual Residents' Research Day.
- Coordinates CAGS (Canadian Association of General Surgeons) in-training examinations: makes preparations; processes financial requisitions for payment, reimbursements, and honorariums; orders and monitors examination booklets, testing site arrangements; invigilation, as required.
- Gives administrative support to UBC and Royal College Accreditation Surveys via PubMed searches and updating records on teaching activities, booking venues, catering.
- Makes arrangements for meeting, seminars and information sessions requiring hospitality (e.g. ordering catering, booking venues and hotel rooms, etc.)
- Assists as needed in preparing program brochures, newsletters and other working documents and producing them in printed form or posted to the Division's web pages.
- Responds to routine oral and written enquiries.
- Performs other duties as required.

Supervision Received

Reports on a day-to-day basis to the Division of General Surgery's Residency Training Program Administrator and through him or her, to the Division's Postgraduate Program Director. The Division's Senior Program Assistant instructs this position for certain activities. The Department's Director of Administration provides overall management of, and direction to, this position regarding work performance.

Supervision Given

None.

Consequence of Error/Judgement

The Program Assistant is expected to use clear, good judgment and initiative in prioritizing and scheduling work. The assignment of rotations is extremely detailed, and scheduling errors may create significantly adverse effects on Residents, physicians, and delivery of medical services at training sites. Failure to work in a timely and accurate manner may threaten program accreditation. Inappropriate handling of interactions and communications can raise concern about compliance with privacy and confidentiality obligations and may cause embarrassment for the Department and to faculty, staff, and students at the University and affiliated hospitals, as well as to patients and affiliated organizations.



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Qualifications

High School graduation and 1 year post-secondary education. University graduation strongly preferred. 3 years of related experience or the equivalent combination of education and experience. Experience in a Postgraduate environment is preferred. - Articulate and accurate communicator, verbally and in preparing professional documents; effective analytical, problem-solving, and organizational skills.

- Solid experience in working positively and productively in collaborating and interacting with others, as well as independently.

- Sound judgment and strong ability to maintain confidentiality, tact and discretion.

- Effective in using MS Office and web design software (e.g. WordPress); ability to learn new software.

- Ability to type 60 wpm and to operate a normal range of office equipment.

- Ability to take and transcribe minutes.

- Ability to work additional hours evenings and early mornings, and rarely on weekends, 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: 11775
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Science Coop
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-25 **Available Openings:** 1

Job Summary

To provide reception, secretarial and clerical support to the Science Co-op Program staff. The incumbent will mainly be responsible for providing administrative support to three Life Sciences Co-op Coordinators. Duties include reception duties, data entry, scheduling co-op interviews and site visits, student recruitment and other related administrative tasks.

Organizational Status

Provides administrative support to Co-op Coordinators, reports directly to the Administrative Manager and Program Director; interacts with all Co-op staff and Co-op stakeholders (students, faculty and employers); liaises and coordinates activities with other university administrative units.

Work Performed

1. Reception Duties:

- Greets visitors, students, employers, staff and faculty to the Co-op Office, answers enquiries and directs visitors and students to the appropriate personnel to ensure quality customer service
- Answers telephone and email inquiries and directs calls to the appropriate staff member in a timely manner.
- Sorts and distributes incoming mail and prepares outgoing mail
- Arranges for pick up of courier packages and prepares way bills

2. Job Posting:

- Assists in entering Co-op Jobs into a database, ensuring job is posted for the correct disciplines and observing relevant deadlines
- Verifies if job posting meets Co-op requirements
- Channels new employers to Coordinators for follow up
- Checks applications to be sent to employers for short listing; pulls incomplete student job applications and emails students with reasons.
- Runs report from the Co-op database on a daily basis and follows up with employers who have no responded after receiving job applications from the office

3. Interview Scheduling:



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- Schedules Co-op interviews (phone, in-person, out-of-town interviews)
- Resolves interview scheduling conflicts, confirms interview schedules with students, employers and other relevant Co-op programs involved.
- Receives employer conducting interviews on campus

4. Processing Job Offers:

- Forwards job offers to appropriate Coordinators in a timely manner
- Processes offer letters, security clearance documentation, student funding applications (e.g. NSERC Undergraduate Industrial Awards)
- Enters job placement information in the Co-op database

5. Student Recruitment:

- Enters intake applications on Excel spreadsheet & Co-op database
- Ensures all required document are submitted and follows up with student for missing documentation
- Provides Coordinators with applicant's GPA by conducting searches on UBC Student Information System (SISC)
- Performs report queries from SISC
- Sends reminder emails to recruit students into the program
- Participates in student recruitment events; assists in manning Co-op information booth
- Responsible for room bookings and organizes info sessions
- Assists in organization of annual student events such as Co-op Student of the Year, Photo Contest, National Co-op Week celebration

6. Scheduling Site Visits:

- Schedules Co-op site visits (Lower Mainland, out-of-town visits) for Co-op Coordinators
- Ensures all appointments are confirmed and collects all necessary information from the students prior to the visit
- Plans the logistics of the travel itinerary, resolving scheduling conflicts

7. Other Program Administrative Duties:

- Conducts regular recruitment reminder calls to employers
- Logs work term reports and various work term related forms upon receipt and distributes to assigned technical markers or Coordinators.
- Logs and files marked technical reports and emails students for pick up
- Files and archives student, employer and faculty records to ensure all information is current and updated
- Performs routine daily checks of photocopiers, fax machines, printers and computers to ensure the smooth operation of the unit
- Covers other secretarial staff who are on leave to ensure smooth operation of the unit
- Performs other duties related to the qualifications and requirements of the job

Supervision Received

He she will work independently with directions from the three Life Sciences Co-op Coordinators and receive minimal supervision from the Administrative Manager. He she will be required to exercise tact and discretion. The incumbent will receive specific instructions only on unusual problems or on matters that depart radically from established policy and procedures.

Supervision Given

N A

Consequence of Error/Judgement



Poor judgment, errors or delay in project deliverables has a significant impact on the program and may lead to loss of student jobs, potential financial support and the reputation and professionalism of the Co-op Office. The incumbent will be ultimately responsible and accountable for all of the functions concerning of the reception area. He she will be required to identify problem areas, come up with possible solutions, implement change and evaluate processes.

Qualifications

High School graduation and 1 year post-secondary education. including training in areas such as office management, communication, and computer studies. 3 years of related experience or the equivalent combination of education and experience. At least two years of related office work experience or one year relevant UBC experience. Exceptional communication skills both verbal and written Ability to exercise good judgment Exceptional customer service skills Ability to resolve workplace problems, offer solutions and alternatives Ability to be accountable and responsible for reception and ensure all projects and deadlines are met Technical proficiency: MS Word, Excel, PowerPoint, database, e-mail, Knowledge of databases Ability to handle complex clerical and administrative tasks.

Ability to effectively manage multiple tasks and priorities. Ability to work effectively and cooperatively with Co-op stakeholders Ability to perform data entry efficiently and accurately. Attention to detail and knowledge of databases. Typing speed of 50 wpm or higher.

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: 11741
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Mechanical Engineering
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-03 **Ongoing:** Yes
Job End Date:
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2011-11-21 **Available Openings:** 1

A cover letter is required when applying for this position so we can assess your written communication.

Job Summary

The program assistant will provide administration and coordination support to three distinct areas: the NSERC Chair for Women in Science & Engineering (CWSE) Network (50%), Mech 2 (our integrated second year undergraduate program, 35%), and graduate student admissions (15%). The percentage of time spent in each position will vary depending on the academic schedule.

Organizational Status

Reports directly to, and works closely with, the Manager (NSERC CWSE Program BC Yukon, Undergraduate Affairs, and Special Projects). Receives additional direction directly from the Mech 2 Coordinator (Faculty member) and the NSERC CWSE BC Yukon Chairholder. Works collaboratively with other support staff in the Mechanical Engineering Department in general, and in particular with the Program Assistant (NSERC CWSE BC Yukon Program, Undergraduate Affairs, and Special Projects) and the Graduate Secretary. Is the key contact point with NSERC CWSE Chairholders and their staff from the other four regions (external to UBC).

Work Performed

NSERC CWSE NETWORK (50%):

Assists the Manager in the day-to-day operations and special arrangements associated with the NSERC CWSE Network. Answers routine correspondence and enquiries, drafts other correspondence, maintains and updates websites and web-based tools, arranges meetings, catering and travel, transcribes and distributes minutes.

Coordinates communication, meetings and activities for the NSERC CWSE Network. Manages moderately complex contact databases in Microsoft Access and Excel. Tracks communications. Attends and takes minutes of teleconferences.

Assists with the creation of reports, designing and implementing surveys, performing statistical analysis. Performs literature searches, evaluating data for usefulness, interprets reports, and drafts resource materials. Provides support for proposal development, preparation, and coordination. Manages basic reporting to stakeholders. Works with the Manager to produce communication materials, using Adobe Photoshop, Adobe Illustrator, and Adobe InDesign. Prepares media releases and external communications. Tracks activities of the NSERC CWSE Network.

Assists with the planning, preparation, and execution of meetings and events. Represents the NSERC CWSE Network in meetings and events.



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Provides calendar, scheduling support, and general secretarial support to the Manager and NSERC CWSE BC Yukon Chairholder.

MECH 2 COORDINATION (35%):

Assists with preparation of master schedules, update complex Excel schedule with room, time, activity info; update class lab tutorial sequences. Updates posts student schedules, generates web-based timetables for students based on changes to the excel schedule. Prepares Teaching Assistant (TA) schedules and coordinates TAs, adjusting schedule based on TA availability. Prepares and distributes schedule updates to faculty and TAs.

Administers Vista course. Posts files from instructors and to Vista. Uses Respondus software to generate homework, pre-lab quizzes, and surveys from supplied Word documents, arrange for instructors to review, edit as needed and post to Vista. Extracts results from Vista and compiles and summarizes data. Posts grades (labs, computer labs, tests) to Vista from Excel spreadsheets; extracts prelab and homework grades from Vista, and places in Excel marksheet. Monitors Vista discussion boards. Edits and posts photographs.

Enters assignment, test and exam grades to the master mark sheet in Excel.

Answers routine correspondence and enquiries, drafts other correspondence, maintains and updates websites and web-based tools, books rooms and makes other special arrangements, arranges meetings, transcribes and distributes minutes.

GRADUATE STUDENT ADMISSIONS (15%):

Supports graduate admission during peak load. Receive paper applications for graduate admissions, verify documents, scan and file electronically, create physical files, and file appropriately. Upload files to a web content management system. Uses a Microsoft Access database to track and control data.

GENERAL ACTIVITIES:

Covers CEME 1214 reception, as needed.

May be asked to participate in the safety committee and serve as a building warden.

Performs other tasks in keeping with the level, as required.

Supervision Received

This is a responsible position where a high degree of accuracy, maturity, and initiative is expected. Works independently under general administrative direction, receiving specific instruction on new or unfamiliar tasks; 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. Work is not normally checked.

Supervision Given

None

Consequence of Error/Judgement

Requires planning the sequence of duties and work methods to meet frequent critical deadlines; exercises judgment based on knowledge of procedures, guidelines and regulations. Accuracy of information and records is important as error could affect progression of students in the program. Errors in communication or poor planning can reflect badly on the NSERC CWSE program and UBC on a national basis, and with NSERC (a very large funding agency).

Qualifications

High School graduation and 1 year post-secondary education. Trained in office procedures and practices with ability to operate a normal range of office equipment. 3 years of related experience or the equivalent combination of education and experience.



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Experience in coordinating schedules and timetables, and planning events.

PLANNING AND ORGANIZATIONAL SKILLS

Strong organizational, planning, and time management skills. Ability to effectively manage multiple priorities, tasks, and demands. Ability to work well under pressure, prioritize work, and meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve them. Ability to exercise good judgment and initiative in handling non-routine matters. Attention to detail, and a high degree of accuracy in work. Ability to exercise tact and discretion.

COMMUNICATION SKILLS

Very strong written and oral communication skills are required, including persuasive writing, writing for publications, and communication with major stakeholders who have collectively made contributions over one million dollars to the university. Ability to work both independently and within a team environment. Strong interpersonal skills and experience working with people from different backgrounds is required. Ability to arrange, attend, and take minutes of meetings and teleconferences. Experience with UBC software and systems is preferred, including Vista Blackboard, Respondus, SISC and FSC. Some knowledge of French is an asset but not required.

COMPUTER SKILLS

Use of Microsoft Word, Outlook, Powerpoint, Access, and internet navigation to an intermediate level (eg, Mail Merge). Use of Microsoft Excel to an advanced level (eg, macros, lookups, function calls, array functions). Visual Basic is an advantage. Adobe InDesign, Photoshop and Illustrator at a basic level. HTML and CSS at a basic level; familiarity with WordPress or other content management systems preferred. Ability to learn new technology quickly via self-exploration and experimentation. Ability to type 60 words per minute.

OTHER SKILLS

Ability to lift up to 25 pounds (eg, a box of paper). Ability to work in a busy environment with many distractions.

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Job Posting

Job ID: 11745
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Gen (Gr8) **Business Title:** Marketing/Business Development Assistant
Department: Science Coop
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-15
Job End Date: 2012-12-14 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-24 **Available Openings:** 1

Job Summary

The key role for this position is to assist with developing new job opportunities for the Science Co-op Program. By receiving guidance and instructions from the Program Coordinators, the incumbent will assist with sourcing prospective employers, follow up on new job leads in the targeted industry sectors and reports marketing progress on a regular basis.

Organizational Status

Reports to the Director of the Science Co-op Program and will be working closely with individual program Coordinators to identify the areas of needs.

Work Performed

- Conducting market research to source potential employers and job opportunities suitable for the program
- Promoting program and explain job placement process to new employers via telephone , email and by attending trade shows
- Sourcing and securing job opportunities from prospective & existing employers through cold calling and pass on job leads to Coordinators for follow up
- Meeting daily targets for cold calling
- Assists with developing email campaigns and complete follow up calls for campaign every semester
- Finding relevant job postings from companies with online posting process and assessing its suitability for the program
- Maintaining records of contacts in internal database
- Actively informing program Coordinators of relevant trade shows and recruiting events
- Coordinating display booths at various trade shows, professional association events, career fairs and on-campus recruitment events
- Generating reports and make follow up calls to current employers who neglected to submit job postings to the program for the term

Supervision Received

Reports to the Director, Science Co-op and work under guidance of Life Science Co-op Coordinators. Works independently within constraints of policy and the administrative framework. Work subject to review in relation to program goals.



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Supervision Given

No supervision given to other staff. The incumbent will be working closely with program Coordinators on a daily basis.

Consequence of Error/Judgement

The position represents the Faculty of Science and its co-op program, the students and the University. Incorrect decisions would adversely affect the reputation of the Science Co-op program, which would prevent it from achieving its targets. The reputation of other UBC co-op and career programs and of the Faculty and the university generally would also be harmed by poor decisions. Failure to deliver effective and timely service to employers could result in loss of industry support, which would seriously damage the program.

Qualifications

High School graduation and two years post-secondary education. Undergraduate degree in marketing and or science related discipline. Knowledge of life science disciplines and industry experience an asset. 4 years related experience or the equivalent combination of education and experience. Related co-op or marketing experience preferred.

Cold calling experience required. Ability to communicate effectively verbally and in writing. Computer experience with Microsoft Office, Online Database, Internet Research, Maximizer. (Intermediate level). Organized and proficient in Excel. Good email management skills. Have excellent customer service skills. Excellent phone manners, enthusiastic, proactive, and motivated in following up with employers. Ability to work effectively independently and in a team environment. Ability to effectively market, promote program and services to new clients. Ability to prepare graphic design materials in various media 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: 11740
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 2 (Gr3) **Business Title:** Front Counter 2 (Gr3)
Department: Medicine,Udgrd Ed.(Dean'sOff)
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-21 **Available Openings:** 1

Job Summary

Provides varied secretarial and office assistance in the administration reception area in the UBC Undergraduate Education Office. This position provides the first point of contact for students and visitors to the Life Sciences Centre (LSC). As this is a new and developing position, it is important to note that duties may be added or removed during the first few years.

Organizational Status

This position reports to Administrative Director through the Year 1 Program Manager.

Work Performed

Acts as receptionist for the MD undergraduate program, greets students, visitors and faculty and responds to incoming telephone calls and enquiries
Maintains key inventory and card access system and ensures cards and keys are returned
Assists Program Assistants in first year with overflow work which may include photocopying student course materials and other tasks as appropriate
Maintains listserv's for medical dental students in years 1&2
Maintains database of medical students in years 1&2 (address, name, email, etc.)
Assigns lockers to Year 1 and 2 medical dental students at the Life Sciences Centre
Collects various fees from students in first year for events and materials
Maintains cleanliness of Curriculum Management Room & other meeting rooms
Maintains supplies for tutorial rooms
Responsible for work order requests (incl. signs, locks, etc.) and follow up
Orders and organizes office supplies for the undergraduate program area
Prepares student name tags as required in first year
Maintains room and videoconference bookings as they relate to the undergraduate program area in the LSC
Sorts and opens mail daily
Performs other duties related to the requirements of the job

Supervision Received



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Work is performed under general supervision. Questions and or problems are referred to the Program Manager or Administrative Director.

Supervision Given

None

Consequence of Error/Judgement

Work is checked by the Program Manager and or Program Assistants. Errors could result in misinformation being given to students, faculty or general public. Work is performed under general guidelines.

Qualifications

High School graduation and one year of related training. . 2 years relevant experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing Ability to make thoughtful, informed, and thorough decisions. 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:	11711		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Student Info Support		
Classification Title:	Student Info Support 3 (Gr5)	Business Title:	Student Information and Program Support Clerk
Department:	Go Global: Internl Lrng Prog		
Salary:	\$37,956.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2011-11-21	Ongoing:	Yes
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2011-11-23	Available Openings:	1

Job Summary

International House is the home of two important student service units on campus.

Go Global, a systems-wide program operating on both the Vancouver and Okanagan campuses, provides international learning programs for UBC and partner organization students. Students have the opportunity to study, research, work and complete service learning placements around the world. Go Global creates partnerships with post-secondary institutions, non-government agencies and communities to provide these opportunities.

International Student Development provides support and services for all international students who are studying at UBC. This includes orientation programs; advising services; immigration, medical and health insurance and work permit advice; peer programs; international engagement opportunities through the Simon KY Lee Global Lounge and Resource Centre, career and volunteering information; and overall information about the services and opportunities available for them on campus.

Within both these units, the Student Information and Program Support Clerk provides for both offices:

- Support, information, and advice to students who have been admitted to one of the unit's programs or who use the unit's services
- Front-line information and referrals to students, faculty, staff, partner universities, community organizations or partner groups, and visitors to the unit
- Support to M&P staff in both units on specific administrative aspects of program or service work.

Each Student Information and Program Support Clerk provides back-up to the rest of the team members, and is an integral member of the cross functional support staff team at International House. Using the available operational tools, equipment and publications, the Student Information and Program Support Clerk provides accurate and timely information to a wide variety of individuals. Information relayed requires broad knowledge of: international learning programs and opportunities; partner universities; UBC policies, guidelines, expectations, procedures and regulations; immigration, health insurance and employment for international students; student orientation programs and services; general campus services, resources, and opportunities for involvement; and the work of other University units including basic information about Faculties and Enrolment Services. The Student Information and Program Support Clerk may also process international learning forms and other documentation received or processed by the office.

Normal reception office environment with volume increases during specific times of the year (i.e. September orientation for new students). Heavy walk-in traffic in August to October and May to June. Additionally, a shared project workspace will be



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available, away from the reception area, where staff can focus on their project specific support and work.

Organizational Status

This position reports to the Go Global Program Coordinator. In absence of this individual, staff will report to the Manager, Safety and Learning Abroad. In some instances staff will report to other members of the Go Global or International Student Development teams, with respect to specific project work.

Work Performed

- Corresponds with students, UBC units, and faculties on nominated admitted students on moderately complex matters, referring appropriately. Information relayed requires intermediate knowledge of international learning programs and policies, student services at UBC (e.g. financial aid, awards, academic advising, enrolment services, counselling, career, health, disability resources, orientation, leadership and involvement opportunities, housing, athletics, U-Pass, iMed, , etc.) as well as general knowledge about similar services at partner universities and applicable legislation and external regulations (e.g. visa and passports)
- Composes correspondence and initiates replies to inquiries of a moderately complex nature relating to the both Units' activities requiring an intermediate knowledge of relevant subject matter, partner universities and UBC guidelines, procedures and regulations and the ability to interpret and apply this information to the work of other University units.
- Refers only the most complex inquiries, after first having researched the issue to see if it can be resolved at the first point of contact. Identifies emergency critical situations and initiates an urgent response.
- Provides clerical support to Go Global and International Student Development programmatic teams including filing, data entry, file management, document and data transfers, mail merges, registration processing, etc.
- Exercises good judgment, works sensitively with individual circumstances and communicates accurately and empathically with a highly diverse population. Works effectively with non-native speakers of English.
- Understands the principles of process improvement; identifies processes that require improvement; maps current processes; re-designs processes using input from colleagues and other student service units as appropriate; makes recommendations for changes in order to improve service.
- Responsible for giving general guidance to students about immigration and employment; for referring the student to individual or group advising; for following up if necessary.
- Provides information about iMED, MSP and other medical insurance programs; exercises judgment and makes recommendations regarding student opt-out and or changes. Resolves issues. Makes students aware of services, responsibilities, process to access services and claim re-imburement for medical fees.
- Updates international learning program database and maintains record keeping systems for office records including international learning clients and partner files.
- Processes custodianship applications for minor international students entering UBC, as directed by Citizenship and Immigration Canada, and liaises with University Counsel on this process.
- Manages the UBC Jump Start payment system and researches and rectifies billing errors for Jump Start participants.
- Provides effective monthly reporting on various functions of both offices including statistical reporting as needed.
- Provides logistical and promotional support for events and programs at I. House including developing and maintaining print- and web-based promotion of events of interest to international students. Responds to inquiries, approves bookings according to agreed-upon guidelines, manages all information about building and equipment usage and maintenance, serves as primary liaison with user groups and student assistants.
- Processes all incoming and outgoing mail, email, facsimile messages and courier packages.
- Generates and runs regular reports from international learning database for Go Global, other SD&S units, partners, and UBC faculty as needed
- Responds accurately to all inquiries received in-person, by telephone, mail or on-line; interprets written policies and communicates them accurately
- Redirects in person and phone media inquiries appropriately
- Maintains Go Global Resource Centre and professional resources
- Organizes and processes large mail outs
- Schedules appointments for unit staff. Books meeting rooms.



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- Makes arrangements for special events and large meetings i.e. books rooms, arranges catering, invites and confirms attendees etc.

Other duties may include:

- Orders UBC and partner transcripts
- Requests Crystal and other reports from Enrolment Services
- Acts as cashier receiving and processing participation fees for student activity and handling petty cash.
- Course schedule specialist for international learning programs
- Registers UBC and incoming students in UBC and EXCH courses as required
- Tracks and reconciles Go Global client, partner, finance and HR records and identifies discrepancies
- Acts as safety representative for Go Global
- Invigilates exams as needed for incoming or outgoing exchange students
- Provides back-up to other Student Information and Program Support Clerks as required.
- Participates in the selection, hiring, and supervision of staff and student assistants (on a rotating basis); participates in the training of same.
- Performs other duties as required.

Supervision Received

The Student Information and Program Support Clerk works independently with minimal supervision. The incumbent will receive specific instructions on new projects. Consults with supervisor on matters, which depart radically from established policy or procedures. Expected to actively prioritize a variety of tasks and utilize judgement to problem solve solutions to complex problems.

Supervision Given

Student Information and Program Support Clerk may provide supervision and support to up to five student staff throughout the year, including training on procedures, policies, and workflow management to ensure that accuracy and quality are maintained.

Consequence of Error/Judgement

Incumbent will be required to deal with unique situations requiring sound judgement, knowledge of and sensitivity to intercultural and international issues. Decisions require thorough knowledge of the guidelines, procedures and regulations and the ability to interpret and apply them to the work unit. All information must be accurate and provided in a respectful, timely and supportive way. Failure to provide service that meets these standards may create hardships for students seeking international experience and could impact a students' ability to remain in Canada legally or access health care, could compromise the relationship of Go Global with the community and partner constituents or have a negative impact on both the public image of UBC, both locally and internationally, and internationalization goals of the unit and University.

Qualifications

High School graduation and 1 year post-secondary education. University graduation preferred. Training in office procedures and practices. Training in intercultural communication. 3 years of related experience or the equivalent combination of education and experience. Computer experience required (Word, Excel, Access, Internet Explorer, Outlook, SISC preferred). Knowledge of international education and international student issues. Experience living abroad. Effective oral and written communication. Interpersonal, public service and organizational skills. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Knowledgeable about how to communicate within a highly diverse environment and able to use varied communication techniques to provide effective and responsive support to individuals, particularly students, from many different cultures. Ability to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database, Internet and electronic mail applications at an intermediate level. Ability to prioritize work and to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to compose correspondence and reports using clear, concise business English. Ability to work independently and as a member of a team. Knowledge of university publications. Knowledge of Freedom of Information and



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Protection of Privacy Act (FIPPA). Knowledge of policies and procedures of UBC and central agencies (e.g., Human Resources, Finance, and Purchasing).

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Develops and maintains a system for monitoring workshop requirements and materials, ensuring their availability for delivery of workshop on specified date. Maintains inventory of workshop supplies and orders as required. Maintains workshop filing system. Supervises work study student in welcoming facilitators and checking that all equipment and supplies are present and operational.

Participates in the scheduling of workshops with instructors and Consultants, in discussion and negotiation with campus resources, facility organizers and printing companies in order to develop the MOST catalogue in a timely, accurate and professional manner. Scheduling activity involves taking the lead on preparing the tentative course calendar, contacting internal and external instructors and liaising with Consultants for date confirmation, and communicating the finalized calendar to all parties involved.

Promotes participation at University Orientation, BEST and MOST programs through email advertising to Administrators and targeted audiences. Designs and develops promotional materials including mini-brochures and flyers as needed. Supports the development of the ODL website as required.

Responds to routine written and oral enquiries about ODL programs, evaluating context of enquiry and identifying related issues for referral as required.

Coordinates registration and scheduling of individuals into training programs (MOST, BEST, University Orientation and others as developed). Such work includes: entering registration information into HRMS data base, preparing class schedules, preparing confirmation of registrations, etc.

Develops and maintains a system for monitoring workshop registration, recommending course of action to the lead Consultant and taking appropriate action as required. This may include scheduling additional sessions for workshops that are oversubscribed, or contacting participants and instructors for workshops that are undersubscribed regarding potential cancellation or postponement, and updating catering and canceling equipment orders as required.

Maintains training module in the HRMS database by completing trainee attendance information, reconciling fee payments and closing workshops.

Balances fee payments and processes payments received for ODL programs. Follows up with participants on late payments. Prepares journal vouchers and cheque requisitions for ODL related expenses. Investigates and reports discrepancies to director and resolves routine catering and other service discrepancies as required. Follows-up on payment information on FMIS on line, working from established protocols and procedures. Develops and maintains a system for monitoring expenses and revenue per workshop.

Supports Lead Consultant in the development of evaluation procedures and prepares evaluation summaries of training programs.

Prepares and mails transcripts for trainees on an as requested basis.

Prioritizes workload to ensure that deadlines are met.

Performs other duties and projects, (such as coordinating recognition functions, arranging logistics for non-training events, preparing statistics for MOST committee, presenting information at the Benefits Orientation session, etc.) as assigned.

Provides confidential support to the Director, ODL by preparing and transcribing information relating to sensitive meetings (eg. President's Office); post grievance intervention meetings; development of employee standards and practices; reorganizational reviews of a sensitive and confidential nature. Receives and provides information of a confidential nature. Transcribes and types confidential and sensitive notes, information and reports. Maintains a working knowledge of other clerical positions in ODL in order to cover vacations and sick leaves.

Supervision Received

Work is performed under limited supervision and most duties are performed independently, consulting the section staff on related



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matters as required. Most duties are performed independently or with ODL team members. Decisions regarding MOST workshop cancellations are made in consultation with the ODL Consultants Lead.

Supervision Given

Supervises work study student(s).

Consequence of Error/Judgement

The position exercises judgement and initiative in handling matters of a non-routine nature. The incumbent also acts as front-line representative of the ODL section and is responsible for planning and carrying out the administrative secretarial functions of the section. Unusual administrative problems are referred to Consultant Lead or Director for resolution.

Qualifications

High school graduation with training in stenographic skills. Administrative and secretarial training. University degree preferred. Minimum of four years experience or 3 years UBC experience. Administrative and secretarial experience. Computer experience required (MS Office including Access, Dreamweaver and PageMaker preferred). Experience in program administration, organizing events and workshops. Experience working with numbers. Ability to perform word processing at 60 words per minute. 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 organize, prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 11771
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A **Business Title:** Financial Manager, Clinical Faculty Compensation
Department: Medicine - Dean's Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-05 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-24 **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 Financial Manager, Clinical Faculty Compensation will be responsible for managing the transition of financial processing of payments to Clinical Faculty members from the Office of Clinical Faculty Affairs (OCFA) to Med Finance, both units within the Dean's Office. This is the first component of a new centralized payment process that has been designed to improve efficiency, internal control and compliance with the FOM Clinical Faculty Compensation Terms. The incumbent will work closely with the Manager, Clinical Affairs to execute and monitor the transition. In addition, the Financial Manager, Clinical Faculty Compensation will collect and analyze data for on-call payments and Postgraduate Medical Education (PGME) allocations. It is essential for the individual to have knowledge of the financial policies, information systems and procedures within UBC and the FOM so that he she can understand how operational changes may impact other areas.

Organizational Status

The 4,500 Clinical Faculty members appointed in the Faculty of Medicine (FOM) and practicing throughout British Columbia make a significant contribution to educational programs in the FOM. Compensation of \$11,000,000, provided by the BC Ministry of Advanced Education and the BC Ministry of Health, is available for "compensable teaching activities" in the Undergraduate and Postgraduate Medical Education programs. The distribution of these funds is governed by FOM Clinical Faculty Compensation Terms.

The incumbent will work closely with the staff in the Dean's Office, particularly in Med Finance and OCFA, will interact regularly with individuals in the clinical departments of the FOM, the Vancouver Fraser Medical Program, the Northern Medical Program, the Island Medical Program, the Southern Medical Program, and UBC central departments, and will interact periodically with individuals from affiliated hospital sites. It is important to develop and maintain good and effective working relationships with these UBC staff members and also with the members of the Clinical Faculty Affairs Committee.

Work Performed

- Designing teaching tracking templates for specified didactic teaching and teaching with patient care for the MD Undergraduate Medical Education Program.
- Training program administrators in the clinical departments schools and distributed programs on the new payment processes and procedures.
- Developing systems to improve efficiency, including use of smart forms for all payments and vendor clean-up, and initially



processing all payments.

- Working with programs administrators in the clinical departments schools and distributed programs to verify and ensure accuracy of teaching tracking data.
- Approving the use of the Purchase Order exemption number by departments schools for eligible payments to Clinical Faculty members and communicating such approvals to UBC Supply Management.
- Designing and preparing financial models for clinical faculty teaching payments.
- Coordinating and analyzing clinical teaching data PGME programs to determine payment allocation based on resident rotations (in weeks) or as directed by the Associate Dean, PGME.
- Recommending PGME funding allocations to the Associate Dean, PGME, and the Director, Clinical Faculty Affairs.
- Coordinating the data collection for on-call services and calculating payments in accordance with the FOM Clinical Faculty Compensation Terms.
- Preparing financial reports for the Project Grants related to teaching payments including budgets, funding and expense reports, and variance analysis.
- Designing, or modifying, and implementing financial management systems to meet new operational requirements.
- Recommending improvements to database systems that track teaching to accommodate efficient payment analysis.
- Deals with faculty members, staff and others in a professional manner by phone, e-mail and in person. Consistent with the Faculty's Professional Standards documents, the faculty is committed to the highest level of professionalism in all interactions.
- Performs other duties as required.

Supervision Received

The Financial Manager, Clinical Faculty Compensation reports to the Associate Director of Finance, FOM, and receives direction from the Manager, Clinical Affairs. He she is expected to work independently at the level of an accounting professional to achieve specified standards and goals.

Supervision Given

The Financial Manager, Clinical Faculty Compensation will manage any clerical staff or work study students hired for specific projects or for processing payments in peak periods.

Consequence of Error/Judgement

The financial management of the Ministry of Advanced Education and Ministry of Health funding for academic activities in the Undergraduate and PGME programs is vital to sustaining the funding required for program delivery. Errors could result in poor financial decisions, misallocation of resources and reduced funding and could damage the FOM's relationship with Clinical Faculty members and the Ministries.

Qualifications

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA). Advanced computer skills (microsoft Excel and financial accounting systems). Minimum of two years experience or the equivalent combination of education and experience. Minimum of two years financial work experience , preferably in a post-secondary education or healthcare sector.

Experience in fund accounting, financial control and financial modelling.

Relevant UBC experience is an asset. Advanced analytical skills. Ability to maintain accuracy and attention to detail. Excellent oral and written communication and interpersonal skills. Knowledge of University policies, procedures, governance and administrative systems an asset. Ability to build and maintain relationships. Ability to work independently as well as in a team environment. Ability to work under pressure with changing priorities and to meet deadlines.

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Job Posting

Job ID: 11769
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level D **Business Title:** Director of Administration
Department: Family Practice
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-24 **Available Openings:** 1

Job Summary

Responsible for the operational and strategic management of a complex and distributed department. Determines and plans workforce structure and established departmental goals and objectives for the administrative area in accordance with the Department's mission. Major responsibilities include developing comprehensive management strategies and strategic -plans in the areas of: human resources, finance, research, health and safety, site operations, facilities and information systems, communications, planning and policy development, and special projects.

Organizational Status

The Department of Family Practice is a large and complex department with over 33 academic faculty, 1500 clinical faculty and 100 staff. The Department of Family Practice includes four education programs (Undergraduate, Postgraduate, Faculty Development, and Midwifery), 6 clinics, 8 Special Interest Focus Programs (formerly known as Divisions) and multiple research units and programs. The Department of Family Practice is a distributed program with 15 program sites increasing to 20 over the next few years, distributed across the province.

The position reports to the Chief Operating Officer and the Executive Director, Faculty Affairs of the Dean's Office on overall operational and significant administrative matters. The Director, Administration takes direction from the Department Head to facilitate the administrative leadership in the Department.

Work Performed

Major responsibilities include:

Strategic Initiatives and Direction

- Provides operational leadership and guidance including developing, planning, recommending and implementing strategic plans for administrative and financial efficiencies.
- Provides support to the development and implementation of specific initiatives related to Departmental growth, project oversight and reporting.
- Meets regularly with the Department Head to set objectives, establish priorities and develop strategies to improve Department operations.
- Prepares the annual review report of the Department.



Human Resources

- Develops and implements organizational changes to meet the new initiatives and evolving needs within the Department.
- Hires, manages supervises, evaluates, disciplines and terminates staff. Overall responsibility for directly or indirectly managing over 100 staff.
- Provides direction, training and leadership to the Department regarding human resource management and employee relations.
- Directs and guides personnel matters by: conducting job classification and organizational reviews, overseeing performance, attendance, discipline, and illness proceedings, providing guidance and input on yearly performance appraisals, advising and or investigating required training and or retraining and succession planning.
- Authorizes staff appointments and reappointments.
- Ensures Provides training and orientation to new staff in the Department.
- Works with Human Resources to ensure compliance of all agreements, policies and procedures related to staff members.
- Ensures hiring equity across the Department.
- Represents the department in union, and non-union discipline meetings.
- Oversees merit and midpoint progression reviews and increases for staff.
- Oversees and ensures annual staff reviews.
- Drafts contracts for faculty and or staff.;
- Works with and manages supervises the Departments Clinical Faculty Coordinator and Staff Coordinator.

Finance

- Supports the development of a strategic business plan for the department.
- Oversees the development of financial models and projections to support decision- making.
- Advises on financial implications of various planning options.
- Works with and supervises the Finance Manager in the Department of Family Practice.

Policies and Procedures

- Develops, implements and maintains policies and procedures.
- Maintains a current knowledge of human resources policies and procedures.
- Interprets University and Hospital policies and procedures and ensures Departmental compliance with the University of British Columbia.
- Advises the Department Head and Academic leaders on relevant policies and procedures of the University, and the Ministry of Health and the Ministry of Advanced Education.

Space and Equipment Planning

- Monitors space utilization and undertakes, as necessary, space planning and analyses according to Faculty of Medicine policies; directs appropriate changes to office allocations, equipment location or groupings and related infrastructure requirements.
- Liaises with and maintains effectives relationships with Land and Building Services, contractors and their work crews, architects, Fire Mashall's representatives, WCB officials and Occupational Health and Safety Representatives; identifies and coordinates Minor Capital funding requests; Oversees associated renovations, moves and installations throughout the Department and its satellite facilities.
- Liaises with Med Facilities, outside and key University officials regarding master space plans for the faculty.
- Works with Med Facilities to sSecures appropriate academic space and negotiates terms and conditions of occupancy for facilities in all teaching Hospitals.
- Oversees security issues, authorization of keys and controlled access. Department contact for emergency call-out for building or other emergencies.

Information Systems

- Working with Med IT, dDetermines, develops and monitors the appropriate information systems for department operations, including new technology implementation, customs applications, training needs, etc.
- Ensures that the department's computer information system activities are consistent with UBC and federal copyright laws by liaising with appropriate UBC and communicating the expectations, procedures and objectives to the appropriate departmental members.
- Develops policy and procedures related to IT, equipment and new technology.



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- Works with and supervises the department's project oriented IT Manager and staff.

Communication Strategies

- Working with Med Communications, dDevelops and ensures the maintenance of an effective communication system within the UBC Department of Family Practice as well as its wider community.
- Ensures the Department has an up-to-date communication plan and that this is reviewed and evaluated on a regular basis.
- Monitors and manages strategic communication vehicles, including the Department web-site, list-serves, newsletters and annual report.
- Prepares written representations and communicates significant department activities and ensures their dissemination through various communication vehicles including public announcements and press releases.
- Provides representation of departmental activities, strategic directions and needs at various administrative meetings and committees.
- Acts as the Department's first point of contact for public relations.
- Answers and or refers media enquiries to the appropriate faculty member.

Academic

- Oversees the appointment, reappointment, promotion and tenure processes for all faculty members, ensuring compliance with all policies and procedures.
- Ensures the timely consideration and review of faculty eligible for merit or other salary increases and monitors their implementation.

General

- Exercises extensive judgment and decision making with respect to daily operational matters, develops and implements policies and procedures for improving and streamlining administrative functions.
- Participates as an ex-officio member on a number of Department Committees including the Advisory, Appointment and Promotions, STI, etc.
- Chairs the Research Managers Working Group, the Education Managers Working Group and the Clinic Managers Working Group.
- Responsible for the management of Departmental events and for promoting a social environment and recognizing the contributions of members of the Department.
- Deals with faculty members, staff and others in a professional and timely manner on behalf of the Dean and the Dean's Office by phone, email, and in person. Consistent with the FOM's Professional Standards document, the Faculty is committed to the highest level of professionalism in all interactions.
- Performs other related duties as required.

Supervision Received

The position works independently under broad directives from the Chief Operating Officer and the Executive Director, Faculty Affairs of the Dean's Office and takes direction from the Department Head.

Supervision Given

Direct and indirect supervision of over 100 staff, including management and professional staff, academic and clinical secretaries, research assistants and technicians, data managers, etc. Directly supervises and manages the Central Administration office of the Department of Family Practice.

Consequence of Error/Judgement

Provides data and or recommendations that will be relied on by the Head and Department. Accuracy and completeness of information will form the basis for effective decisions. Poor communication, insufficient research, or inappropriate recommendations could lead to inappropriate decisions which will affect the effectiveness of the Department, Faculty and University and their reputation. Errors may result in loss of financial resources, and compromise departmental integrity.



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Qualifications

Undergraduate degree in a relevant discipline. University degree, preferably at the graduate level, supplemented by training and experience in business administration and planning in an educational or public-sector setting. A minimum of 7 years of experience or the equivalent combination of education and experience. Experience at a senior management level with an emphasis on human resource management, business administration and finance. Knowledge of University policies, procedures, governance and administrative systems is an asset. Experience working in a multi-union environment, and proven ability to successfully hire, discipline and terminate both union and non-unionized positions. Computer literacy, with knowledge of financial software tools. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work with or direct a team. Demonstrated skills in the area of analytical and organization management, strategic and tactical planning, ability to deal tactfully and in confidence with people at all levels, financial and human resource management, space and infrastructure planning., Proven leadership, and organizational skills. Ability to communicate effectively verbally and in writing. Proven judgment and decision-making skills, particularly in areas where there are no established policies or guidelines. Ability to manage effectively in a dynamic environment which requires multi-tasking and prioritization. Ability to foresee, prevent and resolve conflicts and other problems.

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Job Posting

Job ID: 11731
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** Online Learning Systems Specialist
Department: Continuing Studies
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-11-23 **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 Online Learning Systems Specialist is responsible for the management, administration, and support of online learning systems as a component of one or more Certificate Programs and related educational offerings within UBC Continuing Studies Division of Applied Technology, a cost recovery operation.

May share an office or occupy single person workstation. Must be able to handle interruptions and plan changes, and readjust priorities accordingly. Generally expected to work Monday-Friday, and to work flexible hours as program or project related events occur during evenings and on weekends.

Organizational Status

Reports to the Director and Managing Director of the Division.

Work Performed

Support and Maintenance: Provides leadership and knowledge to clients, service contractors, instructors, divisional staff, and contractors in regard to online learning technologies. Responsible for building, uploading, editing, modifying, and maintaining online courses using current (ie. Learning Center XL, WebBoard, Sharepoint, etc.) and other technologies as required. Modifies course content based on revision documentation and direction provided by instructors, divisional management, or clients. Manages regular system of course archiving. Determine file structure for all online content. Provides professional and technical support pertaining to online learning technologies.

Research and Reports: Researches and evaluates different or new online learning technologies and provides recommendations and reports to senior management. Prepares documentation and manuals for online learning projects using standard programming development techniques such as flowcharting, remarks, etc.

Communication: Provides consultation and develops creative solutions for and between online learning clients, divisional staff, and instructors. Provides online learning notification postings and or emails of upcoming work, modifications, or outages.

Policies and Procedures: Creates timelines and procedures to manage contracted technical support for online learning systems.



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Develops policies for use and management of online learning technologies. Provides quality assurance testing.

Training and Presentations: Works with instructors and contractors to produce online content. Develops and conducts training sessions and workshops for use of online learning technologies along with documentation and training manuals.

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

Supervision Received

Receives supervision from the Senior Program Leader. Expected to demonstrate initiative and creativity in achieving set goals. Work will be reviewed in terms of completeness, accuracy, and timeliness. Will ultimately report to the Director and Managing Director of the Division.

Supervision Given

May provide supervision and guidance to support staff.

Consequence of Error/Judgement

Incorrect or poor decisions will have a significant impact on the Division's ability to provide successful educational programs. Poor judgments could result in legal liability of the University.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of one year experience or the equivalent combination of education and experience. Experience preferred in an online learning environment, with experience in adult learning an asset. Knowledge of effective instructional design and techniques. Experience in a cost recovery environment an asset. Ability to communicate effectively verbally and in writing. Ability to provide supportive leadership. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to work evenings and weekends as required. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Organizational skills.

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Job Posting

Job ID: 11757
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Audio Visual Support Analyst
Department: UBCO - IT Services
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-28 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-23 **Available Openings:** 1

Job Summary

The Audio Visual Support Analyst provides technical advice and support for a variety of audio visual equipment and services.

The Audio Visual Support Analyst provides classroom technical support, room management software administration and technical support for various devices such as touch panels, LCD projectors, overhead projectors, sound systems, video conference systems, teleconference systems, etc. The Audio Visual Support Analyst is responsible for deploying new hardware, software, wiring and security updates. This position provides training to staff and assists in setting up and conducting events using various collaboration technologies. The Audio Visual Support Analyst will assist in the creation and administration of software account management, the creation and maintenance of inventory records, warranty records and vendor relations. This position provides client services support in a timely, efficient manner in accordance with all service level agreements. This position works a fixed schedule but requires flexibility as some work must be performed outside of regular business operating hours. The Audio Visual Support Analyst may also be required to act in an on-call capacity in extenuating circumstances. This position may occasionally be required to travel for off-campus events.

Organizational Status

The Audio Visual Support Analyst provides support for faculty, staff and students for the entire UBC Okanagan campus. The Audio Visual Support Analyst reports to the Senior Manager, Collaboration and Research IT Relations. The Audio Visual Support Analyst requires extensive contact with faculty, staff and students. This position is also occasionally required to interact with members of the general public. The Audio Visual Support Analyst provides the initial point of contact for IT, Media and Classroom Services clients with regards to Audio Visual issues. This position accepts tasks from the IT Service Coordinators and works closely with other Audio Visual Analysts, Support Analysts, Network Analysts, Business Analysts and Systems Administrators. This position works in cooperation with various UBC Vancouver IT departments as well as other individuals within the Medical Education Distributed (MED) Program across the province of BC.

Work Performed

Specific Duties:

- Provides training to clients and assists in setting up and conducting videoconferences.
- Implements classroom monitoring and support systems according to approved plans and established procedures.



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- Installs classroom and collaboration systems including, but not limited to, AV infrastructure wiring.
- Maintains and updates classroom and collaboration systems according to established standards.
- Manages, maintains, and troubleshoots a wide variety of collaboration technologies.
- Contributes with the development of policy and procedures related to the procurement and deployment of technical equipment.
- Modifies network user ports to ensure that they are located on the appropriate virtual network.
- Contributes in the acquisition, tracking, deployment, and retirement of information technology.
- Delivers, sets up and or retrieves portable and or specialized AV equipment for specific purposes as requested.
- Performs routine preventative maintenance and quality assurance inspection on AV VC equipment and systems.
- Provides advanced planning, pre-tests, and quality assurance for scheduled AV activities.
- Provides training on support procedures to other IT, Media and Classroom Services staff.
- Works with Project Coordinators to establish work request priorities.
- Demonstrates excellent customer service by diagnosing client needs and determining effective solutions.
- Contributes in maintaining the security of the department's IT resources.

Core Duties:

Provides technical advice and support in the classroom and trains users in use of laptops, desktops, video projectors, wireless devices, and other peripheral equipment.

Deploys new hardware, software, network and security updates.

Sets up and operates of videoconference equipment.

Troubleshoots and maintains a variety of software, hardware, peripheral equipment and related classroom technologies.

May program small discrete AV software application modules using detailed specifications and disciplined software development processes, quality standards and procedures.

Writes and maintains documentation for assigned programs in accordance with prescribed standards.

Creates and administers software account management, inventory and warranty records.

Ensures that approved vendor list is up to date, that good working relationships with vendors are maintained and that vendors provide required support of AV needs.

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 Senior Manager, Collaboration and Research IT Relations. Must be able to work independently and carry out work to completion. Keeps Senior Manager, Collaboration and Research IT Relations informed of the status of work in progress. Works to deadlines and tasks on projects. Work is reviewed in terms of achievement of desired results.

Supervision Given

This position works as a member of a support team. This position may supervise the work of junior IT professionals and may be required to train staff on software and hardware used by IT, Media and Classroom Services staff as well as clients.

Consequence of Error/Judgement



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Errors in the implementation and support of Audio Visual systems could cost the University many thousands of dollars in lost productivity in teaching, learning and research time, and could impact the timely delivery of services to clients [e.g. students, faculty, staff and the general public]. As this position deals with many high-profile events, failure to deliver services on time or to agreed upon quality levels could have a major impact on the reputation of the University.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience.

The Audio Visual Support Analyst - Client Services is expected to have a good working knowledge of the Microsoft Windows XP 7 and Mac OSX operating system environments including standard office productivity applications and VPN technologies. Knowledge of Linux is an asset.

Extensive knowledge of client collaboration hardware and software, including Cisco Tandberg, LifeSize and PolyCom, is required. Knowledge of Cisco Codian is an asset.

In addition, the Audio Visual Support Analyst is expected to have a comprehensive understanding of the installation, hardware diagnosis, and replacement of Crestron products, projectors, SMART products, displays, audio visual switching systems, cameras, speakers and microphones.

Appropriate professional certifications such as Infocomm CTS, Crestron CCP, Extron AVA, and Tandberg TCE are preferred.

Experience in technical management and support of large AV events, including time and project management skills, are vital to this position.

Excellent written and verbal English communication skills are critical as this position involves extensive customer interaction in person, phone, and email.

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: 11749
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Programmer
Department: Human Early Learning Partnrshp
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-01
Job End Date: 2012-12-01 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-23 **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

Population Data BC is dedicated to building the world's most comprehensive data infrastructure on the determinants of health and creating a research infrastructure that facilitates innovative, interdisciplinary research of international importance.

Key objectives of Population Data BC are to 1) make more data sets available for research, 2) facilitate cross-linkages among the data sets in a privacy sensitive manner, and 3) provide strategic leadership to ensure streamlined researcher access to these data.

We seek an experienced, organized and flexible person as part of this provincial, multi-university organization to work in the Data Services Unit as a Programmer working on research extracts, validation and management of data holdings, requirements gathering, and design and development of programs supporting Population Data BC's data and related systems. This position will also support PopData with the development and implementation of its web based applications.

Organizational Status

Works under and reports to the Lead, Data Services. The candidate is expected to work closely on research extracts with members of the Research Liaison Unit and Data Services Unit, and on web based systems with the Business Process Lead. Interaction with other Population Data BC staff, data providers and external researchers and clients is also required.

Work Performed

Major Responsibilities include:

Management related:

- Project management and priority setting skills will be needed to manage the spectrum of work in this area. Devise solutions for enhancing process and work flow.
- Requirements gathering and design: Work with users to gather requirements and critique systems to create requirements and design solutions
- Reviews and recommends applications and processes to address Population Data BC systems.
- Ensure schedules and deadlines are met.

Technically related:



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- Database management: Develop data management strategies. Creating tables, Cleaning the databases, standardizing fields, data loading, assessing integrity of the data and ensuring quality control. (MySQL, flatfile)
- Data modeling
- Data linkage: probabilistic and deterministic linkage of data
- Data documentation: work with Population Data BC staff and Data Providers to ensure accurate process and technical data documentation
- Data development: Prepare fields to facilitate analysis
- Data extraction: as needed perform data extractions for approved research projects. Produce samples, aggregations or complete preliminary analysis as required and approved.
- Implementation and development: Implement and develop data processing programs and scripts according to requirements to support Population Data BC processes. (C, Python, MySQL)
- Implementation and development: Implement and develop web infrastructure to support Population Data BC processes (Python Django PHP).
- Develop and upgrade skills in evolving data and data-related technologies.
- Maintaining and deepening an understanding of the data holdings we maintain and link to.
- Perform other related duties.

Successful candidates must complete a criminal record check in addition to checks on education and work history.

Supervision Received

This Programmer is required to work independently on a day-to-day basis, with input from the Data Services Unit Lead, the Business Process Lead, and other Population Data BC Leads. The role reports directly to the Data Services Unit Lead.

Supervision Given

None.

Consequence of Error/Judgement

Complexity of Duties: This is a position in an organization responsible for providing services to the funders and the research community. Work requires initiative, ingenuity, and attention to detail. The incumbent must be capable of managing and coordinating many tasks related to multiple complex projects. The position requires considerable judgment in the management of project priorities, schedules, and resource requirements.

Communication: The person must communicate clearly and effectively in both written and interpersonal forms. Clear, and concise writing is required for the development of necessary documentation.

Deadlines: It is essential that the person be able to work effectively under pressure to meet deadlines.

Confidentiality: This role will work under strict confidentiality because of the nature of access to data holdings. Any breach in data security would place the future of PopData at risk.

Accuracy and Accountability: Accuracy is essential since errors may have implications that affect the organization, the research community, stakeholders and public bodies.

Qualifications

- Undergraduate degree in a relevant discipline. Post Graduate degree or equivalent combination of education and experience. Minimum of three years experience or the equivalent combination of education and experience. - Work with a statutorily-regulated or a privacy-sensitive environment.
- Work with complex data systems.



- Experience with web based systems and requirements gathering
- Experience with Python, Django and MySQL.
- Experience in Linux Unix environment. Ability to manage and implement projects independently. Demonstrated ability to take initiative. Demonstrated project management and priority setting skills. 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) Demonstrated time-management skills. Creative problem solver. Ability to work effectively independently and in a team environment. Ability to exercise sound judgment., discretion and initiative. Ability to prioritize and work effectively under pressure to meet deadlines. Must be positive in attitude and a team player.

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: 11750
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Programmer
Department: Human Early Learning Partnrshp
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Part-Time (67%)
Desired Start Date: 2011-12-01
Job End Date: 2012-12-01 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-23 **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

Population Data BC is dedicated to building the world's most comprehensive data infrastructure on the determinants of health and creating a research infrastructure that facilitates innovative, interdisciplinary research of international importance.

Key objectives of Population Data BC are to 1) make more data sets available for research, 2) facilitate cross-linkages among the data sets in a privacy sensitive manner, and 3) provide strategic leadership to ensure streamlined researcher access to these data.

We seek an experienced, organized and flexible person as part of this provincial, multi-university organization to work in the Data Services Unit as a Programmer working on research extracts, validation and management of data holdings, requirements gathering, and design and development of programs supporting Population Data BC's data and related systems. This position will also act as the Lead Programmer on a Population Data BC special project, in support of a major government lawsuit.

Organizational Status

Works under and reports to the Lead, Data Services. The candidate is expected to work closely on research extracts with members of the Research Liaison Unit and Data Services Unit, and on the special project with the Project Manager. Interaction with other Population Data BC staff, data providers and external researchers and clients is also required.

Work Performed

Major Responsibilities include:

Management related:

- Devise solutions for enhancing process and work flow.
- Requirements gathering and design: Work with users to gather requirements and critique systems to create requirements and design solutions
- Responsible for refining requirements and informing work schedules to meet contracted deadlines
- Responsible for knowledge translation and training of project team members
- Responsible to ensure any processes or transformations are appropriately documented
- May be required to appear in court to respond to questions regarding work performed



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- Reviews and recommends applications and processes to address Population Data BC systems.
- Ensure schedules and deadlines are met.

Technically related:

- Database management: Develop data management strategies. Cleaning the databases, standardizing fields, data loading, assessing integrity of the data and ensuring quality control.
- Data linkage: probabilistic and deterministic linkage of data
- Data documentation: work with Population Data BC staff and Data Providers to ensure accurate process and data documentation
- Data development: Prepare fields to facilitate analysis
- Data extraction: as needed perform data extractions for approved research projects. Produce samples, aggregations or complete preliminary analysis as required and approved.
- Implementation and development: Implement and develop programs and scripts according to requirements to support Population Data BC processes.
- Develop and upgrade skills in evolving data and data-related technologies.
- Maintaining and deepening an understanding of the data holdings we maintain and link to.
- Perform other related duties.

Successful candidates must complete a criminal record check in addition to checks on education and work history.

Supervision Received

This Programmer is required to work independently on a day-to-day basis, with input from the Data Services Unit Lead, the Project Manager, the Executive Director, the Ministry of Health and other Population Data BC Leads. The role reports directly to the Data Services Unit Lead.

Supervision Given

None.

Consequence of Error/Judgement

Complexity of Duties: This is a position in an organization responsible for providing services to the funders and the research community. Work requires initiative, ingenuity, and attention to detail. The incumbent must be capable of managing and coordinating many tasks related to multiple complex projects. The position requires considerable judgment in the management of project priorities, schedules, and resource requirements.

Communication: The person must communicate clearly and effectively in both written and interpersonal forms. Clear, and concise writing is required for the development of necessary documentation.

Deadlines: It is essential that the person be able to work effectively under pressure to meet deadlines.

Confidentiality: This role will work under strict confidentiality because of the nature of access to data holdings. Any breach in data security would place the future of PopData at risk.

Accuracy and Accountability: Accuracy is essential since errors may have implications that affect the organization, the research community, stakeholders and public bodies.

Qualifications

Undergraduate degree in a relevant discipline. : Post Graduate degree or equivalent combination of education and experience. Minimum of three years experience or the equivalent combination of education and experience. - Work with a statutorily-regulated or a privacy-sensitive environment



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- Work with complex data systems
- Experience with legal proceedings an asset. Ability to manage and implement projects independently.. Demonstrated ability to take initiative.. Demonstrated project management and priority setting skills. 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) Demonstrated time-management skills . Creative problem solver. Ability to work effectively independently and in a team environment. Ability to exercise sound judgment., discretion and initiative. Ability to prioritize and work effectively under pressure to meet deadlines. Must be positive and a team player.

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Job Posting

Job ID: 11521 (Repost)
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 Project Manager
Department: Medicine - Dean's Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-21 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-21 **Available Openings:** 1

Job Summary

The Senior Project Manager manages all aspects of the development and implementation of large, multifaceted projects and takes projects from original concept through to final implementation.

In addition to successful project delivery of assigned initiatives, the Senior Project Manager provides oversight to assigned programs by monitoring project dependencies between a group of inter-related projects.

Organizational Status

MedIT's Program Management Office (PMO) is a service integrator in support of the Faculty of Medicine's IT department (MedIT) and its customers, stakeholders and partners. It encompasses all the people, processes and tools to manage projects and influence project performance.

This position reports to the Senior Manager, Strategic Programs of the MedIT Program Management Office in the Faculty of Medicine.

Work Performed

Specific Duties:

- Manage complex, multi-year and province-wide capital infrastructure projects and programs to build and renew video conference technology at teaching facilities.
- Manage scope, schedule, budget and other key aspect to ensure successful project delivery.
- Manage and monitor project dependencies within assigned programs to meet program and organizational objectives.
- Build and maintain relationship with key stakeholders such as facility teams, vendors and partners.

Core Duties:

- Initiates projects following appropriate project management methodology including gathering and defining comprehensive project requirements, ensuring for strategic alignment, developing project charters, project plans, budgets and schedules, determining staffing requirements, and forming cross-functional project teams.
- Defines and follows project management methods, procedures, and quality objectives, including metrics for assessing progress.
- Balances workload, provides technical and analytical guidance and work direction to project team, including scheduling,



assignment of work, review of project efforts and removal of roadblocks which inhibit project success.

-Ensures that all team members have the tools and training required to perform effectively, and provides the team with constructive feedback as it pertains to project performance.

-Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.

-Evaluates and ensures for sponsor client satisfaction at project completion.

-Drafts contracts and Service Level Agreements and manages RFIs RFPs for evaluation, selection and procurement of products and or services from vendors.

Identifies potential areas for improvement in current methodologies and provides coaching to project managers.

-Develops and maintains a productive working relationship with project sponsors, vendors and key clients.

-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. Work is reviewed in terms of achievement of specific objectives. Performance and development of processes are reviewed by the Senior Manager, Strategic Programs and occasionally by the other MedIT management and partners.

Supervision Given

Manages and mentors project managers, leads and project team members.

Consequence of Error/Judgement

Work requires judgment and initiative. Errors could have a significant impact on the success of project delivery, subsequent effects on the Faculty of Medicine's strategic goals and visions.

Qualifications

Undergraduate degree in a relevant discipline. Degree in business, Computer Science or Management Information Systems preferred. Project Management Professional (PMP) certification or other equivalent project management certificate preferred. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Experience in capital infrastructure and construction projects.

Experience working in healthcare governance industries.

Collaboration - Identifies and improves communication to bring conflict within the team into the open and facilitate resolution.

Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.

Communication for Results - Converses with, writes strategic documents for, and creates delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and recommendations.

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.

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.

Sound knowledge of project management methodologies.

Strong understanding of procurement processes such as request for quote, bid, proposal and other relevant vendor management procedures.

Strong analytical research skills.

Strong written and verbal communications skills.

Management and leadership capabilities.

Flexibility adaptability managing multiple priorities.

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Job Posting

Job ID: 11764
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Conf, Accom, Cerem & Events
Classification Title: Conf,Accom,Ceremonies, Level C **Business Title:** Manager, Residence Administration
Department: UBCO - Housing & Conferences
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-24 **Available Openings:** 1

Job Summary

This position is responsible for the organization, management, coordination and supervision of administrative services for student housing managed by SHHS, including applications, assignments, and rent fee collection and front desk services. This position builds, motivates and leads an administrative staff team responsive to student and organizational needs, committed to service excellence and a culture of care that supports student learning and success. Acts as a senior member of the SHHS team on the Okanagan campus to effectively communicate information, resolve challenges and establish leadership direction.

Organizational Status

Reports to the Director, Housing and Conferences, Okanagan. Supervises the Front Office Manager, 4 full time administrative clerks, 3 part-time administrative clerks and 8 seasonal front desk staff. Oversees the work assignment of external Housekeeping and Janitorial contractor. Works closely with Residence Life, Conferences & Accommodations, Maintenance Services, colleagues as the Vancouver SHHS operation and external service providers.

Work Performed

1. Reviews, develops, and implements administration systems by:
 - Creating application and assignments processes and front desk services for the SHHS operation including all student financial transactions. Ensuring systems and processes support transitions in the annual business cycle.
 - Recommending and facilitating strategic assignments to support university and departmental goals.
 - Recommending changes to departmental operating policy; ensuring that admissions policies and practices remain current and adhere to legal principles.
 - Assessing admission, assignment and service practices to identify gaps in services.
 - Identifying strategic opportunities and taking initiative to develop innovative and responsive services and protocols.
2. Oversees administration and delivery of front desk services by:
 - Developing and implementing administrative systems related to the application assignments process and the front desk services for the SHHS operation including all student financial transactions. Ensures systems and processes support transitions in the annual business cycle.
 - Reviewing and recommending solutions and responding to requests or complaints from students or the community related to residence admissions, assignments, services and communications.



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- Administering student room fee collections and deposits refunds for housing and meal plans
- Ensuring maximum occupancy for student housing.
- Initiating and administering residence eviction procedures as required.

3. Collaborates with the external and internal community by:

- Liaising with other department and university offices regarding residence admissions, assignments and services.
- Administering communication and contact with the external contract provider for Housekeeping Janitorial services including assignment of work.
- Meeting regularly with peers and supervisor to plan and recommend new procedures, develop new and enhanced services for department wide matters.
- Participating on University and related committees as required.
- Collaborating with the Manger, Conferences and Accommodations in coordinating the smooth transition of operations between student residences and the Conferences and Accommodations team in April and August each year.

4. Responsible for marketing materials by:

- Reviewing and coordinating all marketing materials related to housing managed by the department, with the objective of maximizing occupancy and promoting student learning and success. Recommending key marketing messages. Ensures communication meets departmental standards.
- Reviewing and approving all broadcast communications from the residence administration staff before release. Ensures all communication meets departmental standards.

5. Oversees the budget by:

- Ensuring that revenues and refunds are correctly reconciled and that financial control and protocols are adhered to.
- Preparing budget estimates and authorizes expenditures for administrative functions of the student housing operations.
- Collecting and analysing data to forecast application, offer, acceptance and assignment cycles to accurately inform related departmental decisions.

6. Responsible for recruitment processes by:

- Hiring, training, motivating, coaching, supervising, evaluating, disciplining up to and including termination of staff as required. Ensures compliance with UBC and UBC Student Housing and Hospitality Services HR standards and procedures.
- Initiates, develops and coordinates training program for services staff. Facilitates programs and writes training material as required.
- Ensures all employees work in a correct, safe manner and are trained in regards to all necessary safety and environmental regulations, standards and practices and procedures. Ensures safety practices are in compliance with applicable WorkSafeBC regulations, UBC Student Housing and Hospitality Services policy and UBC policy.

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

Supervision Received

Reports to the Director, Housing and Conferences, Okanagan. Works independently in accordance with general directives and goals. Work is reviewed in terms of achievement of goals and overall effectiveness in management of services.

Supervision Given

Manages 1 manager, 4 full time clerical staff, 4 part time clerical staff and 8 seasonal clerical staff.

Consequence of Error/Judgement

Poor judgement or decisions may compromise resident's safety and security. Failure to maintain policies and standards could result in loss of revenue, poor public relations, loss of property, loss of prestige and potential legal ramifications for the University.



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Qualifications

Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management and four years related experience or the equivalent combination of education and experience. University degree or property hospitality accreditation from a recognized post-secondary institution preferred. Minimum of four years experience or the equivalent combination of education and experience. Managerial experience in a unionized environment preferred. Experience with budgeting and sales. Experience with automated accounting or data management systems and knowledge of basic accounting principles. Effective oral and written communications, leadership, training, conflict resolution, and organizational skills. Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to work effectively within a team environment and collaborate with others. Ability to work under pressure and meet deadlines. Knowledge of relevant legislation i.e. Residential Tenancy Act.

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Job Posting

Job ID: 11574
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Course Specialist Senior
Department: The Sauder School of Business
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-28 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-11-27 **Available Openings:** 1

Job Summary

The position is responsible for the planning, development, assessment and delivery of the Division's education programs. The position is integral to the Division's overall strategic vision, and typical responsibilities include conducting curriculum reviews and needs assessments; consulting with clients to determine their educational needs, and developing new or redesigning existing programs to meet those needs; collaborating with instructional support units and curriculum developers to facilitate the delivery of the Division's educational programs; participating in market research to identify potential educational programming opportunities; recruiting instructors; conducting instructional design research and analyses; and, assisting in developing marketing plans for the Division's educational programs. The position is responsible for developing policies, systems and organizational practices related to the Division's licensing education and examination operations, and contributes directly in the creation of curricular content within a specific academic discipline. The position manages staff and instructors directly and indirectly and responds to the educational needs of a nationally distributed student audience.

Organizational Status

Reports to the Director and works with editors, tutors and graders, as well as various full- and part-time staff involved in academic operations, course and examination production and delivery.

Work Performed

Academic Operations - the position is responsible for maintaining the academic integrity of the Division's courses and examinations. Responsibilities include conducting needs assessments and consulting with external stakeholders to identify new and existing curricular requirements and providing academic support in the development and production of program offerings. This position is responsible for hiring and managing consultant contributors and manages related functions of the Division's internal textbook production and delivery teams. The position advises summer and part-time tutors on academic issues, provides tutorial instruction and responds to student enquiries that go beyond part-time tutor capabilities, and edits and writes new course and examination materials where expertise is appropriate.

Program Development - the position plans, develops and implements educational policies for the successful operation of the Division's numerous programs and their related examinations, balancing the need for customer-focused student services with maintaining the academic and regulatory integrity and security of the programs. The position conducts instructional design research and analyses, and develops and redesigns programs and policies, systems and organizational practices to meet educational



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and organizational goals.

Student Relations - the position is a key part of the Division's complex public relations activities and acts as a content expert and academic advisor to a wide range of students, and includes addressing academic, regulatory and equity policy issues with students and stakeholders. The position carries a critical conflict resolution mandate, and requires in-depth knowledge of program content, education technology, and an understanding of the competitive, political and regulatory environment within the real estate industry in Canada and abroad. It also requires a specific knowledge of the licensure, enforcement and regulatory issues related to the educational programs of regulatory organizations and of the specific policies applicable to the Division's various programs.

May require some travel within and outside Canada.

Supervision Received

Responsible for overseeing the workflow of both internal and external authors, editors, tutors and graders, as well as various full- and part-time staff involved in academic operations, course and examination production and delivery.

Supervision Given

The position works under broad directives set by the Director and Associate Director, and is expected to exhibit considerable autonomy in pursuing the strategic vision of the Division. Work is reviewed with respect to adherence to broad policies and progress towards goals. The position consults with the Director and Associate Director, who provide direction, input and advice on course development, strategy, financial matters, and policy issues.

Consequence of Error/Judgement

This position makes decisions regarding the Real Estate Division's program administration and curriculum design. As such, decisions in this area have both immediate and long-term impacts on the operating results of the organization. In playing a key role respecting the development of programs for important clients such as the Real Estate Council of BC and the Financial Institutions Commission, poor decisions by this person would have significant and permanently negative effects on profitability. Decisions made regarding curriculum, program structure, and delivery have a direct impact on students' ability to learn, on their ability to meet academic and professional licensing requirements, and ultimately on their ability to become active members of the real estate industry and supporters of the Sauder School of Business.

Qualifications

Master's degree in Education. Requires post-secondary degree in real estate or urban land economics, finance or law. Education experience or related educational discipline preferred. Minimum of six years experience or the equivalent combination of education and experience. Demonstrated ability to operate strategically in a complex competitive environment.

This position requires an in-depth knowledge of the real estate industry both in Canada and internationally. Candidates must possess exceptionally strong written and oral communication and interpersonal skills. The position requires a creative individual who is skilled in working in team-based projects. The position also requires an extensive knowledge of the legal and regulatory framework of numerous sectors of the real estate industry in Canada and abroad, and a well-developed understanding of the competitive nature of professional real estate education.

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Job Posting

Job ID: 11734
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Consultation and Engagement Advisor
Department: Campus&CommunityPlanning
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-29 **Available Openings:** 1

Job Summary

The Consultation and Engagement Advisor will plan and implement consultation strategies and programs for all three units within Campus and Community Planning. Working closely with and reporting to the Manager, Public Consultation, the Consultation and Engagement Advisor will be responsible for ensuring that timely, adequate and appropriate information is provided to internal and external stakeholders as required and a broad range of media and other audiences. Strong writing and project management skills are mandatory. This position will require some work outside of normal working hours.

Organizational Status

This position reports to the Manager, Public Consultation. The position requires extensive contact with the Director, Public Engagement, Associate Vice President, Campus and Community Planning, the Director of Planning for UBC Vancouver, Director of Policy Planning for UBC Vancouver UBC Okanagan, Director of Campus Sustainability, Director of Transportation Planning, University Architect, the Executive Director of Public Affairs, C+CP staff, UBC Properties Trust staff, various UBC departments, the AMS and GSS, UNA, and others. The position requires extensive contact with the campus community and others through ongoing communication and consultation activities.

Work Performed

- Works closely with the Manager, Public Consultation to develop and implement consultation plans.
- Supports consultation initiatives for all three units within Campus and Community Planning, including managing projects and programs. This may include organizing events, facilitation, taking notes, and summarizing and analyzing input received.
- Writes and develops public consultation materials, including website copy, posters, display boards, info sheets, and presentations.
- Provides logistical support for consultation events, such as open houses, workshops and public hearings.
- Supports engagement events as required including, public meetings, conferences, trade shows, information sessions and planning sessions tied to the work of Campus and Community Planning.
- Develops strong rapport and relationships with all stakeholder groups, allowing for open and constructive communication and achievement of Campus and Community planning objective.
- Coordinates and researches database of conferences for departmental staff and prepares proposals and abstracts.
- Coordinates and researches database of awards for departmental staff and assists with the preparation of award submissions.
- Develops presentation materials for senior staff, including researching information, drafting copy, sourcing images and managing



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the approvals process within short timelines.

- Manages consultation and other advertising , including reserving space in publications, managing creation of the ad files and submitting the creative on time and on budget.
- Administration and development of the unit websites and social media outreach.
- Manages the distribution of electronic newsletters, including setting up emails in a third-party email delivery system, managing mailing lists, sending out tests and publishing.
- Management of visual assets, including photographic library.
- Provides basic layout for consultation materials such as info sheets, display boards and posters.
- Manages the departmental lunch and learn series, actively seeking internal subject matter experts who can address issues of interest in order to build institutional knowledge within the unit.
- Regular monitoring of media and social media.
- Working with the Manger, Public Consultation, provides analysis of consultation input and develops consultation reports.
- Evaluates the success of consultation approaches for discussion with the Manager, Communications, the Director, Public Engagement, and others as appropriate.
- Other duties, as assigned.

Supervision Received

Works under direction from the Manager, Public Consultation . Works independently within established guidelines and standards. Work is reviewed in terms of achievement of defined goals.

Supervision Given

May direct the work of internal and external service providers.

Consequence of Error/Judgement

The consequence of error associated with this position is serious in that poor judgment in the handling of these issues could have a negative impact on the reputation of the university; i.e., incorrect or erroneous information could cause embarrassment and loss of credibility for senior administrators. The issues surrounding campus and community planning, if handled incorrectly, have the potential to alienate members of the local and neighbouring communities toward the university.

Qualifications

Undergraduate degree in a relevant discipline. Degree related to communications, public affairs or graphic design preferred. Considerable experience and skills in e-technology and e-communications. Minimum of five years experience or the equivalent combination of education and experience. Minimum of 5 years of experience in a proactive public engagement, communications or consultation role. Has the proven ability to effectively project manage communications programs and initiatives. Exceptional oral and written communication, presentation, facilitation and interpersonal skills. Proven experience with websites (content management systems) and social media. Familiarity with open-source platforms like Drupal and Wordpress desired. Experience creating written consultation and communications materials. Has the ability to establish a high level of rapport with senior management within the university community, stakeholders and opinion leaders. Takes a proactive stance in solving problems and exhibits understanding and empathy, particularly when dealing with emotional topics of public concern and is comfortable with controversy. Exercises a high degree of diplomacy and discretion in all internal and external interactions. Understands the value of building relationships for the long-term. Understands the dynamics of a fast-paced, ever-changing environment and can prioritize effectively. Is flexible and can manage changing priorities within a dynamic work environment. Possesses a collaborative, team-focused working style. Self-sufficient and self-motivated. Takes ownership of programs and tasks. Rolls up his her sleeves to accomplish tasks. Experience working with graphic design programs (i.e. InDesign, PhotoShop, etc.)an asset. Familiarity using email delivery systems like Vertical Response desired. Experience working in a public sector or university environment an asset. Knowledge of matters related to sustainable community development.



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Job Posting

Job ID: 11786
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Communications Coordinator
Department: Communication Services
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-25 **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 Communications Coordinator develops and implements the overall communications strategy for Career Services in order to deliver key student services of student, alumni, faculty and prospective employers, This position is critical to the development of program planning to enhance career development, on-campus work experience, and on-campus recruitment services. Responsibilities include oversight of the design of Career Service's online presence, courses and print publications including actively seeking out partnerships with campus partners, employers and student units to advance Career Services. He she ensures all communications and marketing materials are integrated with a consistent message and voice.

Organizational Status

Reports to the Director, Career Services and works as part of the team in Career Services. Will also be expected to support and advise on communication activities across the Student Development division.

With responsibility for the strategic communications, will supervise any staff involved in communication projects. Will work closely with the Communications Services unit and off campus vendors.

Work Performed

The Communications Coordinator has the following duties:

PROJECT COORDINATION AND MANAGEMENT

As an integral member of Career Services, provides leadership and develop and implement a strategic communications approach and plan that will enhance the ability Career Services and Student Development to serve students, faculty, departments, alumni and employers.

Actively seeks out partnerships and develops relationships with other campus units, employers and student groups and is involved in the development of cross functional communications and publications;

Takes a coordinated approach to ensure that communications strategy is integrated across both print and web media;



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Manages projects, supervises and coordinates workflow of authors, editors, and other staff.

Determines project timelines and budgets, develop contingency plans to keep projects on track.

Specifically, coordinates the following ongoing projects to develop, support and improve career development programs and on-campus recruitment services for students, alumni, faculties and employers:

WEB BASED AND PRINT COMMUNICATIONS AND RESOURCES

Coordinates all Career Services web projects including overall website redesign and management;

Participates in the development and implementation of a communication strategy targeting the employer community

Works with faculties, departments, units and other career partners to develop specific online and print career development resources;

Researches, recommends and works with UBC's Communication Services department to implement new web applications and develops new content for the website.

Solicits, researches and develops content for all Career Services e-newsletters.

ONLINE CAREER COURSE MANAGEMENT

Recommends and implements communication strategies to optimize the use and participation rates of students and alumni for Career Services' online courses such as Future Mapping, Tri-mentoring and Digital Identity;

Plays an important role in the development of new and the promotions and management of existing Career Services' online courses.

WRITING AND EDITING

Responsible for all writing and managing content on the Career Services web resources including Explore Careers, Expert Advice, Majors Pages and all Career Services print resources including marketing and educational materials

Maintains the departmental editorial style guide, standards, and templates and work with the standards and vision of Public Affairs;

Edits for style, substance and organization; reorganizes text to create consistency in grammar, format, message, and voice, recommending substantive editorial changes as needed;

GENERAL

Maintains familiarity with major trends and issues in the Career and technology fields (Web 2.0);

Performs other related duties as required.

DECISION MAKING

Makes independent decisions and recommendations in areas of prioritizing, planning, and organizing the communication strategy. Exercises judgment and tact in dealing with employers, staff, faculty members, students and alumni both across the university and externally.



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Supervision Received

Works independently under general guidance from the Director, Career Services. Works in close cooperation with the Director, other Career Services and key partners, keeping the Director informed through informal and formal sessions and written reports.

Supervision Given

Actively participates in the recruitment, hiring and training of new employees. Assists with training and supervision of support staff and training of new management and professional staff in Career Services. Supervises staff involved in specific communications projects as needed.

Consequence of Error/Judgement

This position represents the University and Career Services. Incorrect decisions or judgment will directly affect UBC's reputation with students, the employer community, future alumni, faculty and student associations. Incorrect decisions could impact program operations, ability to generate gifts and revenue, and the reputation of Career Services and the University. In addition, there could be the potential loss of opportunities that would provide meaningful career experiences and direction to students plus the loss of future funding possibilities.

Qualifications

Undergraduate degree in a relevant discipline. (English, communications, journalism, marketing, or publishing). Minimum of five years experience or the equivalent combination of education and experience. Demonstrated understanding of web design, web 2.0, and social utilities like Facebook, Twitter, Linked-in, and others as part of a communications strategy.

Demonstrated understanding of writing for the web including search engine optimization; familiarity with content management systems an asset. Proven experience in strategic planning, project coordination, writing, and publishing with both print and web output.

Demonstrated ability to work in a project based environment and handle multiple and concurrent priorities. Computer experience and training required include Adobe Creative Suite and the Microsoft Office suite. Experience with content management systems an asset. Effective oral and written communication and interpersonal, presentation, and public relations skills, including superior editing skills. Background in English, technical writing, or other editing experience with English usage, spelling, grammar, and punctuation. Demonstrated leadership and motivational skills. Demonstrated ability to function as a member of a team. 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.

Ability to work both independently. Ability to assess own performance and regularly report on project status. Capacity for creativity and research; ability to exercise initiative, resourcefulness and judgment. Ability to maintain accuracy and attention to detail

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Job Posting

Job ID: 11730
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level A **Business Title:** Research Nurse
Department: Vaccine Evaluation Centre
Salary: \$ 28.01 - \$ 33.63 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-01-01
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2011-11-23 **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 is a field level position for those nurses who have a minimum of one year vaccine clinical trials experience and excel at all field tasks. They will conduct a wide range of general nursing activities relating to the clinical trials performed by the Vaccine Evaluation Center (VEC).

Organizational Status

Duties are performed according to operating procedures, Clinical Trials (CT) protocols, Good Clinical Practices (GCP) guidelines, Health Canada Division 5 regulations, Federal Drug Administration (FDA) Code Federal Regulation (CFR) 51 regulations (where applicable) and VEC policies. Decisions are made for routine nursing such as appropriateness of immunization (ie contraindications or delays) and basic eligibility determination. All non-routine decisions concerning eligibility and or immunization etc. are made in consultation with the CT coordinator, or the investigator in the coordinator's absence.

Work Performed

Blood collection

-Collects blood samples from study participants following the VEC Standard of Practices. This work is done in home visits, off site clinics and at the VEC. Blood sample collection includes both venipuncture and finger poking techniques.

Recruitment

-Critically reviews background documents such as protocols, consents etc.

-Reviews patient charts, determines eligibility for participation based on set guidelines in the study protocol.

-Obtains detailed medical histories.

-Understands vaccines and their functions and is able to perform recruitment for studies, providing potential study participants



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with all the necessary background information.

-Performs recruitment for both basic simple studies and complex detailed studies.

Randomization

-Adheres to the principles of randomization for study participants as directed by the protocol and or VEC guidelines

Enrolment

-Conducts informed consent with potential study participants - as per the VEC Standard Operating Practice (SOP) for Informed Consent - in onsite, offsite clinics or home visit settings.

Data Collection

-Obtains history driven health assessments
-Collects follow-up data by telephone or at visits

Documentation

-Completion of detailed source documentation case report forms as per the VEC charting guidelines.

Anaphylaxis management.

-Monitors participants post immunization as per VEC SOP for anaphylaxis management

Protocol adherence

-Able to read protocol, understand and to comply with protocol requirements.

Basic Nursing skills

-Utilizes skills such as intramuscular (IM) and subcutaneous (SC) immunizations, blood pressure monitoring, oximetry, respiration, joint assessments, nasopharyngeal washing, saliva collection, breast milk collection etc.

Scheduling

-Schedules appointments for self and others.

Able to do basic planning for studies.

Coordinates small study where own work is organized and possibly that of a research assistant. In these cases be able to provide monthly progress reports on study and conduct quality assurance measures of the study.

Do liaison work with other groups such as laboratory, hospital groups etc. Be able to ensure good communication flow.

Set up clinics within and outside of the VEC.

Supervision Received



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Study related activities are assigned by the Study Coordinator or Investigator(s). Routine work does not require daily supervision but the end result is checked by the specific coordinator. Supervision comes from the project coordinators.

Supervision Given

Provides technical guidance to other project team members. May coordinate activities of research assistant or clerical staff assigned to the project.

Consequence of Error/Judgement

Consequences of errors could result in medication errors, which could cause harm to study participant, delays, possible loss of funding, or impact the integrity of a study

Qualifications

Registered Nurse Certificate. . Minimum of one year experience. This is a field level position for those nurses who have a minimum of one year vaccine clinical trials experience and excel at all field tasks. They will conduct a wide range of general nursing activities relating to the clinical trials performed by the Vaccine Evaluation Center (VEC).

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Job Posting

Job ID: 11722
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level C **Business Title:** HR Manager
Department: Human Resources
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2011-11-28
Job End Date: 2012-04-30
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-11-25 **Available Openings:** 1

Job Summary

The Human Resources Manager (Health Promotion) provides the Finance, Resources and Operations portfolio in a leading and coordinated approach to managing attendance for both unionized and management and professional staff. Provides training to managers and employees with regard to the attendance management program for staff who are CUPE 116 members and general principles of effective attendance management for Management and Professional staff. Works with parties to ensure medical documentation is sufficient and that appropriate supports are in place to allow staff to return to work or remain at work.

Organizational Status

Reports to the Senior Human Resources Manager (FRO), and provides consultation affecting staff employees to the Directors, Managers, and employees of the portfolio. This position:

- Works collaboratively with Senior Human Resources Manager (FRO) and other directors and managers in the portfolio to develop leadership in Human Resources practices related to health promotion and attendance management.
- Consults with the Senior Human Resources Manager (FRO), and the Human Resources Advisors as needed.
- Works directly with all managers and directors of the Vice President Finance, Resources and Operations portfolio and key stakeholders.
- Works collaboratively with employee group representatives and UBC Employee Relations Managers to resolve matters.
- Works in partnership with other employers such as other education resources and municipalities to benchmark best practices.
- Contacts and works with external agencies such as Employment and Staffing Agencies, Relocation firms, Regulatory Agencies, Human Rights Tribunal, Citizenship and Immigration Canada, Human Resources Development Canada, Employment Insurance and the Workers' Compensation BoardWorkSafeBC.

Work Performed

Health Promotion

- Coordinates and leads all aspects of the attendance management program for staff who are members of CUPE 116, ensuring that Directors, Managers, Superintendants and Supervisors understand the processes, and have the tools and advice they need to manage the attendance of staff who report to them. Also provides advice on attendance issues as they relate to Management and Professional staff.



- Where the ARC (Attendance Review Committee) identifies substance abuse or attendance in various treatment and rehabilitation programs, this position provides direction to management on managing employees in need of rehabilitation for various forms of substance abuse or other related mental health issues. Consults with the Employee Relations Manager on individual cases.
- Works in collaboration with the Employee Relations Manager on labour relations issues related to substance abuse and rehabilitation management arising from the Attendance Review Committee.
- Where duty to accommodate situations are identified through the ARC process, works in collaboration with HR Advisors, HR Coordinators and the appropriate manager to identify possible accommodations in the workplace.
- Develops training workshops studios for managers and employees with regard to the attendance management program and processes ensuring they know what is expected of them.
- Represents the Office of the Vice President FRO portfolio in any labour relations issues related to the program such as various grievance meetings or arbitrations related to the program. Provides documentation and relevant information to Employee Relations Manager as required.
- Provides advice to managers on requesting appropriate medical documentation.
- Participates in the (ARC) for CUPE 116 cases and manages all aspects of communication arising from the committee.
- Oversees maintenance of accurate statistical records on absenteeism for the portfolio.
- Works with the Senior Human Resources Manager (FRO) and Employee Relations in the development and implementation of attendance management strategies through the development of policies, guidelines, program development, training initiatives and special projects.
- In collaboration with the Health Promotion Programs team, participates in the implementation of the Abilities Management Program.
- Contacts and responds to enquiries from various external agencies and organizations on human resources issues related to attendance management and abilities management. This includes partnering with HR representatives from other employers, on shared issues.
- In collaboration with Directors and Managers, promotes educational and fitness initiatives that will assist in reducing absenteeism.
- Participates in a wide range of projects and committees.
- Performs other related duties as required.

Advisory

- Works with the Senior Human Resources Manager (FRO) and Employee Relations in the planning and implementation of change management initiatives throughout the portfolio.
- 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.
- 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.
- Using a coach approach, advise units on career development, recruitment practices, succession planning, compensation and performance management and other human resource practices.
- Provides back up support for the HR Advisor in Building Operations while on vacation.

Supervision Received

Reports to the Senior Human Resources Manager (FRO). Works under general direction of the Senior HR Manager.

Supervision Given

None.



Consequence of Error/Judgement

The decisions and recommendations of the Human Resources Manager has or may have legal, financial, contractual and operational implications for the department, the University and employees, both in the short and long term.

The successful managing of the attendance management initiatives, return to work related issues, substance abuse and rehabilitation issues, is vital to the success of both the Human Resources department and the Vice President Finance, Resources and Operations portfolio. Failing to successfully manage these initiatives will result in lower productivity and lower morale.

Poor working relationships may contribute to lower staff morale and have a negative impact on the reputation of the University and the Department of Human Resources and affect relations with various contacts. Failure to accurately assess client needs, exercise appropriate judgement and foresight may impact on the ability of the Department of Human Resources to achieve their objectives or goals.

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 of five to seven years' related human resources experience, including advisory or generalist experience or an equivalent combination of education and experience. Experience in the administration of collective agreements and labour relations in a complex, unionized environment. Experience in change management, employee development and conflict resolution preferred. Experience in managing attendance initiatives, return to work initiatives, and health promotion.

Experience in addressing rehabilitation and substance abuse. Designation or working towards CHRP designation preferred. Experience in a complex unionized environment preferred. Thorough knowledge of current Human Resource Management practices. Knowledge of provincial and federal legislation governing employers' human resource practices. An understanding of the university environment and culture is an asset. Computer experience is required (Microsoft Office Suite, HRMS). Effective oral and written communication, interpersonal, organizational, analytical, problem solving, facilitation and conflict resolution skills are essential. Ability to find creative and innovative solutions to complex problems and situations. Ability to find creative and innovative solutions to complex problems and situations. Proven ability to influence others.

Ability to adapt to changing priorities, and set work priorities, work under pressure and meet deadlines in a fast-paced, diverse, complex and changing environment. Demonstrated ability to establish and maintain supportive working relationships with all levels of management, staff, associations, and bargaining unit representatives. Proven ability to develop and implement strategies to meet the needs of clients. Proven ability to work in a team and collaborate with others. Ability to negotiate and to deal with issues involving conflict. Demonstrated ability to make effective decisions in a diverse, fast-paced and changing environment.

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Job Posting

Job ID: 11738
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator-Bladder Care Centre
Department: Urologic Sciences
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-01
Job End Date: 2012-10-31
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-21 **Available Openings:** 1

Job Summary

The research coordinator will be responsible, under supervision, for co-ordinating patient participation in research projects investigating near infrared spectroscopy and bladder dysfunction in neurogenic bladder patients. This position manages the clinical aspects of a collaborative, interdisciplinary research program investigating complications of neurogenic bladder in the spinal cord injured population.

Duties include working with patients and health care professionals in recruiting research study participants, advising participants of the nature of the research study; performing clinical and family history assessments; coordinating UBC and Hospital Research Ethics Board reviews and renewals; organizing consent and release of relevant clinical records; collecting and maintaining research data and databases; drafting of reports and manuscripts; maintaining research protocols, records and informed consent; and performing other related tasks.

Organizational Status

Reports directly to Dr Lynn Stothers (Project Leader) and is required to use a high degree of initiative and professional judgment in carrying out responsibilities related to the coordination of clinical research protocols and liaisons with individuals.

Work Performed

- coordinates patient participation in various research projects related to neurogenic bladder and urinary tract infection;
- advises participants and healthcare professionals on the nature of the study; prepares and completes patient case history and research study files through interviews with patients and through relevant medical records released by patients and families;
- acts as the key liaison in co-ordination of specialist and patient involvement located at the Bladder Care Centre at UBC Hospital and the Blusson Spine Centre;
- analyses, summarizes and reports on clinical data;
- maintains confidential medical records and charts
- acts as a liaison between patient, family, research physicians, specialist consultants and project investigators;
- drafting procedures for the development and implementation of new protocols and procedures;
- organizes and analyzes clinical research protocols and data;
- works with clinicians to manage signs and symptoms of urinary tract infection and treatment of such;
- performs other related duties.



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Supervision Received

Reports directly to Dr Lynn Stothers (Project Leader), Department of Urologic Sciences. The position works independently to meet the goals as set by the Project Leader. New or unusual problems are referred to the Project Leader.

Supervision Given

The research coordinator is responsible for the supervision of any undergraduate students and research assistants technicians contributing to this study, in consultation with the Project Leader.

Consequence of Error/Judgement

This position is key to the recruitment of study participants and the management of the research project. If the project is not managed appropriately, study participants could drop out of the project resulting in a lack of research data and failure of the project. If errors are made in the analysis of data, the reports generated will be tainted and the analysis would need to be reviewed, resulting in wasted time and significant cost to the project.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a Health Science. Minimum of two years experience or the equivalent combination of education and experience. Minimum two years of relevant clinical experience. Administrative experience including supervisory experience in a clinical or research field. Familiarity and experience with study protocols and ethical approval processes. Knowledge of scientific terminology and methodologies. Experience with near infrared spectroscopy and its software programs and data collection is preferred. Ability to communicate effectively verbally and in writing. Ability to gather, record, and organize information. Ability to effectively use word processing, spreadsheets and other software including those used in near infrared spectroscopy, word, excel, powerpoint, SPSS statistical software, Accura scheduling software and Artinis NIRS software. Ability to work effectively independently and in a team environment. Ability to efficiently and effectively plan and coordinate tasks.

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Job Posting

Job ID: 10615
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Researcher
Department: James Hogg iCAPTURE Centre
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01
Job End Date: 2012-07-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-08 **Available Openings:** 1

Job Summary

To provide research and statistical analysis to investigate the association between genetic polymorphisms and environmental factors causing asthma and allergic diseases.

Organizational Status

This position reports directly to a senior statistician and the Team Lead Principal Investigator. The incumbent will work collaboratively with other team members to analyze data. The incumbent will work within a team of clinical and basic science investigators to analyze genetic data on large cohorts of subjects and patients involved in a large scale genetics project. The position will have a dedicated workspace, including desk, computer, software, and filing cabinet space. The workspace will be in a shared office work station.

Work Performed

- Conducting research and data analysis of genetic association studies. Familiarity with standard statistical methods such as logistic, longitudinal and survival analysis is required. Familiarity with the application of these methods, to identify genetic factors involved in disease susceptibility is preferred.
- Collaborates with other researchers and statisticians in the identification and completion of assigned research projects.
- The incumbent will extract data and conduct statistical analyses and writes preliminary reports of results and interpretations.
- Prepares statistical reports and presents results in scheduled meetings.
- Assists in preparation of conference presentations, academic manuscripts and technical reports, by compiling statistics and scientific journal paper writing.
- Performs other related duties.

Supervision Received

The incumbent will require supervision and will exercise independent judgment regarding scheduling and timely completion of tasks.

Supervision Given

None.



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Consequence of Error/Judgement

The position requires statistical judgment to identify sound analytic techniques for research projects.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Mathematics, and prior experience in genetic research or statistical genetics would be an asset. Minimum of two years experience or the equivalent combination of education and experience. Experience with programming and statistical software applications. Ability to use JMP and SPSS and program in R or S-Plus preferred. Effective oral and written communication, organizational, multi-tasking, problem-solving and interpersonal skills. Accuracy and attention to detail.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. UBC is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11774
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Research Coordinator
Department: Health Servcs & Plcy Res Ctr
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-01-03
Job End Date: 2013-01-02
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-25 **Available Openings:** 1

Job Summary

The Centre for Health Services and Policy Research (CHSPR) at the University of British Columbia seeks a motivated and talented research coordinator to join an exciting research program investigating the effects of financial incentives to increase the volume of hospital-based care.

This innovative research program brings together policy-makers, researchers and data resources from both health service providers and government to address current and emerging issues of incentive-based funding programs for health services.

Results from this program of research will help inform the design of evidence-based policies and programs for improving the efficiency of organizing and delivering health services in British Columbia's hospitals. The research coordinator will provide critical research assistance and coordination across a range of research projects focused on incentives for funding health services in British Columbia.

Organizational Status

Reports to program Principal Investigators. The Research Coordinator will be required to interact with other programmers, researchers, faculty and support staff in the Centre.

Work Performed

Major responsibilities include:

- Assisting in identifying, designing, and developing research strategies and methodologies in the area of health care funding policy
- Working with a multi-disciplinary research team on submissions for grant funding applications, peer-reviewed publications, and applications to the Behavioural Research Ethics Boards (BREB) for study approval.
- Conducting literature reviews, summarizing the results for the research team.
- Preparing manuscripts for submission to scientific academic journals
- Participating in knowledge dissemination activities including presentations to policy and decision-makers, researchers, and other policy audiences.
- Coordinating advisory and team meetings, including the preparation of agendas and meeting minutes.



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- Conducting administrative functions such as maintaining project reports records forms.

Supervision Received

Required to work independently on a day-to-day basis. The Principal Investigator, co-investigators and research staff will provide direction and collaboration. The Research Coordinator is required to interact with faculty, researchers, systems analysts, and support staff at CHSPR, and university-wide, and will have contact with the BC Ministry of Health, regional health authorities and other governmental organization as well as other researchers external to CHSPR. Good interpersonal skills are essential.

Supervision Given

May be required to provide guidance to students and research assistants.

Consequence of Error/Judgement

Confidentiality: Employees of CHSPR always work under strict confidentiality because of the nature of the data stored here. CHSPR's core activities - database maintenance and access, research, support for external researchers - are all critically dependent on the health information systems that have been developed and are maintained by it. Any breach in data security would place the future of CHSPR at risk.

Complexity of Duties: This position requires a considerable degree of creativity, as tasks undertaken do not have standard solutions and must be approached as unique problems of logic. Work requires initiative and ingenuity from conception of ideas to completion of projects and is governed by broad objectives and procedures. Requires considerable judgment in developing approaches and techniques for the solution of problems and in the preparation of statistics and research reports.

Accuracy and Accountability: The accuracy of the candidate's work will always have a significant effect on the reliability of information released or published by CHSPR. Since little technical supervision will be provided, considerable care will be necessary in order to prevent inaccurate work resulting in release of erroneous information since errors would have an impact on future funding.

Qualifications

Undergraduate degree in a relevant discipline. Masters degree in health sciences or allied field preferred. Background in quantitative methods. Minimum of three years experience or the equivalent combination of education and experience. three years of experience supporting applied health research in an academic environment. Experience in writing reports and presentations for publication or other demonstrated competency in academic or technical writing and communication. Understanding of large, linked data sets an asset. Ability to communicate effectively verbally and in writing. Ability to gather, record, and organize information. Ability to effectively use statistical, spreadsheet, and word-processing programs (SAS, STATA, EXCEL, MS WORD preferred). Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 11766
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level D **Business Title:** Research Partnership Officer
Department: VP Research & Intl. Office
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-09 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-12-03 **Available Openings:** 1

Job Summary

This position is responsible for providing leadership on the strategic development and management of innovative university-wide research activities within the context "Place and Promise - The UBC Plan". The Research Partnership Officer (RPO), in collaboration with senior University administration and faculty, is responsible for facilitation of creating research centres and institutes, providing direction for research administration activities, and for strategic development of research activities that involve University-wide, multi-Faculty, and private, public and not-for-profit partners, which includes the relationship management of major supporting organizations. This will include structuring deals with organizations (private, public, not-for-profit and other academic institutions), including negotiating cash and in-kind contributions. This position will be responsible for planning, developing and providing authoritative information on administrative processes and signing documentation on behalf of the University.

Organizational Status

This position reports to the Director and Associate Director of the Support Programs to Advance Research Capacity (SPARC) Office. The RPO works in a highly collaborative manner with the Office of the Vice President of Research and International, Office of the Provost and Vice President Academic, other Offices of Vice Presidents, Deans, Associate Deans of Research, all UBC Faculties, VPRI subsidiary offices (e.g., ORS, UILO), Academic CFI and Tri-Council Coordinators, Faculty, UBC Faculty-based Research Grant Facilitators, government agencies, industry (public and private), crown corporations, not-for-profit groups and academic institutions in developing (1) large-scale, interdisciplinary, multi-partnered research centres and institutes and (2) high dollar-valued proposals.

Work Performed

- Facilitating creation of multidisciplinary research centres and institutes that involves structuring deals, identifying and negotiating the participation and involvement of partners from the private, public and not-for-profit sectors (examples of targeted areas, SSHRC - environment, energy, natural resources, water, digital media, commerce, societal challenges and opportunities, etc.) and negotiating with the partners to contribute cash and in-kind.
- Overseeing the operational development of large-scale interdisciplinary multi-partnered complex research funding activities that involve multi-sectoral collaborations (e.g., industry; government agencies (e.g., Social Science and Humanities Research Council (SSHRC), Human Resources and Skills Development Canada (HRSDC), Environment Canada, Industry Canada, Aboriginal Affairs and Northern Development Canada); and not-for-profits (e.g., Canada Council of the Arts, Hans Rausing Endangered Languages Project,



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Centre for Indigenous Environmental Resources, banking research funding)).

- Providing strategies and leadership for raising money for research activities (e.g., Networks of Centres of Excellence, \$25 Million).
- Providing enabling leadership on various research funding programs and initiatives, including those sponsored by the Federal granting councils (e.g., SSHRC Insight Grants, Insight Development Grants, Partnership Development Grants, and Partnership Grants); BC Ministry and Crown corporation-sponsored initiatives (e.g., Ministry of Advanced Education; BC Ministry of Children and Families; WorkSafe BC); Federal Department-sponsored initiatives (e.g., HRSDC, Health Canada, and Public Safety Canada); and large not-for-profit-sponsored initiatives.
- Establishing and providing internal peer review prior to submission to external granting organizations, particularly SSHRC.
- Liaising with the senior administrators: Vice Presidents (Research and International, Academic, External Affairs, Students and Development), Deans and Associate Deans of Research on high dollar- valued programs (e.g., Canada Excellence Research Chairs, value \$10 Million per award).
- Liaising with external clients including stakeholders and policy makers.
- Planning and developing new policies, techniques and processes in consultation with internal and external clients to enhance research and scholarly success at the University.
- Planning, developing and providing authoritative information on research funding administrative processes.
- Leading relationship management with major external partners including initiating, brokering and advancing deals with industry (private and public), crown corporations, international government agencies, and not-for-profit groups to enhance the strategic nature of the funding proposal.
- Fostering and developing government involvement with research programs at the University (e.g., Canada Border Services Agency, Canada Mortgage and Housing Corporation, Justice Canada, Canadian Heritage and Statistics Canada).
- Instigating and cultivating external community involvement with large-scale interdisciplinary university-wide research initiatives (e.g., Canada Council for the Arts, Canadian Bankers Association, etc.).
- Liaising with the UILO to advance contract negotiations (e.g., SSHRC Partnership Grants, NCE).
- Preparing official university research reports and statistics for senior University administrators (e.g., Vice-Presidents, Associate Vice-Presidents, Deans and Associate Deans of Research).
- Providing leadership in the development and delivery of educational programs to improve the research funding success at the University.
- Signing documentation on behalf of the University.

Supervision Received

Works with a high degree of independence under the general direction of the Associate Director and Director of SPARC.

Supervision Given

The RPO will provide functional direction to researchers and post-doctoral fellows (e.g., Banting PDF applicants) and graduate students as well as foster the work of writers, facilitators and Academic CFI and Tri-council Coordinators.

Consequence of Error/Judgement

A high degree of judgment and initiative is required to assess and develop major interdisciplinary networks and large multi-university and multi-partnered funding proposals business plans. Tact and diplomacy is essential to foster buy-in. Incorrect management of the program could result in an ineffective system that is not supported by investigators, thereby limiting UBC's ability to compete effectively in sponsoring agencies competitions. Research grant applications that are not properly developed may result in loss of funding or could commit the University to unacceptable award conditions. The potential losses vary from a few thousand to multi-million dollar arrangements. Poor management or improper decisions could compromise the success of the proposed networks or multi-partnered large funding proposals and could damage the reputation of the newly launched SPARC Office, the VPRI Office and the University.

The candidate must exercise extensive judgment and decision making in the development and implementation of large multi-partnered research projects and programs and in the development of policies and procedures.



Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project or Undergraduate degree if not responsible for a research project. Preference for someone who has a PhD in a research related program (e.g., social science, humanities, aboriginal resources; Canadian environmental issues (e.g., climate change impact, energy and natural resources, water, and the environmental impact of new technologies) ; digital media; innovation, leadership and prosperity; northern communities, etc). 7 years relevant experience or equivalent combination of education and experience if not responsible for a research project. 5 years experience in a field of specialization or equivalent combination of education and experience if responsible for a research project. Minimum of 3 years of project management experience with some supervisory or managerial experience an asset. Non-academic experience would be an asset. Demonstrated experience in managing the development of successful SSHRC or equivalent research grants an asset. Ability to effectively generate business opportunities including structuring deals, negotiating involvement of the public, private, crown corporations, government agencies and departments, and not-for-profit partners; and negotiating cash and in-kind support. Demonstrated ability to lead or work in a team to create multidisciplinary research centres and institutes that include partnerships (e.g., Canadian and international industry, consumer groups, government agencies, crown corporations and universities) is essential. Ability to analyze and interpret data, determine implications, and provide recommendations. Proven ability to develop highly complex multidisciplinary grant proposals from conceptualization to final submission, including negotiating involvement of a multitude of varying partners (e.g., industry, crown corporations, consumer groups, etc.), and making decisions and recommendations. Thorough understanding and proven track record of obtaining large funding dollars an asset. Proven ability to work with senior administrators, academic researchers and professional staff and maintain relationships. Proven ability to work and liaise with senior executives from major funding organizations (e.g., SSHRC, NSERC, CIHR, NCE, Public Safety Canada, Environment Canada and Industry Canada). Strong leadership, interpersonal skills, conflict resolution, facilitation, negotiation skills are essential. Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials, assets, budgets). Superior communications skills: ability to communicate effectively verbally; excellent writing of technical and business proposals; proven editing skills; and strong ability to communicate orally. Demonstrated ability to clearly describe and explain complex grant development to faculty (junior to senior), grant facilitators and other support personnel. Ability to develop and deliver effective presentations and workshops to multi-disciplinary audiences. Demonstrated tact and diplomacy in building relationships and working collaboratively. Ability to prioritize and work effectively under pressure to meet deadlines. High degree of analytical accuracy, initiative, judgment and ability to work independently as well as part of a team.

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Job Posting

Job ID: 11755
Location: Vancouver - Other
Employment Group: Management&Professional (AAPS)
Job Category: Statistical Analysis
Classification Title: Statistical Analysis, Level A
Business Title: Biostatistician
Department: Centre for Disease Control
Salary: \$ 28.01 - \$ 33.63 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-11-21
Job End Date: 2012-11-20
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-23
Available Openings: 1

Job Summary

This position is responsible to work in collaboration with a multidisciplinary research team in the area of biomedical analysis. Hours will vary and are dependent on the amount of work available.

Organizational Status

This position reports directly to the Research Program Manager within Clinical Prevention Services at the BC Centre for Disease Control and works within a multidisciplinary research team. Primary working relationships may include the Faculty of Medicine, the Department of Medicine, other Departments and Divisions, the Physicians, Directors and Managers of the Division, and the medical, administrative and research staff of the BC Centre for Disease Control.

Work Performed

- Provide support for clinical and bio-informatical research studies.
- Manage data capture, cleaning, coding, and analysis; performing data analysis.
- Coordinate, develop and facilitate patient database development and security of the same.
- Participate in analysis and reporting of research studies.
- Formalize analysis plans and report specifications.
- Gather, analyze, and interpret research data.
- Support statistical modeling and prepare statistical reports.
- Develop statistical procedures.
- Prepare results for publication.
- Develop research proposals for funding.
- Develop possible research publications.
- Perform other related duties.

Supervision Received

This position reports directly to the Research Program Manager within Clinical Prevention Services at the BC Centre for Disease Control and will take instruction on a day-to-day basis from same. Is expected to be able to work independently and with good judgment, and work well in a team environment.



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Supervision Given

This position does not have any direct supervisory role over other employees.

Consequence of Error/Judgement

Requires a high level of statistical analytical background to fulfill responsibilities. A level of organizational skill is also required to balance priorities and ensure workflow. Communications are sensitive and confidential, and demand good communication and interpersonal skills, and absolute integrity.

Qualifications

Post-graduate degree in Statistics. . Minimum of two years experience in research analysis or the equivalent combination of education and experience. Experience in Research Analysis in a health sciences research field preferred. Experience with database management programming and statistical software applications. Experience programming in SAS, and SPSS preferred. Familiarity with longitudinal analysis, time to event analyses, repeated measures analyses, meta-analysis and hierarchal modeling techniques. Demonstrated effective multitasking and problem-solving skills. Demonstrated accuracy and attention to detail. Demonstrated ability to work both independently and within a team environment in related and outside agencies, and excellent interpersonal skills. Demonstrated ability to adapt flexibly to changing demands and environment. Demonstrated analytical and problem-solving skills to identify problems, propose solutions, evaluate alternatives, and quickly and efficiently recommend the most appropriate course of action. Proficiency in written and spoken English, demonstrated ability to communicate effectively with a wide range of individuals from students to senior investigators. Comfortable presenting to a group, and ability to speak on behalf of co-investigators in a variety of different settings. Knowledge of sexually transmitted infections, HIV, Hepatitis, and Tuberculosis is preferred.

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Job Posting

Job ID: 10614
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Statistical Analysis
Classification Title: Statistical Analysis, Level A **Business Title:** Statistician
Department: James Hogg iCAPTURE Centre
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01
Job End Date: 2012-07-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-01-08 **Available Openings:** 1

Job Summary

To provide statistical analysis and investigate the association between genetic polymorphisms and a variety of environmental factors causing asthma and allergic diseases, and manage the team under the guidance of the Team Lead. This position is implementing advanced quantitative methods determined by collaborative efforts of an international research consortium.

Organizational Status

This position reports directly to the Team Lead. The incumbent will work collaboratively with other team members to analyze data. The incumbent will work within a team of clinical and basic science investigators to analyze genetic data on large cohorts of subjects and patients involved in a large scale genetics project. The position will have a dedicated workspace, including desk, computer, software, and filing cabinet space. The workspace will be in a shared office work station.

Work Performed

- Develops analysis plans and performs analysis for genetic association studies to identify genetic factors involved in disease susceptibility.
- Develop analysis plans for gene-environment interaction studies using multivariate regression (logistic and linear). Work with multiple study designs and populations and phenotypes.
- Mentors junior statisticians and students, delegates work to the team members.
- Collaborates with other researchers and statisticians in the identification and completion of assigned research projects. The incumbent will write statistical reports, present the results in scheduled meetings and participate in writing scientific journal papers.
- Presents posters at conferences, writes academic manuscripts and technical reports.
- Performs other related duties, as required.

Supervision Received

The incumbent will meet with the Team Lead on a regular basis and also exercise independent judgment regarding scheduling and timely completion of tasks.

Supervision Given



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Will provide guidance to junior statisticians and students.

Consequence of Error/Judgement

The position requires statistical judgment to identify sound analytic techniques for research projects.

Qualifications

Post-graduate degree in Statistics. PhD in Statistical Genetics, Genetic Epidemiology, Biostatistics or related field preferred. Minimum of two years experience in research analysis or the equivalent combination of education and experience. Alternatively, a MSc in Statistics or Statistical Genetics and substantial years of experience in statistical genetics. Prior experience in genetic research or statistical genetics is recommended. Proficient in programming and statistical software applications. Ability to use SAS, SPSS and program in R or S-Plus. Programming skills in PERL would be preferred. Effective oral and written communication, organizational, multi-tasking, problem-solving and interpersonal skills. Accuracy and attention to detail.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. UBC is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 11780
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Counsellors & Psychologists
Classification Title: Counslrs/Psychologists, Level B **Business Title:** Counsellor
Department: UBCO-Health & Wellness
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-01-03
Job End Date: 2012-04-30
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-25 **Available Openings:** 1

Job Summary

Provides personal counselling to UBC Okanagan students. Provides consultation and outreach services to the campus community. Participates in the design and delivery of programs that enhance student success and whole person development. Works within a wellness framework, i.e. health promotion, prevention, crisis intervention, acute treatment, illness management and referral.

Organizational Status

Reports to the Director, Health & Wellness. Works cooperatively as a member of a multi-disciplinary team of professionals, actively participating in and contributing to the development and implementation of effective and efficient Health and Wellness services with a focus on counselling. Works in collaboration with staff in other areas of Student Services, the Faculties and other University departments and student organizations, and also, with off campus health and social service providers.

Work Performed

1. Provides individual and group counselling for personal concerns.
2. Provides assessment and referral within Health & Wellness and to other University and community resources as appropriate.
3. Participates in case conferences and works collaboratively as a member of an inter-professional and multidisciplinary team. Contributes to team development including inter-team consultation and development of inter-professional best practice guidelines for young adults students.
4. Develops and delivers psychoeducational services (e.g. workshops) for students, as well as programs, presentations and publications to meet the needs of targeted segments of the student population (e.g. mature students, students with disabilities, women and men students; issues such as self-esteem and stress management).
5. Supports academic success and learning skill development for individuals and groups.
6. Participates in the development of policies and procedures concerning Health and Wellness with a focus on counselling services and programs.



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7. Provides consultation services to faculty and staff regarding the well being and psychological concerns of students. Liaises with faculties, departments and other student services regarding the provision of programs and services that enhance student success.
8. Participates in the supervision and training of undergraduate and graduate students.
9. Assists in program evaluation and research that focuses on student success, retention and wellness and enables evidence based practice.
10. As requested, represents Counselling Health & Wellness on University committees.
11. Performs other duties consistent with the mandate of Counselling Health & Wellness as requested.

Supervision Received

Acts independently within established clinical and ethical guidelines. Works within a model of collegial consultation and collaboration, under the direction of the Director of Health & Wellness.

Supervision Given

Supervises practicum students as well as students involved in peer programs, work-study programs, assistant positions and or volunteer assignments.

Consequence of Error/Judgement

Must be able to act with a considerable degree of autonomy and independence in the provision of assistance to students, while adhering to the ethical standards of the profession. Poor professional judgment or unethical practice by the counsellor could be extremely detrimental to the clients' well being and create situations of legal liability for the University.

Qualifications

Master's degree in Counselling Psychology or a related field and Certification as a Registered Clinical Counsellor with the B.C. Association of Clinical Counsellors. . Minimum of five years experience or Experience supervising Master's level practicum students. Demonstrated experience and commitment to serving the needs of a broadly diverse student population within a university campus community. Demonstrated knowledge of student development theory and experience in program development, evaluation, consultation and outreach. Possession of personal attributes that facilitate teamwork and the development of effective working relationships with a wide range of students, faculty, and staff. Appropriate theory and training in individual and group counselling, brief therapies, crisis response, positive youth development, diversity, health promotion, prevention, community development, community education and advocacy. Demonstrated experience and commitment to serving the needs of a broadly diverse student population within a university campus community. Demonstrated knowledge of student development theory and experience in program development, evaluation, consultation and outreach. Possession of personal attributes that facilitate teamwork and the development of effective working relationships with a wide range of students, faculty, and staff. Appropriate theory and training in individual and group counselling, brief therapies, crisis response, positive youth development, diversity, health promotion, prevention, community development, community education and advocacy.

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Job Posting

Job ID: 11756
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C **Business Title:** Rural CSL Coordinator, UBC-CLI
Department: Community Learning Initiative
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-01
Job End Date: 2013-03-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-25 **Available Openings:** 1

Job Summary

The UBC-CLI is an innovative model for the advancement of community-based approaches to experiential learning that has been highly successful in establishing Community Service Learning (CSL) as a key pedagogy and strategic priority for UBC. Community-based experiential learning (CBEL) opportunities, such as CSL activities, enhance students' academic learning and their capacity for global citizenship, while strengthening civil society and advancing sustainability; thereby contributing to the fulfillment of the key elements of UBC's vision. CSL is one of the enriched educational experiences that are highlighted in UBC's Place and Promise strategic plan. Its strong connections with diverse community partners mean that the UBC-CLI is also an important embodiment of UBC's commitment to community engagement.

As the centralized home base for one of UBC's key enriched educational experiences, the UBC-CLI works strategically to further expand the number and diversity of community-based experiential learning (CBEL) opportunities available to students. The UBC-CLI works closely with faculty and staff across campus to integrate CSL and other forms of community-based experiential learning into academic courses and to ensure that a range of meaningful co-curricular CSL opportunities are also available. At the same time, the UBC-CLI works with diverse organizations in the community, including non-profit and for-profit organizations and public schools, to engage students in short-term community-based projects and ongoing weekly placements that contribute to the achievement of community goals. The UBC-CLI is considered a Canadian leader in the fields of university-community engagement and Community Service Learning (CSL).

The CSL Coordinator is responsible for collaborating with Sauder faculty, staff, and students and various community partners to integrate Community Service Learning (CSL) and Community-Based Research (CBR) projects and placements into academic courses offered through the Sauder School of Business. The Rural CSL Coordinator plays a key role in increasing the number of courses at Sauder School of Business that incorporate CSL and CBR opportunities for students, especially undergraduate students, while also building relationships between the community and the Sauder School. The position works with students, course instructors, UBC staff and staff from community organizations and businesses in a variety of ways, including informing people about CSL and CBR, facilitating connections between the university and community, supporting instructors to effectively integrate CSL and CBR into course work, identifying CSL and CBR projects or placements that will help meet course learning objectives, organizing CSL and CBR projects that respond to community priorities, orienting and supporting students with respect to their roles in CSL and CBR, and evaluating course-based CSL and CBR. The CSL Coordinator works with other members of the ISIS Research Centre team to expand community-based experiential learning opportunities for Sauder business students, including co-curricular CSL (i.e., CSL done outside of academic courses). The Rural CSL Coordinator works closely with community partners, the Sauder faculty, ISIS Research Centre and CSL Coordinators in other faculties to ensure the effectiveness of CSL partnerships.

Organizational Status



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Reports to the UBC-CLI Manager, Faculty Based Initiatives and the Managing Director of ISIS Research Centre at the Sauder School of Business. Works as part of the UBC-CLI staff team. This position works primarily at ISIS and in the community.

Within UBC, works with a wide range of students, administrators and instructors in the Sauder faculty and other faculties to advance CSL and community engagement generally and to work towards the achievement of UBC's strategic goals. External to UBC, works with organization representatives from the non-profit sector, the business sector, and teachers and administrators in the public school system.

Work Performed

- Develops, implements, and evaluates strategies that enable growth in the engagement of Sauder students, faculty, staff, and alumni in CSL and other approaches to community based experiential learning, in order to meet annual targets
- Coordinates the integration of CSL and CBR into academic courses (e.g., works with faculty members to integrate structured reflection into course curricula; educates instructors and community organizations about risk management)
- Establishes and coordinates relationships with community organizations, businesses, and public schools where Sauder students can do CSL and CBR projects and placements
- Fosters positive and sustained relationships between diverse groups of people, including students, staff, faculty and alumni at Sauder, representatives from community non-profit organizations, businesses, and schools, and CSL practitioners from other universities
- Provides expertise and consultative support to students, course instructors and community representatives to ensure that CSL and CBR partnerships function effectively
- Creates and disseminates CSL and CBR resources (e.g., CSL project leader manuals, student reflection materials) that enable effective and high-quality CSL and CBR experiences to be offered to students
- As part of the UBC-CLI CSL team and ISIS, provides strategic input into the effort to advance curricular CSL at UBC with particular focus on Sauder School of Business
- Participates in the recruitment of Sauder students to the Trek Program (co-curricular CSL)
- Collaborates with the CSL and ISIS teams in coordinating and developing communication, promotion, and advertising materials for diverse audiences: assists in developing communication advertising plans, drafts content of written materials, participates in production of communication materials, documents and monitors communication and advertising activities
- Plans and coordinates special events and projects such as CSL information orientation sessions, promotional and recognition events, recruitment activities, kick-off and wrap-up events, and group feedback sessions
- Monitors risks associated with having students work in community environments; ensures that participants have received appropriate training and orientation
- Coordinates evaluation of CSL and CBR initiatives and ongoing program development
- Establishes, maintains and makes recommendations about administrative systems and processes in collaboration with other CSL and Centre for Sustainability and Social Innovation (CSSI) team members
- Helps to train and supervise students, project leaders and other volunteers associated with CSL and CBR initiatives
- Generates regular progress reports (e.g., on participation statistics, promotional activities) and provides project updates
- Contributes to the ongoing learning of the UBC-CLI team
- Other related responsibilities as required.

Supervision Received

This position works under the direction of the UBC-CLI Manager of Faculty Based Initiatives as well as the Managing Director of ISIS and according to established objectives. Recommendations are normally accepted as accurate and feasible. Work is reviewed for achievement of university goals, and soundness of advice and judgment.

Supervision Given

As required, responsible for supervision of part-time student assistants, student leaders and volunteers. Participates in hiring



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and or selection of student assistants leaders and volunteers as required.

Consequence of Error/Judgement

Must exercise tact and diplomacy when interacting with a diverse range of internal and external stakeholders, including: UBC senior administrators, staff, students, alumni, faculty, staff within community organizations, individual community members, and others in external educational institutions and professional associations. UBC's community engagement activities have a high profile in the community and engage program participants in situations that may be new. Must be attentive to risk management in all situations; must be aware of the need to minimize risk to participants and maximize the perceived and actual sensitivity of programs initiatives and the university to community issues. As the department is handling confidential information, must understand and respect the principles of confidentiality. Errors in judgment or the disclosure of confidential information could have very public consequences, affecting the reputation of the UBC-CLI, the Sauder School of Business, and or resulting in embarrassment to the University of British Columbia and its senior administration.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree in a relevant field preferred. Minimum of three years experience or the equivalent combination of education and experience. Minimum three years experience where planning and coordination, leadership, and strategic thinking abilities have been demonstrated, including experience in a university environment and or community setting, or relevant combination of community-university experience. Demonstrated ability to develop co-workers' capacity to engage in new activities, methods or approaches. Experience and skills in setting goals and priorities to meet existing strategic directions. Experience working with university faculty, staff, and students. Experience working with staff from the non-profit sector and or public schools. Ability to envision and implement innovative programs and initiatives; ability to maintain connection between a long-range vision and day-to-day functions. Demonstrated ability to balance cycles of planning, action, and reflection: ability to plan ahead, anticipate problems, and meet deadlines efficiently. Experience with youth engagement, student leadership, CSL or other forms of community-based experiential learning an asset. Experience in event organizing, promotion and advertising an asset. Knowledge of community development principles; knowledge of social services non-profit sector an asset. Knowledge of adult education principles and curriculum development an asset. Knowledge of systems and processes within universities an asset. Excellent group facilitation skills, including ability to facilitate student groups. Ability to work flexible hours, including evenings and Saturdays required. Ability to effectively use MS Word, PowerPoint, Excel; proficient use of internet (e.g., performing searches); proficient use of email required. Excellent interpersonal, communication and problem solving skills. Excellent writing skills. Demonstrated ability to work collaboratively with a variety of different stakeholders. Ability to take initiative and work independently and to function as an effective team member. Experience in event organizing, promotion and advertising an asset. Ability to develop and maintain administrative systems and processes (e.g., filing systems, communication systems, systems to track program participation, and office coordination).

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Job Posting

Job ID: 11770
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Aboriginal Student Advisor
Department: UBCO-Aboriginal Programs&Serv.
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-08
Job End Date: 2012-07-08
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-24 **Available Openings:** 1

Job Summary

Develops, provides, evaluates and assesses student advising services, programs and projects for the UBC Okanagan campus in order to support the academic success, personal development and retention of all undergraduate degree students with a particular focus on Aboriginal students.

Additional responsibilities for this position include: the creation and dissemination of print and electronic information related to all programs, assists in the development and use of information technology as it relates to student advising and Aboriginal Programs and Services, development and implementation of recruiting and retention activities that support the University International Student Initiative and student success; participates in the administration of the office.

Organizational Status

Aboriginal Student Advisors report to the Director of Aboriginal Programs and Services. The incumbent works independently, with initiative and considerable autonomy under the general supervision of the Director. The position contributes directly to the development of policy and priorities of the unit. The incumbent interacts regularly and consults with faculty and university members, departmental advisors, Student (Peer) Advisors, Work-Study students, and student service personnel elsewhere on campus.

Work Performed

1. Develops and assesses student advising services by:
 - Evaluating and making strategic recommendations for areas of potential improvement and growth in Aboriginal Programs and Services and developing programs and policies to suit.
 - Conducting research and preparing briefs, data and reports related to Aboriginal programs and services and the development and application of information technologies.
 - Maintaining current knowledge of student advising standards and best practices by attending and presenting at conferences and workshops and maintaining membership in student advising organizations.
 - Developing and maintaining a knowledge base of worldwide educational systems in order to advise students participating in exchange programs or considering taking courses outside of UBC and to advise students coming from other global educational systems.
 - Collaborating on student development projects with other campus units.
 - Researching and implementing liaison initiatives between other faculties and campus units.
 - Evaluating programs and recommending improvements.



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-Evaluating and recommending promotion and continuation requirements.

2. Supports the academic success, personal development and retention of students by:

Directing students to develop a holistic view of academic and career plans in order to balance academic, professional, social and personal demands.

-Assessing and interpreting student's academic and personal goals and identifying appropriate programs.

-Providing advice on University degree and certificate program requirements and admission criteria, alternate and or additional educational options.

-Assisting students with course selection to ensure they meet degree requirements and selected program prerequisites.

-Investigating and resolving complex student program issues.

-Evaluating and approving student requests to study outside UBC.

-Interpreting and advising on University policies and procedures and regulations.

-Evaluating student requests for academic concession and providing appropriate advice, action and follow-up.

-Identifying students in crisis, either personal or academic, and advises on available academic options and personal support services on campus.

-Advising and educating students about development of career plans and providing referrals to other appropriate campus units for further exploration.

-Advising undergraduate students about all Faculties at the University including Science, Management, Education, Graduate Studies, Nursing, etc in support of university-wide recruitment and retention strategies.

-Adjudicating student records to determine graduation eligibility and degree standing.

-Evaluating domestic and international transcripts and course outlines to determine appropriate transfer credit and year level.

-Evaluating applications and assisting with the declarations of majors and minors.

-Investigating and evaluating discrepancies in student records. Authorizing changes where appropriate.

-Contributing, interpreting and applying University admission policies.

3. Develops and implements recruiting and retention activities by:

-Developing, writing, editing and overseeing the design, publication and distribution of advising materials (print and electronic).

-Consulting and collaborating on the design, development, and editing of other promotional materials.

-Planning and preparing multimedia materials for publicity initiatives to promote academic programs at recruitment and orientation events.

-Evaluating promotional planning strategy on a regular basis.

-Participating in advising and orientation events for other campus units.

-Participating in education career fairs, welcome sessions and participating in on-campus recruitment initiatives.

-Participating in outreach events for prospective students, high school counselors, college counselors and parents as requested.

-Designing, developing, and implementing web technologies pertinent to the communication, outreach, and success of students in all programs.

4. Participates in the administration of the office by:

-Reporting on applied information technologies pertaining to Aboriginal Student Advising to evaluate the usage, functioning and communication success of technologies in student advising, recruitment, retention, and development.

-Participating in the recruitment, hiring and training of professional advisors and other staff as needed.

-Participating in development of operating policy to improve efficiency.

-Working collaboratively with the International Student Advisor in supporting the UBC Trek vision to recruit, retain, and promote the academic success of international students.

-Participating in the ongoing development of University wide student information systems and services, and contributing to the ongoing development of UBC's e-administration vision as it pertains to advising services.

-Acting as liaison between students and faculty departments to facilitate appropriate resolutions of disputes between faculty and students.

5. Performs other tasks related to the support and development of student advising and the operation of the Aboriginal Programs



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and Services unit.

Supervision Received

Advisors work independently under the general direction of the Director Aboriginal Programs and Services.

Supervision Given

This position may supervise clerical staff and or student workers (peer advisors, co-op students, work-study students). Other student development staff regularly consult with the Aboriginal Student Advisors and assists in the hiring and training other advisors.

Consequence of Error/Judgement

Misinterpretation of University policies could cause students serious difficulty in attaining their educational objectives. Advising decisions directly affects the quality of student undergraduate experience. Poor performance in this position would contribute to inefficient operation and low quality service being provided by Aboriginal Programs and Services. This in turn affects the reputation and credibility of the University thereby affecting the recruitment and retention of students. Not considering the intercultural aspects of communication with and commitment to students can adversely affect the advisor's ability to function in a culturally diverse arena. Errors affect the quality of published materials and have negative financial implications.

Administration decisions directly affect the Aboriginal Programs and Services Office's ability to operate efficiently. Errors in decision making have a serious negative affect on the Office's ability to carry out its program and service responsibilities.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree required i.e.: BA, BFA, BMUS or related field required. Graduate degree in a related discipline preferred. Minimum of four years experience or the equivalent combination of education and experience. Three to five years experience in post-secondary advising or counselling and administration or an equivalent combination of education and experience. Exceptional interpersonal skills (creative, diplomatic, inter-culturally sensitive, patient, tactful, etc.). Exceptional oral and written communication, time management and organizational skills. Ability to make thoughtful, informed, and thorough decisions Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively with minimal supervision and within a team environment. Ability to handle stress within a multi-faceted work environment. Ability to travel outside UBC. Ability to effectively use MS Office at an intermediate level. Knowledge of SIS SISC an asset. Experience working with international students 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: 11773
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Academic Advisor
Department: Arts Academic Advising
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-25 **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

Academic Advisors are responsible for developing, providing, evaluating and assessing academic advising services, programs and projects for the Faculty of Arts in order to support the academic success, personal development and retention of approximately 10,000 domestic and international students enrolled in two undergraduate degree, four diploma, three certificate programs.

Additional responsibilities for this position include: the creation and dissemination of print and electronic information related to the Faculty of Arts programs, assisting in the development and use of information technology as it relates to the Faculty of Arts and Arts Academic Advising, development and implementation of recruiting and retention activities that support the University International Student Initiative and student success; participating in the administration of the office.

Organizational Status

Incumbent works independently, with initiative and considerable autonomy under the general supervision of the Assistant Director and or Director. The position contributes directly to the development of policy and priorities of the unit. Advisors interact regularly and consult with Arts Academic Advising personnel, faculty and university members, departmental advisors, Student (Peer) Advisors, Work-Study students, and student service personnel elsewhere on campus. Advisors hire and supervise the work of support staff, Student (Peer) Advisors and Work-Study students and assists in the hiring and training other advisors. A wide latitude of decision-making is required.

Work Performed

Primary responsibilities are sub-divided into several areas: 1) General Global, 2) Academic Advising, 3) Recruitment and Outreach, 4) Promotion, 5) Information Technology and 6) Administration.

1)GENERAL-GLOBAL RESPONSIBILITIES

Arts Academic Advisors participate fully in the strategic planning and evaluation of Arts Academic Advising for fulfilling, developing and honing its mandate. To this end they:

- Evaluate and make strategic recommendations for areas of potential improvement and growth in student advising services and develop programs and policies to suit.
- Conduct research and prepare briefs, data and reports related to advising services and the development and application of information technologies.



- Maintain current knowledge of academic advising standards and best practice by attending and presenting at conferences and workshops and maintaining membership in academic advising organisations.
- Develop and maintain a knowledge base of worldwide educational systems in order to advise students participating in exchange programs or considering taking courses outside of UBC and to advise students coming from other global educational systems.
- Collaborate on student development projects with other campus units.
- Research and implement liaison initiatives between the Faculty of Arts and other Faculties and campus units.
- Perform other tasks related to the support and development of student advising and the operation of the Arts Academic Advising unit.

2) ACADEMIC ADVISING

Arts Academic Advising consists of program planning with students, evaluation of students' academic performance, conferring academic concessions and career planning. The Academic Advisor's primary advising duties are to:

a) Program Plan

- Direct students to develop a holistic view of academic and career plans in order to balance academic, professional, social and personal demands.
- Assess and interpret student's academic and personal goals and identify appropriate programs.
- Provide advice on University and Faculty of Arts degree and certificate program requirements and admission criteria.
- Assist students with course selection to ensure they meet Faculty of Arts degree requirements and selected program prerequisites.
- Assist students in investigating alternate and or additional educational options
- Investigate and resolve complex student program issues
- Evaluate and approve student requests to study outside UBC.
- Interpret and advise on University and Faculty of Arts policies and procedures as they apply to individual student programs.
- Plan and execute Faculty of Arts Advising events designed to improve the undergraduate experience and assist students with the cultural and academic transition to UBC.
- Evaluate programs and make recommendations for improvements.
- Participate in advising and orientation events for other campus units

b) Evaluate

- Annually evaluate the academic performance of Faculty of Arts undergraduate students to ensure they meet promotion and continuation requirements. Promote students in the BA and BFA programs and authorise student eligibility for future sessions.
- Bi-annually adjudicate approximately 2,200 student records to determine graduation eligibility and degree standing.
- Evaluate domestic and international transcripts and course outlines to determine appropriate transfer credit and year level
- Evaluate applications and admit students to the Faculty of Arts Minor in Commerce Program. Adjudicate academic records for graduation.
- Investigate and evaluate discrepancies in student records (e.g., un-graded courses, year levels, program specializations, changes in registration, credit loads). Authorise changes where appropriate.

c) Confer Academic Concession (e.g. Standing Deferred, Course withdrawal, academic concession)

- Advise students, departments and faculty on University and Faculty of Arts policy, procedures and regulations
- Evaluate student requests for academic concession and provide appropriate advice, action and follow-up
- Identify students in crisis, either personal or academic, and advise on available academic options and personal support services on campus.
- Liaison between students and faculty departments to facilitate appropriate resolution of disputes between faculty and students.

d) Career Planning

- Advise students about development of career plans and provide referrals to other appropriate campus units for further exploration
- Educate students on searching for data related to employment, occupational trends and career information.

3) RECRUITMENT OUTREACH

Arts Academic Advisors participate in the recruitment and retention of students to UBC, outreach planning, implementation and follow up.

a) Recruitment

- Recruit prospective students to the Faculty of Arts through participation in education career fairs and on-campus recruitment,



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liaison and outreach events for prospective students, high school counsellors, college counsellors and parents

- Advise undergraduate Arts students about other Faculties at the University including Science, Commerce, Education, Graduate Studies, Nursing, etc in support of university-wide recruitment and retention strategies.

b) Admission

- Contribute to, interpret and apply University and Faculty of Arts admission policies related to undergraduate programs and adjudicate internal transfer, readmission and continuation appeals via membership on the Arts Advisory Committee on Appeals

c) International Student Initiative

- Work collaboratively with the Arts International Student Services Recruiter-Advisor in supporting the UBC Trek vision to recruit, retain, and promote the academic success of international students.

4) PROMOTION OF UBC FACULTY OF ARTS

Arts Academic Advisors participate fully in the strategic planning and preparation of promotional materials to support the Faculty of Arts promotional strategy. To this end, they

- Develop, write, copy edit and oversee the design, publication and distribution of advising materials (print and electronic)

- Consult and collaborate on the design, development, and editing of other promotional materials

- Plan and prepare multimedia materials for publicity initiatives to promote academic programs at recruitment and orientation events.

- Evaluate promotional planning strategy on a regular basis with Director

5) INFORMATION TECHNOLOGY

Arts Academic Advisors participate fully in planning the adaptation and use of information technology. To this end, they

- Participate in the ongoing development of University-wide student information systems and services, and contribute to the ongoing development of UBC's e-administration vision as it pertains to advising services in the Faculty of Arts.

- Design, develop, and implement web technologies pertinent to the communication, outreach, and success of students in the Faculty of Arts.

- Report on applied information technologies pertaining to Arts Academic Advising to evaluate the usage, functioning and communication success of technologies in student advising, recruitment, retention, and development.

6) ADMINISTRATION

Advisors contribute to the administration of the Arts Academic Advising Services office as follows:

a) Personnel

- Participates in the recruitment, hiring and training of other professional advisors and other staff as needed

b) Operations

- Participate in development of operating policy to improve efficiency

Supervision Received

Reports to the Assistant Director, Arts Academic Advising

Supervision Given

None

Consequence of Error/Judgement

Misinterpretation of University and Faculty policies could cause students serious difficulty in attaining their educational objectives. Advising decisions directly affect the quality of student undergraduate experience. Poor performance in this position would contribute to inefficient operation and low quality service being provided by the Arts Academic Advising. This in turn affects the reputation and credibility of the Faculty of Arts and the University thereby affecting the recruitment and retention of students. Not considering the intercultural aspects of communication with and commitment to students can adversely affect the advisor's ability to function in a culturally diverse arena. Errors affect the quality of published materials and have negative financial implications.



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Administration decisions directly affect the Advising Office's ability to operate efficiently. Errors in decision making have a serious negative affect on the Office's ability to carry out its program and service responsibilities.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. BA, BFA, BMUS or related field required. Minimum of four years experience or the equivalent combination of education and experience. Minimum of four years experience or the equivalent combination of education and experience. Experience in post-secondary advising or counseling and administration (UBC experience preferred). Knowledge of SIS SISC an asset. Experience working with international students an asset. 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 prioritize and work effectively under pressure to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively independently and in a team environment. Ability to handle stress within a multi-faceted work environment. Ability to travel outside UBC. Ability to effectively use word processing, accounting, desk-top publishing, spreadsheets, report design, web design technologies, communications (e.g. WWW and email) at an intermediate level. Ability to apply generally accepted accounting principles in an appropriate manner. Ability to develop and monitor budgets. Valid BC Drivers License.

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: 11751
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level E **Business Title:** Program Director, UBC Jump Start
Department: International House
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-21 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-22 **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 will lead the new vision and strategic direction as well as implementation and assessment for the first year orientation and transition for all incoming undergraduate international students in partnership with the Academic Director and Associate Deans in the Faculties. Beginning with an intensive two week program in late August and continuing throughout a student's first year, UBC Jump Start prepares international students with the skills and expectations to help them succeed at UBC. Based on models of student-centred learning, peer academic coaching, and supportive campus environment, Jump Start replaces the International Peer Program and GALA-International Orientation as of 2012. The incumbent will have an office in International House and elsewhere on campus, as appropriate. Occasional evening and weekend work will be required. During the two week immersion program at the end of August, evening and weekend work is expected.

Organizational Status

The Program Director works as a relatively independent member of the International Student Development team within the division of Student Development & Services. The incumbent works in close partnership with the Academic Director, who is a Faculty member appointed to the position for a three year term. Reporting to the Associate Director, the incumbent supervises a team consisting of 5 professional staff and 15-20 paid student staff and oversees the work of an additional 80-160 student leaders and numerous volunteers (figures are approximate), and may additionally supervise student interns seeking a student development work experience. The incumbent works collaboratively with the staff in International Student Development. The incumbent takes on leadership roles in cross-functional team projects.

Work Performed

Major responsibilities fall into the following areas:

- Develop, direct and deliver an innovative and effective first year experience for new international students at the University. Through effective academic programming, as well as residence life and social cultural programming, create a welcoming and supportive environment so that international students can be retained as fully engaged members of the University community. Direct the work of professional staff, student staff, instructors, student leaders and volunteers to develop leadership capacity and foster interactive and engaged learning among program participants.



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- In partnership with key stakeholders, set strategic vision and direction for the program to ensure program goals are reached.
- In partnership with the Academic Director, oversee all aspects of the program -
 - . vision and strategic direction for the program;
 - . curriculum development and oversight;
 - . direct liaison with Associate Deans and International Coordinators in the Faculties, including working closely with the Faculty Steering Committee;
 - . partnership development with the Faculties and other key campus partners; and,
 - . assessment and evaluation.
- Project management, including resource and budget management (more than 1 million in operating budget), operations and program logistics.
- In cooperation with a Communications Specialist, provide direction for all communications to students, staff, faculty and parents.
- In partnership with Student Development & Services, Enrolment Services and the Faculties, deliver seamless transition-in experiences for new international students.
- Participate in assessment specific to international UBC students and current student development literature, and seek to address gaps in services and programs.
- Assess and evaluate current offerings and provide strategic direction and vision in redesigning current programs and services. Document student experiences and program assessments.
- Provide strategic direction and vision for student leadership development and training in UBC Jump Start and provide support for key strategic initiatives across campus.
- Foster an international dimension within the University and the community at large. Design and deliver awareness and education programming to faculty, students and staff relevant to supporting the University's strategic goals toward a fully engaged international campus.
- Emergency planning and response for intensive two week program in August.
- Work in strong partnership with Faculties and units within the Vice-President, Students portfolio. Work collaboratively with the AMS GSS and students, staff, faculty and units across the campus and alumni worldwide.
- Prepare reports, publications, and other written work, as required.
- Performs duties consistent with the mandate of International Student Development, as requested.

Supervision Received

Working under the general direction of the Associate Director, the incumbent acts independently and exercises considerable judgment and innovation in working with students, faculty and staff. Matters of an academic nature will be guided by the Academic Director.

Supervision Given

Will supervise a large team of professional staff, student staff, and student leaders directly and manage numerous volunteers related to Jump Start throughout the year. Responsible for developmental evaluation of professional and student staff. Responsible for ongoing professional development and mentoring needs of professional, student staff and volunteers.



Consequence of Error/Judgement

Failure to impact international student retention as expected poses a strategic risk with significant impacts to institutional fiscal well being and reputation internationally.

Mismanagement of the student residential and academic program can have a devastating impact on UBC's ability to recruit and retain students and severely damage UBC's international reputation. Lack of decisive leadership in handling students' personal situations, including crisis management issues, may result in significant distress or harm for students.

Lack of intercultural sensitivity can also cause serious misunderstanding and or hardship for students, faculty and staff. Poor management of staff or volunteers may lead to inefficiency, discontentment or grievances.

Qualifications

Undergraduate degree in a relevant discipline. University degree, Master's Degree preferred, in a relevant discipline, plus a minimum of five years of related experience, preferably at a post-secondary institution, or an equivalent combination of education and experience. Minimum of five years experience or the equivalent combination of education and experience. Demonstrated ability to research, design, and lead institution-wide initiatives. Demonstrated ability to lead the development and delivery of all aspects (instruction, budget, communication planning, strategic execution, and student leadership development) of large educational programs. Experience working directly with international students at the post-secondary level. Experience dealing with issues relating to international students and international education. Overseas work study experience preferred. Proven expertise in designing and delivering educational workshops yielding specific outcomes for student learning and managing very large events. Expertise in student-centred pedagogies. Teaching experience at post-secondary level preferred. Experience managing residential programs preferred. Excellent interpersonal skills and cross-cultural sensitivity. Experience managing high-functioning student leaders. Experience in program assessment and evaluation. Knowledge of relevant theories including intercultural communication and student development. Excellent computer skills. Excellent oral and written communication skills in English. Ability to work effectively in teams and to develop effective working relationships with students, faculty, staff and community members. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for students.

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: 11736
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level F **Business Title:** Diversity Advisor - Disability
Department: Access and Diversity
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-01
Job End Date: 2012-04-30
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-11-24 **Available Openings:** 1

Job Summary

Access and Diversity provides leadership in eliminating barriers to full participation that prospective and enrolled students experience arising from disability, race, ethnicity, and gender and sexual diversity. Diversity Advisors develop organizational change strategies that promote a welcoming and accessible environment for a diverse population of students, develop and implement policies, processes, plans and programs that promote diversity and intergroup and intercultural competencies and document student experiences.

The incumbent will work in an office at UBC, equipped with networked computers. Some evening and weekend work may be required, as well as some travel.

Organizational Status

Reports to the Senior Diversity Advisor, Disability, Access and Diversity, Student Development. Works cooperatively as a member of a team of professionals, actively participating in and contributing to the development and delivery of effective programs. Works in collaboration with UBC faculty and staff, student organizations, and community groups. May supervise student assistants and volunteers.

Work Performed

- Develops organizational change strategies that promote a welcoming and accessible environment for a diverse population of students
- Develops and implements policies, processes, plans and programs that promote diversity and intergroup and intercultural competencies.
- Develops programs and outreach services that enhance the experiences of a diverse population of students and assists the University in creating a safe and welcoming learning, working, living and playing environments.
- Provides consultation services to faculty and staff regarding the impact of policy, process and programming issues on access to post-secondary education who may face barriers related to race, ethnicity, disability, gender and or sexual diversity and intersecting inequalities.
- Collaborates with students, faculty, staff and visitors at UBC in the development of change initiatives, policies, processes and programs that promote an accessible, safe and welcoming environment for a diverse student population
- Determines and facilitates reasonable accommodation for students with disabilities based on documentation of disability provided



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as articulated in UBC Policy 73, Academic Accommodations for Students with Disabilities.

- Determines and facilitates reasonable accommodations for UBC faculty, staff, and visitors in collaboration with appropriate University units.
- Advises the members of the University community on provision of accommodations for people with disabilities
- Documents student experiences
- Participates in program evaluation and research projects that focus on student educational needs, equity issues and learning environment
- Liaises with individuals, community organizations, professional organizations, post-secondary educational institutions, government and other partners to enhance post-secondary access for a diverse population of students
- Communicates about programs, services and issues and link internal and external resources and information as related to post-secondary education
- Develops, supports, encourages, and promotes provincial, national and international programs relevant to the position and to post-secondary access in conjunction with other post-secondary educational institutions, off-campus agencies and government departments
- Conducts on-going evaluations of relevant policies, programs and services and recommend improvements
- Promotes awareness and education on matters relating to post-secondary access for a diverse population of students
- Coordinates programs, projects and special events related to the work of the unit
- Prepares reports, publications and other written work as required
- Performs duties consistent with the mandate of Access and Diversity as requested.

Supervision Received

Supervision will be provided by the Senior Diversity Advisor, Disability, Access and Diversity. Receives work and direction from the Director, Access and Diversity. Incumbent acts independently within established ethical guidelines.

Supervision Given

The person in this position may supervise project staff, student assistants and volunteers.

Consequence of Error/Judgement

Severe hardship for prospective and current students, faculty, staff and visitors to post-secondary institutions. Severe public relations difficulties for Access and Diversity and the University.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of six years experience or the equivalent combination of education and experience. Training and experience in issues related to gender, race ethnicity, disability, gender and sexual diversity, intersecting inequalities and critical multiculturalism. University or College experience required. Experience in planning, implementing and coordinating special events. Knowledge and experience in program evaluation and research. Demonstrated knowledge of organizational development theory and experience in program development, consultation and outreach. Demonstrated ability to manage the policy development process and its implementation in a post-secondary setting. Possession of personal attributes that facilitate teamwork and the development of effective working relationships with a wide range of students, faculty, staff and community 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: 11744
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: Animal Care Services
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-22 **Available Openings:** 1

Job Summary

Major responsibilities include: performing care and maintenance of laboratory animals (including breeding, weaning, injections, sample collection); changing and cleaning cages and water bottles; performing daily health monitoring; preparing solutions; processing cages and facility supplies; cleaning and maintaining holding rooms, procedural areas and facility equipment; receiving supplies; record keeping and database maintenance; writing and adhering to facility SOPs; participating in the orientation of new staff members; collecting embryos; performing other related duties. Must be able to work weekends, Stat holidays and occasional evenings. Ability to work at multiple locations on UBC's Point Grey Campus required.

Organizational Status

Reports to the Manager of the Facility.

Work Performed

1. Care and maintenance of laboratory animals (including breeding, weaning, injections, sample collection).
2. Performing daily health monitoring.
3. Preparing solutions.
4. Processing cages and facility supplies.
5. Cleaning and maintaining holding rooms and procedural areas.
6. Changing and cleaning cages.
7. Receiving materials.
8. Facility and equipment maintenance.
9. Collecting embryos.
10. Record keeping.
11. Participating in staff meetings and conferences.
12. Writing and adhering to facility SOPs.
13. Orientation and training of new staff members.
14. Perform other related tasks.

The work place is located at within a laboratory where access is limited to staff only and SPF procedures are in place. Hazards associated with this work include: exposure to cleaning solutions, handling of liquid nitrogen and compressed gas canisters,



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exposure to animal allergens, operation of large equipment such as cage washers, incubators and autoclaves.

Supervision Received

Reports to the Manager of the Facility.

Supervision Given

None.

Consequence of Error/Judgement

The candidate must exercise judgment in coordinating their workload to ensure all daily and weekly tasks are accomplished. The candidate will be responsible for working in accordance with all SOPs within the facility. They must also report any equipment, environmental control or other problems to senior staff immediately.

Work is subject to check by the Manager and Assistant Manager of the Facility.

Inappropriate judgment exercised by the position may impact the success of the Rederivation Facility leading to increased expenses and time loss. Additionally, inappropriate judgment may also have detrimental consequences in regards to animal and human health and welfare.

Qualifications

High School graduation. AHT or BSc preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience working with in a barrier facility. Experience with timed matings and colony management. Ability to communicate effectively verbally and in writing. CALAS certification preferred. Must achieve and maintain CALAS registry status. Ability to gather, record, and organize information. Ability to effectively use computers and computer software. Ability to work effectively independently and in a team environment. Ability to lift and carry materials up to 25 kg and perform repetitive duties. Ability to work weekends, statutory holidays and occasional evenings (regular shift will include 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: 11760
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: Michael Smith Labs
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-01
Job End Date: 2012-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2011-12-01 **Available Openings:** 1

Job Summary

A plant biochemistry lab in the Michael Smith Laboratories seeks a bioinformatics assistant to support the analyses of large genome and transcriptome sequence datasets. The successful candidate will work closely with bioinformaticians and biologists to assemble a massive catalogue of next generation sequences and mine for target genes. The candidate will be involved in all aspects of the sequence analysis from sourcing and developing tools, to assembly and post-assembly analysis. The candidate will be joining a dedicated, experienced and highly motivated team of plant biochemists. The position is for one year with possibility of extension.

Organizational Status

The successful candidate will report to the senior bioinformatician and the principle investigator. The applicant will work as part of a larger team alongside other bioinformaticians, project manager, technicians, postdoctoral fellows, graduate students, and visiting scientists.

Work Performed

- The position will provide bioinformatics support to various plant biochemistry projects. Major responsibilities include:
- Curate and annotate large amounts of first and next generation (including Sanger, 454 and Illumina) sequence data using BLAST.
 - Create and maintain BLAST databases for various organisms.
 - Maintain an inventory of bioinformatics tools, install new ones as needed.
 - Create, edit and run Perl scripts in a Linux environment.
 - Organize and distribute data to collaborators.
 - Answer biologically driven questions within the lab together with the senior bioinformatician and principal investigator.
 - Participate in manuscript preparation for submission to peer-reviewed scientific journals.
 - Assist in the training of students, technicians and postdoctoral fellows on using available bioinformatics tools.

Supervision Received

The candidate will receive initial training from the senior bioinformatician, and then will discuss ongoing projects with the bioinformatician on a weekly basis thereafter. The applicant will work as part of a team, alongside other bioinformaticians, technicians, postdoctoral fellows, graduate students, and visiting scientists.



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Supervision Given

None.

Consequence of Error/Judgement

The successful applicant will be responsible for errors in their work, for reporting problems and mistakes in a timely way, and for correcting those errors. Aspects of the research will be reviewed by the principle investigator.

Qualifications

High School graduation. This position has a preference for candidates with a B.Sc. in a biology discipline with experience in computer science, or a B.Sc. in computer science with an understanding of biology. High school graduation with relevant work experience will also be accepted. Experience working in a Linux UNIX environment and having experience with public biological databases (e.g. NCBI GenBank, PubMed) is required. Knowledge in Perl BioPerl and MySQL are an asset. Familiarity with next generation sequence data is advantageous.

The candidate must be enthusiastic about science and have an aptitude to learn about cutting edge sequencing technologies. Applicants are recommended to demonstrate examples of effective oral and written communication, organizational, prioritization, interpersonal, and problem solving skills in their application. Minimum of 2 years related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 11781
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: Pathology
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-01
Job End Date: 2012-04-30
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-25 **Available Openings:** 1

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

Job Summary

This position is for research and development of bio assays and mammalian cell processes aimed at expanding the knowledge of biocompatible surfaces. Candidate will conduct experiments based on lab protocols, record experimental results, observations and procedural modifications, organize databases, and perform literature searches.

Organizational Status

This position reports directly to the faculty supervisor, but the nature of the work requires independent action and judgment. There will be assistance from other laboratory members and collaborators working on closely related projects.

Work Performed

1. Performs bio assays and mammalian cell culture experiments based on prepared protocols.
2. Prepares analytical reagents and performs assays.
3. Records experimental results, observations and procedural modifications.
4. Orders supplies and perform routine maintenance of laboratory equipment as needed.
5. Maintains a clean and orderly working environment.
6. Uses a variety of equipment (centrifuge, autoclave, gel electrophoresis, cell counters, etc.)
7. Works closely with technicians, postdoctoral fellows, and students

Supervision Received

Receives instruction during orientation and on subsequent new assignments.

Supervision Given

None.

Consequence of Error/Judgement



The supervisor monitors work and progress. Independent problem solving will be encouraged, although problems can be discussed with the supervisor. Impact of incorrect laboratory decisions would require that experiments be repeated. The majority of errors should be evident though some errors, if not detected, could jeopardize the final outcome of the project.

Qualifications

High School graduation. B.Sc. in Science preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Excellent English language writing and speaking skills. Effective oral and written communication, interpersonal, problem-solving and organizational skills. Accuracy and attention to detail. Ability to exercise judgment, tact and discretion. Ability to work both independently and within a team environment. Ability to prioritize work to meet deadlines.

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Job Posting

Job ID: 11743
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: Animal Care Services
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-22 **Available Openings:** 1

Job Summary

Major responsibilities include: performing care and maintenance of laboratory animals; changing and cleaning animal cages; performing daily health monitoring; collecting, culturing and freezing embryos; performing in-vitro fertilization; performing minor surgery; administering hormone treatment; maintaining breeding colonies; assisting with pathogen testing including blood samples and tissue biopsies; ensuring maintenance of detailed files and records; assisting with training new staff; preparing solutions; performing facility and equipment maintenance; assisting with ordering of supplies and equipment; assisting with general office duties; writing and reviewing facility SOPs; assisting with set-up of additional facility; performing other related duties. Some evening, stat holiday and evening work required. Ability to work at multiple locations required.

Organizational Status

reports to the Manager of the Facility.

Work Performed

1. Collect, culture and freeze mouse and rat embryos and sperm.
2. Administer hormone treatments.
3. Perform tissue biopsies and blood collection.
4. Colony maintenance & management.
5. Care and maintenance of laboratory animals.
6. Perform daily health monitoring.
7. Assist with training of new staff.
8. Record keeping and SOP maintenance.
9. Assist with ordering of supplies and equipment.
10. Prepare solutions.
11. Participate in meetings related to Rederivation Facility.
12. Assist with general office duties.
13. Perform in-vitro fertilization in mice.
14. Perform minor surgeries.
15. Perform other related tasks.



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Staff Job Postings

This position will work in multiple locations at UBC. Access to these spaces is limited to staff only and SPF procedures are in place. Hazards associated with this work include: exposure to cleaning solutions, handling of liquid nitrogen and compressed gas canisters, exposure to animal allergens, operation of large equipment such as cage washer, incubators and autoclaves.

Supervision Received

Reports directly to the Manager of the Facility.

Supervision Given

N A

Consequence of Error/Judgement

The candidate must exercise judgment in numerous situations. The candidate will be responsible for working in accordance with all SOPs within the facility. They must exercise judgment in regards to the prioritizing tasks and coordinating their workday to ensure all duties are accomplished. Trouble-shooting of these procedures is a large part of the post. They must also report any equipment, environmental control or other problems to senior staff immediately.

The position will also be responsible, in part, for organizing the daily and weekly work schedule for cryopreservation and rederivation services. They will also make decisions regarding animal health and welfare.

Work is subject to check by the Manager of the Rederivation Facility.

Inappropriate judgment exercised by the position may seriously impact the success of the Rederivation Facility leading to increased expenses and time loss. Additionally, inappropriate judgment may also have detrimental consequences in regards to health and welfare.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. AHT or BSc plus minimum three years of relevant experience. CALAS certification at the RLAT level preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Knowledge of SPF facility procedures and animal husbandry required. Experience with transgenic mice, transgenic technologies, microsurgery, embryo culture, harvesting and freezing preferred. Experience working with in a transgenic barrier facility.

Experience with timed matings and breeding colonies. Effective oral and written communication skills. Ability to gather, record, and organize information. Ability to analyze problems, identify key information and effectively resolve. Ability to prioritize and work effectively under pressure to meet deadlines. Effective interpersonal and organizational skills. Ability to maintain accuracy and attention to detail. Ability to lift and carry up to 25kg and perform repetitive tasks. Computer experience required. Ability to work weekends, statutory holidays and occasional evenings.

Ability to work at multiple locations required.

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Job Posting

Job ID: 11758
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Ophthalmology
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-03
Job End Date: 2013-01-04 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-23 **Available Openings:** 1

Job Summary

Provide technical support for lab members on their projects, as directed by the PI. The job involves support for quick paced, competitive projects using in-vivo and in-vitro models. Molecular, cellular and bio-informatics methods will be used throughout the projects.

Organizational Status

Candidate reports to the PI, or PI designate.

Work Performed

Assist with planning and designing of experiments, including statistical analysis. Troubleshoot procedures and optimize procedure to a specific project.

Conduct experiments, analyze and compile data, assist with writing procedures and protocols, written reports of results, literature searches on assigned topics.

Animal Experiments: Assist with animal studies involving the study of the molecular and cellular basis of several eye diseases, and their treatments.

Tissue Culture: perform tissue culture studies and experiments with both cell lines and primary culture; perform sterile preparation and aliquot of media supplements and fetal bovine serum for mammalian cell culture.

Molecular Biology: RT-PCR, RNA extraction, DNA extraction, protein extraction, western blotting, genotyping, microarray analysis, pathway analysis.

Cell Biology: ELISA testing, flow cytometry techniques, immunohistochemistry, histology, confocal fluorescence microscopy, bright field microscopy.

Supervision Received

Will receive instructions from PI, but must be able to organize own time and work independently after receiving the appropriate



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Staff Job Postings

training. Reports to PI as requested.

Supervision Given

May provide training and instruction to seasonal or new staff students as required

Consequence of Error/Judgement

Must be very precise and accurate and reliable in work performed. Errors could be very costly in terms of time, money and compromising animal welfare as well as research progress. Errors in decision-making and or data collection analysis could jeopardize future lab funding, funding from collaborators, employee safety.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 3 years related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 11753
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: Physical Therapy
Salary: \$ 20.61 - \$ 22.48 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-01-01
Job End Date: 2012-09-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-23 **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 project focuses on documenting changes in the brain as a result of sports related concussion in young adolescents. We use behavioural methods as well as brain imaging tools to study the relationship between brain and behaviour.

The position is responsible for organizing and scheduling participants and their families to participate in MRI sessions at the UBC Hospital and for MEG sessions at the Down Syndrome Research Foundation in Burnaby.

Organizational Status

The Research Assistant will report directly to the Principal Investigator to assist with data collection and related research activities.

Work Performed

- Assist with administration of questionnaires
- Phone parents to explain the study and book visits
- Write abstracts from the results of the studies
- Conduct literature searches using Medline
- Assist the Principal Investigator in research related documentation

Supervision Received

The Principal Investigator will provide general supervision.

Supervision Given

Provide assistance to the Principal Investigator, other researchers, post-doctoral fellows, students, research assistants and visiting students to ensure that the goals of various projects are met in a timely and efficient manner.

Consequence of Error/Judgement



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Inappropriate judgement would compromise the quality of research studies and related data acquisition and the reporting of research outcomes.

Inappropriate judgement would compromise research success and ethical approval, thus affect the credibility of the Principal Investigator.

Inappropriate conducting of unauthorized or independent experiments would waste precious laboratory resources and impact the PIs ability to meet research goals.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Or equivalent combination of education, training and experience. MSc Degree preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Working with children and families 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 analyze problems, identify key information and issues, and effectively resolve. Effective organizational skills. Ability to work effectively independently and in a team environment. Ability to work effectively under pressure to meet deadlines. High degree of motivation, enthusiasm and initiative. Ability to maintain accuracy and attention to detail.

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Job Posting

Job ID: 11759
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: 2011-11-16
Job End Date: 2012-11-15 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-23 **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

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,



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Staff Job Postings

sinks, commodes and laboratory floors as required; washing instruments; tidying rooms; replacing, and organizing supplies; putting away specimens; making solutions.

Process 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

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