



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:06-FEB-2012

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: 12218
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Coord I **Business Title:** Payroll Administrator
Department: UBCO - Financial Services
Salary: \$45,864.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-20 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-09 **Available Openings:** 1

Job Summary

This position is responsible for planning and leading all payroll activities, including identifying and implementing suggestions for increased efficiencies, and overseeing the processing of payroll for UBC Okanagan campus faculty, staff and students in a timely manner. Acting as the Payroll expert, the incumbent must have a thorough understanding and knowledge of payroll and benefits to ensure transactions are processed in accordance with complex agreements and statutory regulations and to provide exceptional guidance, training and support to the campus community. This position must have a thorough understanding of payroll processes and controls and be able to identify and assist with the development and deployment of best practices and processes.

Organizational Status

Reports to the Manager, Financial Services, UBC Okanagan campus, and oversees and provides guidance and direction to Payroll Clerk V within the department. Acts as liaison with payroll in Vancouver and interacts regularly with department units, Faculty Relations and Human Resources, as well as external organizations such as Human Resources Development Canada, Position Classification: Canada Revenue Agency, banks and benefit carriers in order to clarify information and respond to queries.

Work Performed

1. Provides consultative services on all aspects of Payroll by:

- Interpreting new legislation, determining its impact on payroll and discussing recommendations with Manager, Financial Services.
- Supplying complete, accurate and timely information related to the collective agreements, such as compensation scales, vacation and benefit entitlements, statutory holiday pay, maternity parental leave and overtime.
- Responding in a timely fashion to payroll inquiries and requests for information, such as employment verification letters and statements of earnings.
- Providing training and orientation to staff regarding the processing of payroll related forms and other payroll processes, such as timesheets and benefit forms.
- Complying with the requirements under the Freedom of Information and Protection of Privacy Act (FIPPA).

2. Provides payroll services to faculty, staff and students by:

- Overseeing the processing of payroll documents and other payroll related information into the HRMS system for UBC faculty, staff



The University of British Columbia

Staff Job Postings

and student employees, ensuring information entered is complete, accurate and appropriately approved.

- Coordinating the enrollment of faculty, staff and students in mandatory and optional benefits.
- Administering the calculation of payroll adjustments, such as late and retroactive payments, vacation pay, temporary promotion amounts and benefit premium deductions.
- Supporting and acting as backup to the payroll clerk as required.
- Managing and assessing payroll workloads and collaborating with Manager, Financial Services to ensure payroll activities are completed on a timely and efficient basis.

3. Plans and organizes all Payroll activities by:

- Identifying improvements in payroll policies, procedures and processes and works collaboratively with Manager, Financial Services to implement changes.
- Developing and maintenance of an operational and procedural payroll manual.
- Providing recommendations for the development and implementation of policies and procedures for improving and streamlining payroll functions.
- Overseeing the annual Payroll (T4, T4A) process and communications.
- Coordinating and assisting the Manager, Financial Services with fiscal year end reporting requirements.
- Assisting the Manager, Financial Services with the development and deployment of new initiatives across campus, including on-going development, training and support to the campus.
- Ensuring the internal and system controls over the payroll function are effective and function as designed.
- Reviewing payroll website for outdated information and discussing with Manager, Financial Services.
- Preparing and analyzing various management reports within the HRMS payroll system to identify issues (e.g. excessive hours, multiple jobs).
- Responsible for the calculations and collection of overpayments, including assisting with the calculation of income tax, Canada Pension plan, employment insurance and other benefit deductions related to overpayments.
- Reconciling various central payroll accounts.

4. Performs other related duties as required.

Supervision Received

Reports directly to the Manager, Financial Services, UBC Okanagan campus. Works with limited supervision within established policies, procedures and accepted practices. Sets priorities and works independently, consulting the Manager, Financial Services with reference to new or complex issues.

Supervision Given

Oversees the work of and provides guidance and direction on a daily basis to the Payroll Clerk V within department, as required.

Consequence of Error/Judgement

Must exercise judgment based upon a thorough knowledge of procedures, guidelines and regulations. Incorrect decisions judgment will directly affect the University's and department's reputation with government authorities, community and faculty, staff and students and could require intervention by supervisory and or senior management. Incorrect payments or non-payments to employees could result in financial errors and financial loss to the University and or financial hardship for employees. Significant financial fines from third party organizations (such as HRDC, WCB and CRA) and legal expenses could also result.

Qualifications

Diploma in an Accounting or Business Administration course. Completion of, or in process, Canadian Payroll Association (CPA) Payroll Compliance Practitioner (PCP) Level 1. Minimum five years of payroll experience. Demonstrated ability to prioritize and work effectively under pressure to meet deadlines, handle multiple tasks and effectively manage in a high stress environment.



The University of British Columbia

Staff Job Postings

Exceptional communication skill, both oral and written. Ability to exercise sound judgment and discretion and to work effectively with all levels of University personnel Ability to act with confidentiality, tact and discretion when communicating with employees, staff and external contacts. Experience in payroll processing required and experience within a large unionized environment a definite asset. Experience with PeopleSoft or other large ERP system preferred. Experience with Microsoft Office at an intermediate to advanced level required. Must be detail oriented; possess excellent organizational, problem solving and analytical skills. 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: 12148 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician III **Business Title:** Technician III
Department: UBCO-BarberArts&SciencesUnit 5
Salary: \$ 21.21 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-01-23
Job End Date: 2012-09-28
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-10 **Available Openings:** 1

Job Summary

To define, monitor and maintain software programs, accounts, settings, equipment, and data environments for the Computer Science students and faculty.

Organizational Status

The Computer Science Lab Technician reports to the Head of Unit 5. The technician interacts with the Faculty, IT Services and Teaching Assistants.

Work Performed

1. Provides assistance in teaching labs by:
 - Monitoring of MSDNAA access for students: ongoing account maintenance for Computer Science MSDNAA subscription.
 - Acting as a link with IT, Media and Classroom Services for software installation and maintenance.
2. Provides lab preparation by:
 - Cooperating with IT, Media and Classroom Services to ensure that instructional software is installed and working in accordance with established practices, standards and technologies, as requested by Computer Science Faculty.
 - Prepping data environments or software settings to support instructional labs.
 - Setting up accounts for server access, etc. through IT, Media and Classroom Services.
3. Provides lab maintenance by:
 - Ensuring lab and all lab equipment is in working order and up to standards.
 - Performing first level troubleshooting for any issues in the computer lab.
 - Informing IT, Media and Classroom Services of service and lab software upgrades and patches, as required.
4. May be required to liaise with Faculty and or IT Media and Classroom Services to write (programs and scripts) and maintain instructional software tools for internal purposes.
5. Performs other related duties as required.



The University of British Columbia

Staff Job Postings

Supervision Received

This position reports to the Unit Head, but receives minimal supervision. Employee will be expected to execute their assigned tasks independently. This position may receive direction from other faculty members who they are assisting. Unit Head faculty may direct the employee to purchase certain items or to report problems.

Supervision Given

This person will have no supervisory tasks. No teaching duties are associated with this position.

Consequence of Error/Judgement

Lack of judgment or errors will negatively affect teaching effectiveness and may have budgetary consequences.

Qualifications

Undergraduate degree in a Computer Science related field required. B.SC. with a major in Computer Science or equivalent preferred. A minimum of one year related experience, or the equivalent combination of education and experience. Effective communication, organizational and time-management skills, a reasonable level of physical fitness and the ability to work well both independently and within a team environment is critical. Attention to detail is essential. Ability to communicate effectively verbally and in writing.

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



Job Posting

Job ID: 12255
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Waiter/Waitress - Food Serv. **Business Title:** Waiter/Waitress - LTK / University Centre
Department: Food Services
Salary: \$ 15.62 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-02-20 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-02-12 **Available Openings:** 1

Job Summary

To provide food and beverage service to patrons of LTK University Centre.

Organizational Status

Reports to Supervisor or Manager.

Work Performed

Takes and serves customer food and beverage orders.
Serves food and beverage items to customers.
Sets and resets tables as required with linen, china, cutlery, glassware and other setting arrangements; arranges tables and chairs and other furnishings as required for daily service and functions.
Completes facility and equipment cleaning as required.
Assists bartender server as required.
Stays informed with respect to all food and beverage menus, food and beverage promotions and specials and various functions.
Cleans tables, kitchen preparation areas, kitchen equipment and seating areas. Arranges cutlery and moves furniture as needed.
Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works under direct supervision.

Supervision Given

None

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Makes minor decisions related to the readiness of foods being prepared; errors can be easily corrected.

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. Serve It Right Certificate. 1 years relevant experience or the equivalent combination of education and experience.

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



Job Posting

Job ID: 12259
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Forest Sciences
Salary: \$41,040.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-01
Job End Date: 2013-01-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-12 **Available Openings:** 1

Job Summary

The Research Assistant Technician will be working in the Forest Entomology Laboratory to help develop predictions of the suitability of habitats to mountain pine beetle populations undergoing range expansion. This position is based on the research project funded by the Foothills Research Institute where the objective is to modify an empirical model of the role of climate in the mountain pine beetle's outbreak potential and project distributions of climatically benign habitat under a range of future forest conditions based on several climate change scenarios. The Foothills Research Institute is a not for profit organization that engages a range of forest and forest resource users, to develop a consensus-driven partnership, and a shared decision-making process aimed at sustainable forest land use.

The incumbent is to work primarily on the application of BioSIM, a software tool designed to generate forecasts of events in the seasonal biology of insects, and ArcGIS (and related software) to create projections of climatic suitability habitat for the mountain pine beetle in the Foothills region of Alberta under different climate change scenarios.

Organizational Status

The incumbent will report directly to the principal investigator (PI). Also, he or she will interact with team members within (graduate students) and outside UBC.

Work Performed

General Lab duties:

- Maintaining records, and databases.
- Installation and maintenance of BioSIM and ArcGIS software
- Literature review on the influence of climate and climate change on the mountain pine beetle.

Research Duties:

- Gather meta data from studies of mountain pine beetle dynamics in novel pine habitats
- Under guidance of the PI, establish relationships between host-tree characteristics and mountain pine beetle productivity in



The University of British Columbia

Staff Job Postings

novel pine habitats

- Under guidance of the PI, modify an existing model of climatic suitability to incorporate new mountain pine beetle productivity relationships
- Calibrate and validate model outputs
- Apply the modified model of climatic suitability to the outputs of future climatic conditions under different climate change scenarios

Supervision Received

The employee will work under the supervision of the PI.

Supervision Given

None

Consequence of Error/Judgement

Work is assessed on an ongoing basis by supervisor. Research duties comprise distinct periodic milestones against which errors can be identified. Errors might result from incorrect approaches to data manipulation. Consequences would be delays in producing a scientific report that is expected by the funding agency.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A B.Sc. in the following disciplines: forestry, biology, physical geography, or in a related field is preferred. Experience with ArcGIS software and GIS programming is an asset. Minimum of 3 years related experience or the equivalent combination of education and experience. The candidate should be able to conduct literature reviews and produce reports of a clear and concise nature. The reports or other written materials should demonstrate experience in qualitative and quantitative research methods as well as maintaining accurate and detailed records during data analysis. Research duties will require acquisition, compilation, creation, manipulation, and maintenance of digital spatial and non-spatial data in a GIS environment.

He she should be experienced with troubleshooting GIS and related software. The candidate will need to be organized and meticulous. The candidate should have the ability to initiate innovative ideas and work effectively both independently and in a team environment. Also the candidate should have the ability for independent research and require a moderate level of supervision.

Valuable experience would include knowledge of ArcGIS 9.2 software including ArcMap, ArcCatalog, ArcToolbox, and 3D and Spatial Analyst extensions. Familiarity with Microsoft Word, Excel, Access and PowerPoint is essential.

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: 12260
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Plumber **Business Title:** Plumber
Department: Building Operations
Salary: \$53,556.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-12 **Available Openings:** 1

Plumber

Job Summary

Under general direction and supervision, this position performs work requiring skill in the trade of Plumbing at the journey person level engaged in maintenance, repair, and renovation work of gas, air, water, and waste disposal systems as well as the interior and exterior water mains and drainage systems throughout the University.

Organizational Status

Reports to Head, Plumbing and Steamfitting.

Work Performed

Performs duties peculiar and normally required in the trade of Plumbing engaged in maintenance, repair and renovation work such as: maintaining plumbing fixtures, backflow prevention devices, gas, air, water, fire protection systems, waste disposal systems, also handling of asbestos or other hazardous insulation materials. Carries out repair on machinery and equipment, inspection tests, diagnoses defects in equipment, taking remedial action as required or recommending solution to Sub-Head Plumber verbally or written.

- Prepares cost estimates for jobs and orders required materials
- Works from oral and written instructions, work orders and drawings.
- Assembles parts, equipment, fittings and joins them by soldering, brazing, gluing, screwing, caulking, bolting and other methods.
- Work in correct safe manner and in accordance with all safety standards, practices, procedures and ensures protective clothing is worn where required.
- Responds to trouble calls and emergencies during normal working hours and after working hours in a safe effective manner.
- Uses all tools, equipment and instruments he/she is competent to use required for work and is responsible for the correct and safe storing of equipment.



The University of British Columbia

Staff Job Postings

- Ensues good house keeping is practices in the plumbing shop and on site.
- Is responsible for work being completed in accordance with requirements and specifications.
- The position is expected to keep current with preventative maintenance concepts, technology, and theory and to be familiar with manufacturer and regulatory maintenance requirements.

Supervision Received

Works under general supervision; receives specific instructions only on unusual problems and is required to develop appropriate work procedures.

Supervision Given

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

Consequence of Error/Judgement

Work is performed within prescribed and accepted trade standards, in accordance with job requirements and specifications and external regulatory requirements; inappropriate repair maintenance decisions could delay resolution of problems and adversely affect user access to equipment system and possible safety of users.

Qualifications

Valid BC Drivers Licence. valid BC Gas Fitter B License with electrical endorsement for low voltage, BC Cross Connection Control certificate and A trade certification to journeyman level as a plumber. . Minimum 5 years of related experience. Ability to interpret drawings and specifications, sketches of work required and maintenance manuals.

Dependent upon operational needs you may be required to work various shifts including days, evenings & 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: 12261
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Plumber **Business Title:** Plumber
Department: Building Ops -Trades&Utilities
Salary: \$53,556.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-12 **Available Openings:** 1

Plumber

Job Summary

Under general direction and supervision, this position performs work requiring skill in the trade of Plumbing at the journey person level engaged in maintenance, repair, and renovation work of gas, air, water, and waste disposal systems as well as the interior and exterior water mains and drainage systems throughout the University.

Organizational Status

Reports to Head, Plumbing and Steamfitting.

Work Performed

Performs duties peculiar and normally required in the trade of Plumbing engaged in maintenance, repair and renovation work such as: maintaining plumbing fixtures, backflow prevention devices, gas, air, water, fire protection systems, waste disposal systems, also handling of asbestos or other hazardous insulation materials. Carries out repair on machinery and equipment, inspection tests, diagnoses defects in equipment, taking remedial action as required or recommending solution tot Sub-Head Plumber verbally or written.

- Prepares cost estimates for jobs and orders required materials
- Works from oral and written instructions, work orders and drawings.
- Assembles parts, equipment, fittings and joins them by soldering, brazing, gluing, screwing calking, bolting and other methods.
- Work in correct safe manner and in accordance with all safety standards, practices, procedures and ensures protective clothing is work where required.
- Responds to trouble calls and emergencies during normal working hours and after working hours in a safe effective manner.
- Uses all tools, equipment and instruments he she is competent to use required for work and is responsible for the correct and safe storing of equipment.



The University of British Columbia

Staff Job Postings

- Ensues good house keeping is practices in the plumbing shop and on site.
- Is responsible for work being completed in accordance with requirements and specifications.
- The position is expected to keep current with preventative maintenance concepts, technology, and theory and to be familiar with manufacturer and regulatory maintenance requirements.

Supervision Received

Works under general supervision; receives specific instructions only on unusual problems and is required to develop appropriate work procedures.

Supervision Given

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

Consequence of Error/Judgement

Work is performed within prescribed and accepted trade standards, in accordance with job requirements and specifications and external regulatory requirements; inappropriate repair maintenance decisions could delay resolution of problems and adversely affect user access to equipment system and possible safety of users.

Qualifications

Valid BC Drivers Licence. valid BC Gas Fitter B License with electrical endorsement for low voltage, BC Cross Connection Control certificate and A trade certification to journeyman level as a plumber. . Minimum 5 years of related experience.

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



Job Posting

Job ID: 12242
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Bldg Ops
Department: Building Operations
Salary: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-12 **Available Openings:** 1

Building Service Worker, Full Time Evening Shift, Monday to Friday, 4.00pm - 12.00am

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors - Head Service Worker.

Work Performed

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



The University of British Columbia

Staff Job Postings

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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

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

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



Job Posting

Job ID: 12243
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Operations
Salary: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-12 **Available Openings:** 2

Building Service Worker, Full Time Graveyard Shift, Thursday to Sunday, 11.30pm - 7.30am

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors Head Service Worker.

Work Performed

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



The University of British Columbia

Staff Job Postings

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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

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

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



Job Posting

Job ID: 12245
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Operations
Salary: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-02-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-12 **Available Openings:** 1

Building Service Worker, Part Time Evening Shift, Monday to Friday, 7.00pm - 12.00am

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors - Head Service Worker.

Work Performed

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



The University of British Columbia

Staff Job Postings

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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

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

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



Job Posting

Job ID: 12240
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: Animal Care Services
Salary: \$ 20.11 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-02-20
Job End Date: 2012-04-19
Funding Type: Self Funded
Other:
Date Closed: 2012-02-09 **Available Openings:** 1

Job Summary

To provide administrative support to the Centre for Disease Modeling.

Organizational Status

Reporting to the Human Resources Manager, CDM

Work Performed

Duties include: acting as first point of contact for centre; receiving visitors and answering telephone calls; responding to routine enquiries; receiving, processing, and distributing mail, fax messages, and courier packages; entering, editing, and manipulating data; taking meeting minutes; preparing and distributing documents; preparing and maintaining electronic and manual records and files; creating administrative document templates; coordinating maintenance and repair of office equipment; ordering and maintaining office supplies; making meeting arrangements, such as booking rooms and making catering arrangements; and performing other related duties.

Supervision Received

Minimum of weekly touch base and guidance

Supervision Given

None

Consequence of Error/Judgement

Public relations is very important therefore a professional demeanor is required at all time. Data entry in some cases relates to invoices so precision with data entry is mandatory. Failure in administrative duties leads to perception of lack of professionalism at CDM and impact of finances of researchers and CDM

Qualifications



The University of British Columbia

Staff Job Postings

High School graduation and one year of related training. . 2 years of related experience or the equivalent combination of education and experience. Computer experience required. Effective oral and written communication, interpersonal and organizational skills. 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: 12256
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Assistant
Department: Psychiatry
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-16
Job End Date: 2013-03-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-10 **Available Openings:** 1

Job Summary

The Administrative Assistant for the Developmental Cognitive Neuroscience Program provides administrative support to the Director Principal Investigator (PI) and the research laboratory in general. Position reconciles budgets, tracks reimbursements and submissions for payment; is responsible for purchasing activities (e.g., tracking supplies, placing orders, sourcing and arranging purchase of equipment, & calling for service whenever needed); assists with grant writing & the grant submission process; assists with preparation of manuscripts; makes complicated travel arrangements & prepares detailed itineraries; updates schedules & calendars; prepares reference lists & updates CVs in various formats to meet diverse requirements of different agencies; files & oversees filing of 10,000's of scientific papers; uses intricacies of Microsoft Office applications to do precise formatting & information searches; assists with planning, preparation, organization, and execution of a bi-annual international 5-day conference as well as assisting with scheduling and travel for other speakers and events; assists with preparation of course materials including syllabus, copies of readings, and book orders.

Organizational Status

This position reports to and receives work direction from the Principal Investigator Director of the Developmental Cognitive Neuroscience Program. The position works as part of the lab team consisting of research assistants, postdocs, grad and undergraduate students, and visitors. The position liaises with the Department administration office and various granting agencies, collaborators, etc. on behalf of the PI.

The Developmental Cognitive Neuroscience Program and Laboratory is dynamic & interdisciplinary. We focus on the 'executive functions' that rely on prefrontal cortex (inhibitory control, working memory, selective attention, self-regulation, and cognitive flexibility), and especially (a) classroom interventions to try to improve these skills in young children and (b) the roles of dance, music, storytelling, and physical activity in improving executive functions and academic and mental health outcomes. We organize and run a major international conference in Vancouver every other year that brings together people from all corners of the globe from education, health, social work and more to learn about cutting-edge research and programs in neuroscience, child development, and mental health with the very practical, concrete goal of improving the lives of children. Learn more at: <http://www.devcogneuro.com>

Work location: Furnished, brightly-colored office space in the Detwiller Pavilion. A therapy dog is sometimes in the office. It's a youthful environment; most people in the lab are undergraduate or graduate students or people between university and graduate school. Environment varies from quiet with little going on and no one else around to what is more usual: many things



The University of British Columbia

Staff Job Postings

going on at once with several people around. Equipment includes computers, printers, copier, VCRs, laminator, scanner, and fax machine.

Work Performed

- Keeps the PI organized by keeping track of upcoming commitments and meetings and updating her complex schedule regularly.
- Organizes detailed and complicated international as well as domestic travel; prepares detailed summaries of itineraries for meetings and activities at the destinations; arranges for travel reimbursements.
- Files and oversees filing of 10,000's of hard copies in scores of file drawers..
- Reconciles the budgets of various grants (multi-million dollar ones as well as small ones); tracks financial transactions and lab orders; prepares JV's and other requisitions as required; follows up on outstanding reimbursements, errors in financial posting, etc.
- Finds sources and arranges for purchase of equipment, services, and supplies, ensuring a competitive price. Monitors supplies for program and laboratory; places orders to insure supplies are available when needed; follows up as required.
- Updates and maintains the CV and biosketch of the PI and others in various formats as required by different agencies and institutions.
- Assists with grant preparation to organizations such as NIH and IES, including ompiling human subjects section, budget and reference lists from information provided; types, proofreads and suggests edits; ensures submissions are complete, are consistent with guidelines, and meet required deadlines.
- Assists with manuscript preparation, especially reference lists; proofreads and suggests edits to manuscripts being prepared for publication.
- Oversees, maintains, and updates a massive Endnote bibliographic database, creating reference lists in different styles as required by different academic disciplines.
- Responds to queries from teachers and administrators, parents and children, journalists and policymakers about the lab's research and about the biennial conference; is often the voice of the Lab to the public.
- Interacts with research participants (generally children of all ages) and their parents when they arrive and leave the Lab.
- Handles mass mailings for subject recruitment.
- Assists with preparation for, and organization of, our biennial international 5-day conference; works with printers and suppliers to secure competitive prices; works with exhibitors and potential exhibitors; researches potential advertising options, compiles a database of organizations to advertise with and publications to advertise in, helps draft ads; helps assemble and organize the massive resource folder DVD for participants.
- Answers queries from, and makes logistical arrangements for, the roughly 30 Speakers at each of our biennial conferences; is the voice of the Lab when speakers, exhibitors, or funders call.
- Assists with preparation of course syllabus, insures course materials are ready for PI for each upcoming class meeting, assembles hard copies of readings for bulk pack for students, and submits book orders.
- Tracks sick and vacation time for lab staff per UBC guidelines
- performs other related duties

Supervision Received

Works under the supervision of Prof. Diamond. Receives instructions for new assignments and for changes in procedures. Carries out duties and responsibilities with minimal day-to-day supervision. All final products must be checked by Dr. Diamond.

Supervision Given

None although may provide basic orientation for new staff or students in the lab.

Consequence of Error/Judgement

The Administrative Assistant is responsible for working with multi-million dollar budgets and needs to insure appropriate reconciliation, payment, and reimbursement. The position is responsible for insuring that the Lab always has the supplies it needs. The position also deals with the public, and current and potential funders. Errors could have very serious consequences.



The University of British Columbia

Staff Job Postings

Ineffective management of documents and files and the lack of systems to follow up on issues can result in duplication of work, inability to find critical documents, missing critical deadlines or appointments, lack or proper reimbursement, etc.

Qualifications

High School graduation and 1 year post-secondary education. Preferably a University degree with training in office practices.

. 4 years related experience or the equivalent combination of education and experience. Prefer UBC related experience, performing similar or related duties in a high-powered, fast-paced academic, scientific setting. Familiarity with the academic environment is an asset.

Expertise with email, word processing, spreadsheet, database, and bookkeeping software programs (e.g., Word, Excel, Access, PowerPoint, Adobe Acrobat) at a strong intermediate or advanced level is essential; work will include such tasks as mail merges (Word), targeted searches (Outlook), formulas and functions (Excel) and modifying PDF documents (Acrobat).

Training and or experience in bookkeeping. Experience with UBC Finance policies, procedures, and software highly desirable (e.g., SmartForms & FMS nQuery).

- Experience with Psychological and Medical reference formats, Endnote, searching for articles using Psychinfo and PubMed is desirable.

- Familiarity with travel booking intricacies, practices and terminology. - Quick learner; able to grasp new tasks & terminology quickly & able to learn with minimal instruction.

- Extremely detail-oriented: able to maintain accuracy and attention to detail; excellent eye for detail.

- Not intimidated by new projects or technical equipment.

- Able to work well and stay calm under pressure; not easily flustered.

- Extremely well-organized and efficient: able to effectively multi-task, prioritize and juggle multiple projects at the same time in a fast paced environment.

- Able to flexibly adjust to how we do things; able to switch mindsets when switching tasks as required.

- Excellent interpersonal skills with people of all ages and backgrounds (including very young children); comfortable getting down on the floor with children and interacting with them in a playful manner.

- Excellent oral and written communication skills in English; able to clearly and concisely explain things in a professional manner to non-experts, immediately getting to the point and the heart of the matter.

- Able to work independently or under close supervision, or as a member of a team.

- Able to interact effectively with all levels of the University and with agencies, institutions, and individuals.

- Able to exercise tact, discretion, and judgment.

- Knowledge of UBC policies, procedures, and environment preferred.

- Knowledge of different CV styles for CFI, NIH, UBC, etc. preferred.

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



Job Posting

Job ID: 12241
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Support 3 (Gr6)
Department: Peter Wall Ins For Adv Studies
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-20 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-09 **Available Openings:** 1

Job Summary

The Peter Wall Institute for Advanced Studies is the Senior Research Unit at the University of British Columbia. It is an interdisciplinary, fully-endowed research unit governed by a Board of Trustees and reporting to the Office of VP Research, sponsoring and delivering numerous programs, and managing modest research, conference and residential facilities. The Administrative Assistant provides secretarial, clerical, and reception duties for the Institute. This includes but is not limited to providing routine correspondence and announcements, preparing information and competition packages, arranging meetings, making travel arrangements, supporting the institute's programs and performing other daily routine tasks.

Organizational Status

The Administrative Assistant reports to the Assistant Director and works closely with the Senior Program Coordinator. The Administrative Assistant will take direction from the Senior Program Coordinator and the Assistant Director. The Administrative Assistant will also interact from time to time with members of the donor family, Vice-Presidents offices, with the Wall Distinguished Scholars in Residence, the Wall Distinguished Professor and the Wall Distinguished Visiting Professor.

Work Performed

- Administrative Support (85%)
- Initiates, drafts, and distributes documents and memos on behalf of the Assistant Director and Senior Program Coordinator
 - Prepares information and competition packages by performing duties such as organizing documents, making copies and collating
 - Arranges meetings, interviews, and seminars by performing duties such as coordinating schedules, preparing agendas and other documentation, booking rooms, making catering arrangements, and taking, preparing, and distributing minutes
 - Solicits and confirms meeting dates for the Board of Trustees meetings; generates and circulates agendas, minutes, financial reports, and other confidential documentation to the Board of Trustees
 - Assembles, inventories, checks for accuracy, and distributes confidential program files to program committees
 - Manages all electronic contact, documents, mailing and RSVP lists, databases and other records
 - Liaises with the Financial and Facilities Clerk, the Assistant Director, the Systems Coordinator, the Director, committee members, residential award holders, and Faculty Associates; occasionally provides basic level audio visual assistance (for which training will be provided) for Institute meeting space
 - Assists Assistant Director with special event and Faculty Associates events management
 - Assists Assistant Director with HR matters



The University of British Columbia

Staff Job Postings

- Responds to telephone, email, and in-person inquiries, and provides information of a moderately complex nature
- Orders and maintains office supplies, and food and beverages
- Makes travel arrangements
- Creates and manages annual Distinguished Visiting Professor itineraries
- Facilitates weekly Distinguished Scholars in Residence meetings and assists with maintenance of the scholars area and facilities
- Collects and compiles data for reports from manual and electronic sources
- Administers the dissemination of annual reports and other institute's mailings

Other duties as required (15%)

Supervision Received

The Institute's Administrative Assistant reports to the Assistant Director.

The work of the Administrative Assistant is subject to periodic review by the Assistant Director.

Supervision Given

n a

Consequence of Error/Judgement

The Administrative Assistant is expected to exercise professional judgment and extreme discretion when dealing with issues surrounding the distinguished scholars from across the UBC-Vancouver campus and the Peter Wall Institute Board of Trustees. The Administrative Assistant will be required to answer routine inquiries from Faculty Associates affiliated with the Institute or distinguished visiting scholars external to the Institute. It is important that the Administrative Assistant exercises discretion, confidentiality, and judgment in these matters, including interpreting inquiries and consulting with the Director, Assistant Director or the Senior Program Coordinator as required. Errors in judgment, disrespectful communications, and inaccurate, incomplete or late information would result in the loss of reputation and potential funding of the Institute and its programs, and by extension, a loss of reputation to UBC.

Qualifications

High School graduation and 1 year post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Experience in an academic or research environment will be an asset. Ability to respond appropriately to inquiries in person, on phone, and in writing, provides information of moderately complex nature and makes appropriate referrals. Ability to maintain accuracy and attention to detail. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively use standard computer applications at an intermediate level (e.g., Outlook, MS Word, MS Excel). Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to gather, record, and organize information. Ability to effectively manage multiple tasks and priorities. Ability to compose routine correspondence, reports, presentations, and other written materials using clear concise business English. Ability to communicate effectively verbally and in writing. Ability to carry equipment and supplies up and down three floors of stairs.

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: 12236
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Administrative Support 4 (Gr8)
Department: Dentistry, Dean's Office
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-08 **Available Openings:** 1

Job Summary

This position is responsible for the day-to-day activities involved with research paperwork including applying for research grant funding, maintaining curricula vitae, and editing scientific manuscripts. A high level of expertise is required for these diverse activities. The major purpose of the position is to increase research capacity by assisting faculty and other research personnel to maximize their success with external funding agencies and internal funding sources. Thus, experience in the preparation of research grant applications, and knowledge of the rhetoric employed in these applications, is desirable.

Organizational Status

The UBC Faculty of Dentistry is comprised of two academic departments, separated into 14 divisions, with some 40 full-time professorial members and their associated laboratory staff, all of whom can request assistance from this position. Reports to the Research Grant Facilitator, who is responsible for monitoring and co-ordinating workflow under the direction of the Associate Dean for Research. Acts as a back-up for the Research Financial Clerk.

Work Performed

- Provides a wide variety of senior secretarial activities to support the research functions of the Faculty of Dentistry.
- Provides support to the Research Grant Facilitator.
- Prepares research grant proposals and compiles application packages.
- Maintains up-to-date researcher curriculum vitae modules.
- Assists professors in the writing of grant applications including correcting English grammar and usage as well as the organization of ideas to provide convincing arguments.
- Assists with the preparation of research contracts, reports, manuscripts, letters of intent, and academic proposals.
- Edits research manuscripts, grant proposals, journal galley proofs, and abstracts for accuracy and consistency, and lists appropriate reference articles cited.
- Reviews language usage in scientific documents, including translating for intended meaning, especially for Visiting Professors for whom English is a second language.
- Co-ordinates the acquisition of information required for grant applications, including documents from co-investigators, research associates, post-doctoral fellows, graduate students, consultants and collaborators.
- Disseminates all incoming research information to appropriate individuals.
- Monitors Conflict-of-Interest annual statements and ensures faculty compliance on the Researcher Information Services on-line



The University of British Columbia

Staff Job Postings

system.

- Ensures appropriate ethical review certificates are obtained.
- Organizes internal review processes.
- Tracks outgoing and incoming research proposals.
- Submits annual grant progress reports.
- Distributes agenda and records minutes for Research Committee meetings.
- Manages and disburses research petty cash floats.
- Processes journal vouchers, requisitions for payment, purchase orders, and travel settlement claims.
- Maintains the Faculty's research website and ensures content is kept up-to-date.
- Prepares for anticipated future assignments so that all jobs can be completed during times of heavy workload.
- Recommends customized improvements to policies and procedures.
- Provides back-up support for the Research Financial Clerk and other staff.
- Performs other related duties as required.

Supervision Received

Works independently in accordance with established procedures. Supervised by the Research Grant Facilitator.

Supervision Given

May delegate work to temporary help and or work study students.

Consequence of Error/Judgement

Work is carried out under the supervision of the Research Grant Facilitator; priorities and completion of tasks are determined accordingly. Resolution of errors is the responsibility of the incumbent in co-ordination with the supervisor. Makes decisions based on guidelines or precedents. Inaccurate work may result in a loss of research funding dollars. Delays in work completion may hinder research laboratory timelines. Confidential material regarding budgets and human resources must be treated with great tact and discretion. Poor judgment, errors in preparing documents, or inappropriate management of confidential information could have an adverse effect on the Faculty.

Qualifications

High School graduation and two year post-secondary diploma. Bachelor's degree or equivalent combination of education and experience. Thorough knowledge of computer software applications and proficiency in the English language is essential. 4 years related experience or the equivalent combination of education and experience. Minimum five years of related work experience or four years of relevant UBC experience with a thorough knowledge of University and Faculty policies and procedures. Demonstrated experience editing and compiling successful scientific research grant applications in a health sciences field, preferably dentistry. Excellent computer experience required. Thorough knowledge of and ability to use various software programs at an advanced level, including Microsoft Office (Word, Excel, PowerPoint, Outlook, and Calendar), Internet Explorer, Windows Explorer, Adobe Acrobat PDF Writer, Contribute, and PaintShop Pro. Proven effective oral and written communication skills. Strong ability to establish own priorities, multi-task, and work under extreme pressure. Ability to cope effectively in high-stress situations. Proven ability to work autonomously and to meet multiple deadlines. Excellent capacity for self-teaching, especially with learning new electronic programs. Ability to handle a high volume of work, exercising strong organizational and time management skills. High degree of confidentiality, accuracy, attention to detail, thoroughness, flexibility, and dependability. Ability to recognize and correct all manner of written errors, including spelling, grammar, punctuation, sentence structure, spacing, formatting, logical conclusions, and inconsistencies. Good analytical, evaluative and problem-solving skills. Database management and information research skills. Ability to update web-based information. Working knowledge of scientific and dental terminology. Ability to take and transcribe accurate and concise meeting minutes. Ability to deal effectively with individuals from all levels of the University community and the external community in obtaining and giving information. Ability to work effectively both independently and within a team environment.



The University of British Columbia

Staff Job Postings

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



Job Posting

Job ID:	12231		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Financial		
Classification Title:	Financial Proc. Spec 1 (Gr1)	Business Title:	AP- Floater - Financial Proc. Spec 1 (Gr1)
Department:	Financial Services		
Salary:	\$29,472.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-02-13		
Job End Date:	2012-09-07	Possibility of Extension:	Yes
Funding Type:	Budget Funded		
Other:	Leave Replacement		
Date Closed:	2012-02-07	Available Openings:	1

Job Summary

Responsible for assisting where needed within Accounts Payable, at the Department of Financial Services. This includes scanning documents, filing, sorting mail, entering data, preparing invoices, and distributing paid invoices.

Organizational Status

Reports to Accounts Payable Supervisor.

Work Performed

- Identify, sort and code documents by type and category.
- Confirming exactly which documents need to be scanned.
- Prepare documents for scanner- this process entails separating individual pages in a document, removing items such as, staples, paperclips, etc., and reorientation of pages where necessary.
- Maintain records of scanned documents through daily tracking sheets.
- Pick up incoming mail within GSAB. Sort and date stamp all incoming mail for Accounts Payable, Requisition Processing and Smart Form Processing sections at Financial Services. Prepare outgoing mail for pick up and delivery.
- Record and return invoices to originating departments and or vendors for documents containing incomplete incorrect information.
- Prepare invoices for processing, including photocopying and sorting.
- Provide coverage to the receptionist position at Accounts Payable, Requisition Processing and Smart Form Processing as required.
- Distribute paid invoices and other documents to campus community.
- Data enter requisitions, journal vouchers and blanket orders. Ensure timely, accurate and auditable entry of data and conform to UBC policies and procedures as well as departmental guidelines.
- Performs other related tasks.

Supervision Received

Reports to the Accounts Payable Supervisor.

Supervision Given



The University of British Columbia

Staff Job Postings

N A

Consequence of Error/Judgement

Errors made at the scanning stage are difficult to resolve, will negatively impact all subsequent steps to process invoices. Thus, proper scanning is crucial to ensure the timeliness of the payment process at Accounts Payable. Data entry errors could result in incorrect charges to vendors and departments.

Incorrect sorting and or distribution of mail may delay the processing of Invoices, Requisitions, Journal Vouchers, and Cash Receipts. Mishandled invoices could result in delay of payments to vendors and result in late payment fees being charged.

Qualifications

High School graduation and Related post-secondary education. Plus with training in office procedures, and practices. 1 year related experience or the equivalent combination of education and experience. Good problem solving skills. Must possess the ability to exercise tact and discretion. Must have excellent listening and solid comprehension skills. Effective written and oral communication skills are also required. Must be able to multi-task, set priorities, manage workflow effectively, and meet deadlines. Competency in the use of Microsoft Word and Excel software is required. Must have excellent organization skills. Must be able to work independently and in a team. Ability to data enter with a key stroke rate of 8,000 characters per hour and to operate normal range of office equipment. Ability to lift up to 25 kg. MUST have high accuracy and excellent attention to detail. FMS experience is preferred.

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



Job Posting

Job ID: 12246
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 2 (Gr2) **Business Title:** Smart Forms and Mail Clerk
Department: Financial Services
Salary: \$36,048.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-09 **Available Openings:** 1

Job Summary

Primary responsibility is to provide support to the division by performing tasks related to the receiving, sorting, and tracking of all incoming Requisitions and Smart Forms. Responding to requests for information of a routine nature from the University community by fax, email, telephone or service over the counter. Responding to inquiries regarding requisition status, payment status, and incorrect charges. Maintaining the list of temporary UBC authorized signatory. Verifying signing authorization and vendor file information. Distributing supporting documentation to campus community; filing and retrieving documentation; and performing other related tasks.

Organizational Status

Reports to Supervisor of Smart Forms Processing.

Work Performed

1. Responsible for the receiving, sorting, returning and tracking all incoming Smart Forms, Q-requisitions and Travel requisitions.
2. Acts as first point of contact for the University community on problem solving for Smart Forms, Q-requisitions, and Travel requisitions. Knowledge of UBC guidelines, procedures and regulations is required.
3. Investigates and responds to queries by fax, email, telephone or in person regarding requisition status, payment status, and incorrect charges from vendors and the University community.
4. Maintains the record of UBC Authorization Signature Card and the list of temporary UBC authorized signatory.
5. Checks vendor and authorization signatures.
6. Sorts and numbers processed Smart Forms
7. Enters wire transfer transactions into online banking system.



The University of British Columbia

Staff Job Postings

8.Data entry FMS and HRMS transactions as required.

9.Performs filing and retrieves documentation as required.

10.Routes documents within ImageNow, the document imaging system, among various workflows

11.Performs other duties related to the job classification.

Supervision Received

Receive direct supervision from Smart Forms Supervisor. Organizes and prioritizes workload to meet service needs within guidelines.

Supervision Given

N A

Consequence of Error/Judgement

Inaccurate sorting, distribution, and recording of requisitions Smart Forms could lead to delayed processing of payments which could result in late payment charges or a damaged Finance reputation. Inaccurate information provided to the University community could lead to delayed processing or payments or mis-interpretation of UBC policies and procedures.

Qualifications

High School graduation and Related post-secondary education. . 2 years of related experience or the equivalent combination of education and experience. Proficiency in data entry required with a minimum keystroke rate of 10,000 characters per hour. Detail oriented with excellent problem solving skills. Must possess effective written and oral communication skills and the ability to exercise tact and discretion. Good organizational skills. Must be able to multi-task, set priorities, and work effectively under pressure. Competency in the use of MS Outlook and Excel software 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:	12200		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Financial		
Classification Title:	Financial Proc. Spec 3 (Gr4)	Business Title:	Finance and Registration Clerk
Department:	Fac.of Pharmaceutical Sciences		
Salary:	\$37,308.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-02-20	Ongoing:	Yes
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2012-02-06	Available Openings:	1

Job Summary

This position provides financial, registration and administrative support to Continuing Pharmacy Professional Development (CPPD). This position is responsible for reconciliation of supporting documentation to the general ledger. This position processes financial transactions including accounts payable, revenue deposits, journal vouchers and expense reimbursements. This position is also responsible for the accurate recording of registrations received, provides reception and course registration services working in conjunction with other CPPD Staff.

Organizational Status

Reports to the Director, Division of Continuing Pharmacy Professional Development, for Financial and Accounting Matters (A below) and to the Administration Manager for Registration Processing and Administrative Duties (B and C below). Works closely and in concert with the CPPD team. Interacts with other University Departments including but not limited to Financial Services and the Faculty of Pharmaceutical Sciences.

Work Performed

4.1. Financial and Accounting Matters

4.1.1. Financial Statement Reporting

Compiles budget information and financial data.

Each month, using spreadsheet software, assists the Director with preparation of financial statements for course activities by obtaining revenue and attendance data from registration system and data from the University Financial System, either electronically or via paper reports. It is imperative that statements are accurate and complete as many courses are co-sponsored and as a result any deficits must be recognized and recovered.

Each month, downloads financial reports from FMIS, reconciles the reports and forwards Over-Under Report to the Director for review and signature.

Each year, using spreadsheet software, and working in conjunction with the Director, Associate Director and Administration Manager provides data for year end summaries for CPPD.

4.1.2 Establishing and Managing Program Grant Accounts (PGs)

Creates project accounts for each CPPD course, sets up appropriate paper and electronic filing by employing the Financial



The University of British Columbia

Staff Job Postings

Management System. When all course activity is complete, inactivates the project grant ensuring appropriate reconciliation and the preparation of the final course statement. Closes accounts when necessary.

4.1.3 Payroll

Reviews payroll for all part-time and student assistant staff.

Prepares time sheets for hourly staff, UAA appointments and Work Study Appointments and overtime for monthly paid staff. Delivers time sheets with appropriate signatures to Payroll within guidelines.

Investigates payroll problems when staff requires clarification regarding their pay. Adheres to the procedures outlined by the Payroll Department to ensure timely payment to all staff members.

4.1.4 Financial Processing

Reviews and processes various forms including Requisitions for Payment, Journal Vouchers, Travel requisitions, purchase orders, cash receipts, and Settlements and Requisitions to the appropriate departments, following UBC policies.

Investigates unusual transactions in accordance to policy, terms and conditions. Seeks clarification on UBC Financial Policies whenever required from the Director or appropriate source. (Finance Department Web Site or Personnel, Director of CPPD etc.)

Prepares payment for honoraria via Requisition for Payment, Honorarium or Time Sheet, ensuring all information for the payee is correct.

Seeks clarification from vendors when items appear to be billed incorrectly or when more information is needed to process payment.

Prepares deposits for payments received for tuition payments, donations, sponsorships, research grants, and exhibitor fees.

Payments may be in the form of credit cards (via UBC's web payment service e-Payments), cash, cheques, bank drafts, electronic fund transfers or other means.

Ensures compliance with all UBC e-Payments policies.

Performs follow up with appropriate departments when processing has not been handled in a timely manner.

Performs follow up with UBC Finance regarding receipt of electronic fund transfers. Reviews amounts for accuracy prior to processing deposits to the appropriate account.

Prepares appropriate documentation for all financial matters and files in appropriate folders for reconciliation.

Performs complex financial reconciliation and monitoring deposit of funds, reviewed by the Director.

Reconciles monthly ledgers. Identifies errors and traces unverified expenditures. Requests copies of journal entries for file copies. Prepares journal entries to adjust any incorrect entries in the ledgers.

Reconciles credit transactions by comparing bank statements to deposit forms in order to identify and correct errors created by the bank or Finance Department, using spreadsheet software.

Each month, transfers credit card payments to the appropriate project grant accounts, ensuring the Credit Card Clearing Account has \$0 balance.

4.1.5 Year-End Procedure

Working closely with the Director of CPPD, ensures all Year-End journal entries are done before the deadlines provided by UBC Finance Department. Closes project accounts as necessary.

4.1.6 Cost Control

Working in conjunction with other CPPD staff provides cost control measures to ensure CPPD expenditures are kept to a minimum.

4.2 Registration Processing

4.2.1 Telephone Reception

Receives incoming calls and answers inquires about CPPD courses in an effective and efficient manner. Demonstrates an outstanding telephone manner, dealing with all callers in a warm, friendly and professional way.

Ensures that the most accurate and up-to-date information about courses is available on all staff desks in order to effectively answer questions and provide information. Calls prospective participants back if necessary information is not available.

Mails, faxes, or e-mails brochures and other course information to individuals requesting course information.

Encourages callers to register for courses, especially when enrollment is limited.



The University of British Columbia

Staff Job Postings

4.2.2 Registration Processing

Works closely with the Administration Manager, Director and Associate Director to ensure that the online registration system (CiviCRM) is functioning properly. Reports any problems or concerns with online registrations to the Administration Manager. Reviews online registrants' profiles for completeness and accuracy and follows up on those requiring attention. Sends replacement copies of receipts to registrants when requested as per approval policy. Prepares and distributes Daily Registration Summary for those programs where this information is required, or prepares these statistics in other formats. Follows up with registrants who have not paid tuition fees in advance or on site. Processes Tuition Fee Refunds according to established guidelines for registrants who have withdrawn or for registrants in courses that have been canceled.

4.2.3 On-Site Registration

Provides on-site assistance at some events, checking in registrations and trouble shooting when necessary.

4.2.4 Course Preparation

Reviews course materials and brochures for accuracy and completeness with respect to registration procedures. From the online registration system (CiviCRM), exports registration data to create name badges, sign-in sheets attendance certificates and other materials as requested.

4.2.5 Database Management

As a member of the CPPD Database Working Group, under the direction of the Administration Manager, updates CPPD databases and email distribution lists.

4.3 Administrative Duties

Acts as a backup to Program Assistant position, e.g. mail, telephone, assisting Director, Associate Director and Administration Manager as required. Makes recommendations to improve internal financial systems. Maintains accurate control of petty cash. Participates in mailing, photocopying and production of program materials when required. Mails out home study manuals once yearly for the new season as well as day to day mail outs during the year. Maintains inventory on Home Study manuals, and reordering, as necessary. Maintains inventory on paper stock such as photocopier paper, envelopes, brochure paper, colored paper, letterhead; reordering, as necessary.

Supervision Received

Reports to the Director. Works with minimal ongoing supervision. Independent judgement and decision making is exercised in matters related to finance and matters of a routine nature. The Director and Associate Director are involved in the finalization of any contractual agreements that may require a signature, as well as all budgets and course statements.

Supervision Given

In conjunction with the Administration Manager, supervises the work activities of Part Time Staff, students and temporary staff.

Consequence of Error/Judgement

Confidentiality of personal information of all UBC Continuing Pharmacy Professional Development participants is of utmost importance and all employees of CPPD must sign a confidentiality agreement provided by the College of Pharmacists of BC. Personal information with regards to BC pharmacists must be treated as confidential and must not be shared. Any breach of confidentiality may cause a mistrust of the CPPD office and may affect the abilities of the CPPD Department to deliver its mandate, that of providing Continuing Professional Development for BC Pharmacists. Any employee found in breach of confidentiality may be dismissed.



The University of British Columbia

Staff Job Postings

The Director and Associate Director of CPPD are responsible for the overall presentation and success of courses. Once the course outline has been established, the incumbent applies knowledge of procedures, guidelines and carries out all necessary steps to ensure successful presentation. As each course offering differs in its content and scope the incumbent must use independent judgement in day to day decisions. .

Poor cost-effective decisions relating to all financial reporting or forecasting could negatively impact the Department. Failure to follow up on incoming revenues from donors and exhibitors could result in lost revenue to the Department.

Any errors or perceived errors in registrations, all financial transactions, telephone manner, and on-site requirements could result in a negative opinion about CPPD, Faculty of Pharmaceutical Sciences, the University of British Columbia, and or the College of Pharmacists of BC, as well as the sponsoring organization(s)(where applicable).

Qualifications

High School graduation and Completion of one year post secondary education in a related field. training in basic accounting and office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. or two years of relevant UBC experience. Ability to effectively use Microsoft Office at an intermediate level (e.g. Outlook, MS Word, MS Excel, PowerPoint). Experience or certification with UBC FMS preferred. Experience with UBC e-Payments preferred. Experience with CiviCRM online registration system preferred. Knowledge of UBC systems, policies and procedures an asset. Effective oral and written communication, interpersonal and organizational skills. Ability to type 55 w.p.m. and to use a normal range of office equipment. Ability to prioritize work and to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. 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: 12211
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:** Senior Financial Spec 1a (Gr8)
Department: Department of Wood Science
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-01 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-07 **Available Openings:** 1

Job Summary

To provide senior financial and administrative support to the Department of Wood Science and Centre for Advanced Wood Processing. Major responsibilities include provision of financial and administrative support to the Administrator, Department Head of Wood Science, Managing Director of Centre for Advanced Wood Processing (CAWP), and faculty. Responsibilities includes interpreting and following university policies to ensure compliance with the use of funds for general purpose operating budget, specific purpose, fee for service, continuing education, endowment and research accounts. Responsible for ensuring that expenditures comply with granting agency policies and terms of conditions. Coordinates reconciliation of all project grants for the Department and Centre. Analyses and prepares detailed financial statements and performs complex reconciliations. Oversees analyzing, coding and processing requisitions, ordering supplies, collection of financial data for production of reports. Administers transfer of funds and budgets as required. Coordinates cost recovery and reallocation of expenses to appropriate specific purpose, fee for service, continuing education and research accounts.

Organizational Status

Reports to the Administrator of the Department of Wood Science, and works cooperatively with the Department Head, CAWP Managing Director, and faculty. Works closely with the Administrative Support 2 position to fulfill the operational requirements of the Wood Science and CAWP general office.

Assists with orientation and training of new staff and faculty, and coordinates work of the Administrative Support 2 position and student assistants.

Liaises with Financial Services, Payroll, Human Resources, Purchasing, Accounts Payable and other departments as required.

Work Performed

Prepares student appointment forms for Graduate Research Assistants (GRA) and Teaching Assistants (TA). Maintains student payroll spreadsheet and liaises with faculty regarding graduate student appointments.

Reconciles monthly financial ledgers for Department of Wood Science and Centre for Advanced Wood Processing ensuring any problems are resolved.



The University of British Columbia

Staff Job Postings

Coordinates processing of cash receipts to ensure correct allocation of funds to appropriate projects including collection, reconciliation and deposit of funds for print credit sales, telephone, etc.

Analyzes calculates and follows-up on collection of internal work orders and issue invoices to collaborating organizations.

Processes and reconciles credit card transactions using the Consolidated Billing Module (CBM).

Coordinates cost recovery, transfer and reallocation of expenses to appropriate specific purpose, fee for service, continuing education and research accounts. Prepares summary reports as required.

Oversees monthly download and prepare electronic journals to identify charge outs and maintenance of authorized users of photocopier including usage for twenty-nine undergrad courses. Coordinates provision of reports and summaries for analysis (teaching expenses; photocopier usage by course).

Oversees administration and processing of a computerized requisition system to generate: requisitions for payment, purchase requisitions > \$2500, Land and Building Services work requests and orders, honoraria, journal vouchers, expense claims, travel advances, etc.

Analyzes, reconciles and prepares detailed complex financial reports statements for research project grants as required to fulfill reporting requirements. Maintains bring forward system to ensure reporting requirements are fulfilled on a timely basis.

Coordinates telephone installation, moves, disconnection, account changes, long distance access, etc. Oversees reconciliation of telephone reports from IT Services including long distance charges and collection of funds for personal long distance charges; issuing account changes as required.

Coordinates and issues electronic journal vouchers to Financial Services.

Coordinates maintenance of open orders at various UBC departments and chemical stores.

Reconciles American Express credit card for Department Head and Managing Director.

Oversees reconciliation and maintenance of Petty Cash fund.

Acts as Pcard Coordinator for Department. Procures goods and services using the UBC Purchase Card. Review monthly statements and receipts from Pcard holders.

Reviews research proposal application budgets for compliance to granting agency and UBC policies, obtains appropriate signatures, and forwards to the University Research Service Office and or the Industry Liaison Office.

Assists Computer Support Specialist and Research Assistant Technician to maintain equipment inventory.

Oversees maintenance of financial filing system including accounts payable, receivable and ledger documents.

Provides back up support and temporary coverage for Administrator and Administrative Support 2 positions for vacation illness coverage.

Handles other duties as required.

Supervision Received

Reports to the Administrator of the Department of Wood Science and is expected to work independently with minimum supervision by prioritizing workload and keeping supervisor informed of workload status.



The University of British Columbia

Staff Job Postings

Supervision Given

Oversees the work of Administrative Support 2 position, work study student assistants, and temporary assistance covering for vacations extended illness. Will assign duties; establish work priorities; participate in interviewing and recommending prospective employees; provide input to employee development and discipline.

Consequence of Error/Judgement

This position oversees initiation and processing of source documents for the Financial Services Department of the University. A sound knowledge of the University's financial and purchasing systems, accuracy, good judgement and initiative will eliminate errors while maintaining the financial integrity of the Department of Wood Science. Must keep abreast of granting agency guidelines, changing FMS procedures and University policies and processes to ensure transactions are completed appropriately, efficiently and accurately. Failure to comply will cause inaccurate financial reporting, reconciliation and collection of funds for the department.

Qualifications

High School graduation and CGA CMA Level 3. . 4 years related experience or the equivalent combination of education and experience. Three years of relevant UBC experience with knowledge of UBC financial and purchasing policies preferred. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to understand and apply policies, procedures, and instructions. Ability to communicate effectively in English (verbal and written). Ability to perform complex analyses. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively perform accounts payable and accounts receivable related duties. Intermediate level computer experience required (Word, Excel, Outlook, UBC's Smartforms, FMS, HRMS preferred). Ability to type 55 w.p.m. and to operate a normal range of office equipment.

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



Job Posting

Job ID: 12212
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:** Senior Financial Spec 1a (Gr8)
Department: Department of Wood Science
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-01 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-07 **Available Openings:** 1

Job Summary

To provide senior financial and administrative support to the Department of Wood Science and Centre for Advanced Wood Processing. Major responsibilities include provision of financial and administrative support to the Administrator, Department Head of Wood Science, Managing Director of Centre for Advanced Wood Processing (CAWP), and faculty. Responsibilities includes interpreting and following university policies to ensure compliance with the use of funds for general purpose operating budget, specific purpose, fee for service, continuing education, endowment and research accounts. Responsible for ensuring that expenditures comply with granting agency policies and terms of conditions. Coordinates reconciliation of all project grants for the Department and Centre. Analyses and prepares detailed financial statements and performs complex reconciliations. Oversees analyzing, coding and processing requisitions, ordering supplies, collection of financial data for production of reports. Administers transfer of funds and budgets as required. Coordinates cost recovery and reallocation of expenses to appropriate specific purpose, fee for service, continuing education and research accounts.

Organizational Status

Reports to the Administrator of the Department of Wood Science, and works cooperatively with the Department Head, CAWP Managing Director, and faculty. Works closely with the Administrative Support 2 position to fulfill the operational requirements of the Wood Science and CAWP general office.

Assists with orientation and training of new staff and faculty, and coordinates work of the Administrative Support 2 position and student assistants.

Liaises with Financial Services, Payroll, Human Resources, Purchasing, Accounts Payable and other departments as required.

Work Performed

Prepares student appointment forms for Graduate Research Assistants (GRA) and Teaching Assistants (TA). Maintains student payroll spreadsheet and liaises with faculty regarding graduate student appointments.

Reconciles monthly financial ledgers for Department of Wood Science and Centre for Advanced Wood Processing ensuring any problems are resolved.



The University of British Columbia

Staff Job Postings

Coordinates processing of cash receipts to ensure correct allocation of funds to appropriate projects including collection, reconciliation and deposit of funds for print credit sales, telephone, etc.

Analyzes calculates and follows-up on collection of internal work orders and issue invoices to collaborating organizations.

Processes and reconciles credit card transactions using the Consolidated Billing Module (CBM).

Coordinates cost recovery, transfer and reallocation of expenses to appropriate specific purpose, fee for service, continuing education and research accounts. Prepares summary reports as required.

Oversees monthly download and prepare electronic journals to identify charge outs and maintenance of authorized users of photocopier including usage for twenty-nine undergrad courses. Coordinates provision of reports and summaries for analysis (teaching expenses; photocopier usage by course).

Oversees administration and processing of a computerized requisition system to generate: requisitions for payment, purchase requisitions > \$2500, Land and Building Services work requests and orders, honoraria, journal vouchers, expense claims, travel advances, etc.

Analyzes, reconciles and prepares detailed complex financial reports statements for research project grants as required to fulfill reporting requirements. Maintains bring forward system to ensure reporting requirements are fulfilled on a timely basis.

Coordinates telephone installation, moves, disconnection, account changes, long distance access, etc. Oversees reconciliation of telephone reports from IT Services including long distance charges and collection of funds for personal long distance charges; issuing account changes as required.

Coordinates and issues electronic journal vouchers to Financial Services.

Coordinates maintenance of open orders at various UBC departments and chemical stores.

Reconciles American Express credit card for Department Head and Managing Director.

Oversees reconciliation and maintenance of Petty Cash fund.

Acts as Pcard Coordinator for Department. Procures goods and services using the UBC Purchase Card. Review monthly statements and receipts from Pcard holders.

Reviews research proposal application budgets for compliance to granting agency and UBC policies, obtains appropriate signatures, and forwards to the University Research Service Office and or the Industry Liaison Office.

Assists Computer Support Specialist and Research Assistant Technician to maintain equipment inventory.

Oversees maintenance of financial filing system including accounts payable, receivable and ledger documents.

Provides back up support and temporary coverage for Administrator and Administrative Support 2 positions for vacation illness coverage.

Handles other duties as required.

Supervision Received

Reports to the Administrator of the Department of Wood Science and is expected to work independently with minimum supervision by prioritizing workload and keeping supervisor informed of workload status.



The University of British Columbia

Staff Job Postings

Supervision Given

Oversees the work of Administrative Support 2 position, work study student assistants, and temporary assistance covering for vacations extended illness. Will assign duties; establish work priorities; participate in interviewing and recommending prospective employees; provide input to employee development and discipline.

Consequence of Error/Judgement

This position oversees initiation and processing of source documents for the Financial Services Department of the University. A sound knowledge of the University's financial and purchasing systems, accuracy, good judgement and initiative will eliminate errors while maintaining the financial integrity of the Department of Wood Science. Must keep abreast of granting agency guidelines, changing FMS procedures and University policies and processes to ensure transactions are completed appropriately, efficiently and accurately. Failure to comply will cause inaccurate financial reporting, reconciliation and collection of funds for the department.

Qualifications

High School graduation and CGA CMA Level 3. . 4 years related experience or the equivalent combination of education and experience. Three years of relevant UBC experience with knowledge of UBC financial and purchasing policies preferred. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to understand and apply policies, procedures, and instructions. Ability to communicate effectively in English (verbal and written). Ability to perform complex analyses. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively perform accounts payable and accounts receivable related duties. Intermediate level computer experience required (Word, Excel, Outlook, UBC's Smartforms, FMS, HRMS preferred). Ability to type 55 w.p.m. and to operate a normal range of office equipment.

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



Job Posting

Job ID: 12258
Location: Robson Square
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 1 (Gr3) **Business Title:** Program Assistant 1 (Gr3)
Department: Continuing Studies
Salary: \$36,672.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-02-20
Job End Date: 2013-02-19
Funding Type: Self Funded
Other:
Date Closed: 2012-02-10 **Available Openings:** 1

Job Summary

To provide administrative support for the testing and assessments offered by the Life and Career Programs (LCP) within UBC Continuing Studies. The Program Assistant works closely with the Manager, Assessment Services & Volunteer Program, interacting with prospective and current clients, preparing materials and supporting the smooth administrative operation of this growing program area.

Organizational Status

Reports to Manager, Assessment Services & Volunteer Program, Life and Career Programs and works closely with other Life and Career Programs staff. Liaises as needed with staff members in Continuing Studies, Robson Square and other UBC Units.

Work Performed

- Greets and responds to telephone, email and walk in inquiries professionally and in a welcoming, efficient and timely manner
- Registers clients: enters and updates mailing list information and registration data in registration system, sends confirmation letters
- Registers and greets participants on-site and at testing sessions and special events
- Provides basic information for assessments and consultation opportunities, referring clients to the Manager, Assessment Services as needed
- Creates and maintains administrative files and client records (electronic and paper based)
- Schedules consultation appointments with career consultants
- Informs and advises clients on divisional policies (e.g. refunds) and any changes to course times or locations
- Monitors payments
- Investigates and resolves moderately complex problems related to issues such as registration, tuition fee errors and rejected student payments
- Works with LCP staff to produce and distribute course materials
- Provides basic support to instructors and consultants in terms of course preparation and orientation (e.g. copying of materials, unit policies, facility use, access to supplies and a v equipment)
- Composes routine correspondence including proofing and typing of letters, reports, invoices and other documents as needed
- Orders, organizes, and couriers testing assessments
- Assists with booking classroom and special event space, room set up on campus and in the community



The University of British Columbia

Staff Job Postings

- Assists with the organization of meetings including catering and room bookings and other requirements
- May take notes for staff meetings
- Assists with promotional activities at career fairs, online event postings and distribution of materials on campus and in the community
- Performs other duties related to the qualifications and requirements of the position

Single person workstation or shared office. Must be able to handle interruptions, and readjust priorities accordingly. Generally expected to work Monday to Friday during normal business hours. Involvement in occasional special events on weekends or evenings may be required. Subject to changing levels of noise, activity, interruptions and an emotionally charged atmosphere.

Supervision Received

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

Supervision Given

May give direction to temporary works study students.

Consequence of Error/Judgement

Failure to complete work in a timely manner may impede the smooth running of a program. Incomplete information or mishandling of client inquiries, concerns or problems can cause a negative effect on the reputation of UBC Continuing Studies and its reputation for excellent service. Providing accurate and timely feedback from clients to program staff is critical to the ongoing improvement of our programs. Inability to multi-task in a hectic environment may result in loss of revenue.

Qualifications

High School graduation and 1 year post-secondary education. Training in bookkeeping and office procedures and practices. Bachelor's Degree is preferred with training in administrative systems, office procedures and communication skills or equivalent combination of education and experience. 2 years of related experience or the equivalent combination of education and experience. UBC experience and experience working in a cost-recovery or revenue-based customer service environment preferred. Previous experience working in a counseling setting would be an asset. Knowledge of UBC Continuing Studies programs, services and publications preferred. Excellent interpersonal skills and the ability to understand and adapt to changing needs of individuals and the organization. Strong written and oral communication skills. Awareness of and sensitivity to special needs of diverse populations. Highly motivated with excellent organizational skills. Knowledge of registration systems and ability to use word processing, spreadsheet and database applications at an intermediate level. Ability to type 50 w.p.m. and to operate normal range of office equipment. Ability to create templates and merge files from databases. Ability to exercise tact and discretion and work with confidential information. Ability to prioritize work, multi-task and meet deadlines under time constraint. Ability to maintain accuracy and special attention to detail. Experience with online learning an asset. Ability to work independently and as a member of a team.

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: 12226
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 3 (Gr4) **Business Title:** Front Counter 3 (Gr4)
Department: Schl of Arch & Landscp Arch
Salary: \$37,308.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-12 **Available Openings:** 1

Receptionist (LARC ENDS) and Finance Clerk

Job Summary

This position acts as the first line of contact to the Landscape Architecture (LARC) and Environmental Design (ENDS) programs in the Macmillan Building location of the School of Architecture and Landscape Architecture (SALA). This position provides financial processing support to the School as well as reception and administrative support to the LARC and ENDS programs.

Organizational Status

Reports to the SALA Manager, Administration. Workflow is supervised by the Student Services Coordinator for the Landscape Architecture and Environmental Design Programs. Interacts regularly with the faculty and staff of SALA and the students and prospective students of the LARC and ENDS programs and works closely with the faculty administrators. Liaises with service providers from Finance, Research & Trust Accounting and Accounts Payable.

Work Performed

Reception and Administrative Support for the Landscape Architecture and Environmental Design Programs

- Reception and Administrative Support for the MCML office: Responds to all routine inquiries including telephone, walk in and email inquiries for the Landscape Architecture and Environmental Design Programs. Acts as back up reception support to the Lasserre office (Architecture Program and SALA administration). Directs complex calls and questions to the Student Services Coordinator(s) where appropriate.
- Forwards group emails to staff faculty students (lectures, job opportunities, etc.); maintains program's list-serves.
- Prepares routine correspondence and materials and schedules meetings for the Chairs, Landscape Architecture and Environmental Design.
- Provides 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.



The University of British Columbia

Staff Job Postings

- Processes, posts, sorts, and distributes incoming and outgoing mail, couriers, and faxes; maintains student and staff faculty mailboxes. Maintains bulletin boards.
- Orders and maintains inventory of office supplies, including photocopy paper and office stationery.
- Provides office equipment support; maintaining paper supply, toner inventory, clearing print jams etc.
- Administers parking passes for guests.
- Enters on-line key requisitions for students, faculty, instructors and guests as needed.
- Assist with coordinating of the annual workshops, field courses or other program events.
- May assist the SALA Program Assistant in the teaching and course evaluations process.
- Provides assistance to the Student Services Coordinator during peak periods. Tasks may include:
 - Collects and organizes all incoming documents related to applications for admission both the Landscape Architecture graduate programs and the Environmental Design undergraduate program; check for accuracy and completeness and follow up on incomplete files.
 - Assists students in the completion of record change forms, directed studies and or internship approval forms, and other routine form preparation.-o May assist students with routine registration questions; views and interprets academic record information on Student Information Service Centre(SISC); understands the programs' completion requirements.
 - Receives MLA graduation project submissions and checks for completeness.
 - Types program completion memos for student graduation, scholarship forms and other student related forms as required.
 - Assist with archiving student records after graduation.
 - Performs other related tasks as required

Financial Processing

- Prepares financial documents (cash deposits, cheque requisitions, journal vouchers, invoices, travel claims and purchase requisitions) for approval.
- Reviews all financial paperwork to ensure appropriate backup documentation is attached; follows up with the originating student, faculty or staff member when additional documentation is required.
- Submits paperwork to Financial Services for processing and resolves vendor disputes by researching, following up and making corrections as appropriate.
- Maintains and reconciles the petty cash for the office.
- Collects miscellaneous fees and payments from students and issues receipts.
- Maintains all financial records and files. Maintains and organizes financial archives.
- Prepares payroll appointment forms (manually or electronically on HRMS). Maintains HR records and files.
- Collects and submits timesheets for hourly employees.
- Assists the Manager, Administration by collecting data, running reports, pulling files and providing other information assistance as requested.



The University of British Columbia

Staff Job Postings

- Other related clerical financial tasks as required.

Supervision Received

Performs routine duties independently and in accordance with established procedures; receives specific instructions from the Student Services Coordinator and the Manager, Administration as necessary. Incumbent identifies and resolves problems relating to areas of responsibility and brings unusual matters to the attention of the Manager, Administration as appropriate.

Supervision Given

n a

Consequence of Error/Judgement

Works independently under general supervision and guidelines, applying knowledge of procedures and regulations to establish priorities and accomplish goals. Required to exercise judgment and tact in dealings with others on the telephone, in person and by e-mail. Poor judgment or failure to act in a professional, tactful manner will have an adverse effect on the image of the School.

Qualifications

High School graduation and one year of related post-secondary education. Training in bookkeeping and office procedures and practices. Undergraduate university degree preferred. 3 years relevant experience or the equivalent combination of education and experience. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to accurately process <function> within required timelines. Ability to accurately process cash credit card transactions. Ability to accurately balance cash and resolve discrepancies. Ability to accurately prepare bank deposits. Ability to provide quality service to customers in a courteous, patient manner. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Familiarity with bookkeeping and or accounting practices

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: 12120
Location: Vancouver - Point Grey Campus
Employment Group: Excluded M&P
Job Category: Unassigned
Classification Title: Legal Counsel **Business Title:** Legal Counsel
Department: University Counsel Office
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-20 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-06 **Available Openings:** 1

Job Summary

The Legal Counsel provides legal advice and services to the University under the supervision and direction of the University Counsel.

Organizational Status

Reports to the University Counsel.

Work Performed

The Legal Counsel:

- provides legal advice and services on a range of legal issues directly to faculties and administrative units, except with respect to matters within the jurisdiction of the Department of Human Resources;
- upon consultation with the University Counsel, retains, instructs and supervises external legal counsel on behalf of the University, except with respect to matters within the jurisdiction of the Department of Human Resources;
- identifies and recommends procedures and practices to protect the University from undue liability;
- develops and reviews University policies for consideration by the Board of Governors;
- participates in seminars and other education-oriented initiatives on legal issues affecting the University; and
- performs other related duties as required by the University Counsel.

Supervision Received

The Legal Counsel works under the direction of the University Counsel.

Supervision Given

The Legal Counsel assists in supervising the Paralegal in the Office of the University Counsel.

Consequence of Error/Judgement

Adverse decisions may have significant impact upon the reputation of the University and affiliated organizations, or expose the



The University of British Columbia

Staff Job Postings

University or affiliated organizations to unwarranted legal liability. In most cases, the results of the decisions are irreversible.

Qualifications

- be a member in good standing of the Law Society of British Columbia;
- have a law degree. - have broad-based experience as a practising lawyer, preferably including 6 years of solicitor's experience;. have strong interpersonal skills; exercise judgement, tact, and discretion; have the ability to simultaneously manage a diverse range of complex projects and activities; have extremely effective oral and written communications skills; be familiar with University policies and procedures; be an effective negotiator; relate well with faculty, staff, and students; and have computer skills.

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



Job Posting

Job ID: 12121
Location: Vancouver - Point Grey Campus
Employment Group: Excluded M&P
Job Category: Unassigned
Classification Title: Legal Counsel **Business Title:** Legal Counsel (Charitable Giving)
Department: University Counsel Office
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-20 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-06 **Available Openings:** 1

Job Summary

The Legal Counsel (Charitable Giving) provides legal advice and services to the University under the supervision and direction of the University Counsel, focusing primarily on those areas of the law relating to charitable giving.

Organizational Status

Reports to the University Counsel.

Work Performed

The Legal Counsel (Charitable Giving):

- provides legal advice and services to faculties and administrative units on a range of legal issues but focusing primarily on issues relating to charitable giving and the University's endowment funds;
- reviews and drafts legal documentation, focusing primarily on charitable giving;
- recommends for the approval of the University Counsel all legal documentation relating to charitable giving;
- works closely with the Development Office;
- upon consultation with the University Counsel, retains, instructs and supervises external legal counsel on matters relating to charitable giving;
- identifies and recommends procedures and practices to protect the University from undue liability;
- participates in seminars and other education-oriented initiatives on legal issues affecting the University; and
- performs other related duties as required by the University Counsel.

Supervision Received

The Legal Counsel (Charitable Giving) works under the direction of the University Counsel.

Supervision Given

The Legal Counsel (Charitable Giving) assists in supervising the Paralegal in the Office of the University Counsel.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Adverse decisions may have significant impact upon the reputation of the University and affiliated organizations, or expose the University or affiliated organizations to unwarranted legal liability. In most cases, the results of the decisions are irreversible.

Qualifications

- be a member in good standing of the Law Society of British Columbia;
- have a law degree. - have a minimum of six years of experience as a practising lawyer, including experience in trusts, estates, tax and charities law; - have strong interpersonal skills; exercise judgement, tact, and discretion; have extremely effective oral and written communications skills; have the ability to simultaneously manage a diverse range of complex projects and activities; be familiar with University policies and procedures; be an effective negotiator; relate well with faculty, staff, and students; and have computer skills.

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



Job Posting

Job ID: 12203
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A **Business Title:** Financial Supervisor
Department: Applied Science, Deans Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-06 **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 Supervisor is responsible for managing the effective and efficient day-to-day financial operation of the Dean's Office and assisting the Finance & Facility Manager with budget and strategic planning initiatives and performing various financial analyses.

Organizational Status

Reports to the Finance & Facility Manager.
 Works with the other staff of the Dean's Office
 Supervises 2 financial clerks.
 Liaises with numerous University service units, including Budget Office, Financial Services, Payroll, Research & Trust Accounting, Research Services, UILO, Human Resources, Faculty Relations, Advancement Services, Plant Operations, etc., on financial and facility matters related to the Faculty.
 Liaises regularly with external vendors.

Work Performed

FINANCIAL MANAGEMENT 75%
 Manages the financial accounts of the Faculty by: monitoring accounts, authorizing transfers, overseeing reconciliation of ledgers, providing projections, tracking commitments and ensuring timely and accurate financial reporting. (PG's include the Faculty of Applied Science Dean's Office Operating Budget as well as Endowment, Contract, Grant, Specific Purpose, Equipment, Minor Capital budget, and externally-funded programs.)
 -Engages in business process reviews to effectively implement or enhance accounting procedures, financial information flow, administrative procedures, work flow or internal controls throughout the Faculty.
 -Analyses existing accounting systems and methods, and develops and implements new financial processes and internal controls to improve the efficiencies of the financial information workflow within the Faculty and integration with the University's financial system.
 -Participates in short to long-range strategic planning of faculty priorities with respect to the financial environment.
 -Reviews and approves all financial paperwork for signature of the Finance & Facility Manager, the Director of Finance, or the Dean.



- Manages the FMS on-line process (including authorization of all FMS transactions, maintaining proper internal controls, ensuring timely processing of payables and journal vouchers) and procedures, ensuring all University and Financial Services policies and procedures are followed.
- Directs and oversees the reconciliation of monthly payroll and benefits for all faculty and staff; reviews the monthly Budget IHRIS Comparison reports for discrepancies and resolves.
- Directly supervises two finance clerks.
- Reviews and approves all staff and student appointments and timesheets for signature, based on a thorough knowledge and understanding of relevant University policies and guidelines; follows up with submitting unit department school to correct errors and provide direction.
- Maintains a current knowledge of financial policies and procedures to ensure accountholders are adhering to University and external granting agencies financial policies and procedures.
- Maintains a current knowledge of all relevant federal and provincial legislation and regulations relating to taxation and other financial issues for the Faculty.
- Oversees the monitoring of budgets regularly; ensures proper linkage of shadow budgets to overall budgets;
- Manages closing of year-end books for the Faculty of Applied Science; monitors Over Under reports and discusses year-end wrap-up procedures with Faculty units.

SUPPLY MANAGEMENT 20%

- Supervises and approves departmental equipment and office supplies purchases.
- Responsible for the acquisition and disposition of surplus furniture and equipment.
- Develops and implements policies and procedures for the acquisition, utilization, maintenance and replacement of office equipment and supplies. Manages lease and maintenance contracts on all departmental equipment
- Responsible for purchasing of major expenditures in the Dean's Office: Performs cost benefit analysis to determine equipment replacement options; liaises with UBC personnel and vendors to coordinate estimates; sources new vendors, arranges competitive quotes, discusses alternative options for job and vendor selection as required.
- Determines if payments to contractors are in compliance with Revenue Canada and the University's regulations.
- Acts as Faculty Purchase Card Coordinator for the Faculty of Applied Science. Resource person on the Purchase Card, ensuring all guidelines and procedures are followed and provides advice to unit administrators on various aspects of the PCard. Performs annual spot audits of PCard users.

OTHER 5%

- Manage staff including hiring, development, evaluation, discipline and termination as required.
- Undertakes special projects at the request of the Finance & Faculty Manager, the Director Finance, the Director Administration, or the Dean.
- Performs other related duties commensurate with skills and experience as required.

Supervision Received

The position reports to the Finance & Faculty Manager and works with wide latitude and at the level of an intermediate accounting professional

Supervision Given

The Supervisor supervises two financial clerks in the Dean's Office. The position provides guidance to the administrative and financial staff of the Faculty regarding financial and accounting related policies and procedures.

Consequence of Error/Judgement

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

Financial reports impact the decisions made by the Dean and senior managers. Incorrect and or untimely information could result



The University of British Columbia

Staff Job Postings

in poor financial management decisions and misallocation of faculty resources. Failure to oversee budgetary procedures and financial management effectively could result in serious impact to the financial position and funding of the faculty.

Errors in judgment may impact the long term financial and operational activities of the Faculty of Applied Science and make it impossible for the Dean to represent the Faculty accurately to the University.

Qualifications

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA) and two years of post-secondary education in financial management and or completion of one year in an accredited accounting program (CA, CGA, CMA) or the equivalent combination in education and experience. Minimum of two years experience or the equivalent combination of education and experience. Minimum of two years related experience in financial management and administration and a minimum of two years of supervisory experience. Computer experience to intermediate level with spreadsheet, database, word processing and e-mail software required. (MS Office preferred) Demonstrated Ability to communicate effectively in both verbal and written form. Ability to work effectively independently and in a team environment Demonstrated ability to work with multiple priorities and execute; ability to work calmly under pressure of critical deadlines or heavy volumes during peak periods; Demonstrated Ability to work effectively both independently and within a team environment Effective organizational, interpersonal, leadership and supervisory skills. Thorough knowledge of accounting, audit, budgeting principles and practices and financial planning and general business practices required; experience in financial reporting, budget planning and forecasting required. Experience with UBC Financial and Human Resources systems and Supply Management procedures including FMS, nVision, PS Query, P-Card, EBOS, Peoplesoft Budgeting HRMS and Viking preferred. Experience and knowledge of University policies and procedures in budgeting, financial reporting, procurement, internal control and payroll preferred. Ability to problem-solve, think strategically, identify key information and issues and suggest viable options as required. Demonstrated ability in analyzing business work processes and providing recommendations for change improvement. Demonstrated Ability to enter, retrieve, correct and interpret data in financial management system. Demonstrated Ability to take initiative, exercise discretion and judgement in complex situations.

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: 12230
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C
Business Title: Manager of Finance and Administration
Department: Forestry, Dean's Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-16
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-07
Available Openings: 1

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

Job Summary

The incumbent is responsible for planning, implementing and managing the financial operations of the Faculty of Forestry. The position is also responsible for managing the building and facilities operations of the Faculty, and the human resources of the Dean's office. Provides support to the Dean and Director of Finance in the area of strategic financial management including budgeting, long-range forecasting and resources allocation.

Organizational Status

Reports directly to the Director of Finance, and supports and advises other staff in the Dean's Office, Department Heads, Department Administrators and Research Forest Managers. Supervises the Finance & Operations Assistant. Communicates and liaises with the Office of the Vice-President Academic, the Budget Office, Research Services, Financial Services, Human Resources, Supply Management, Building Operations and other central University agencies. As the central purchasing agent for the Dean's Office this person also liaises with external vendors and suppliers.

Work Performed

Financial Management (75%):

Responsible for the development and implementation of financial and budgetary models ensuring the sustainability of the Faculty and budgetary decisions match the strategic planning initiatives of the Faculty.

Initiates and is responsible for the development of systems and processes to improve management of financial resources.

Develops and maintains the Faculty's 5-year Financial Plan as new strategic initiatives are developed. Develops and establishes financial and operational policies and procedures for the Faculty, and is responsible for ensuring compliance with these policies.

1. Develops business plans and long range forecast.
2. Develops forecasts and oversees the Faculty's GPOF, endowment accounts, fee for service accounts, special purpose funds and research accounts.
3. Coordinates, develops, implements and monitors the Faculty's operating budget. Responsible for ensuring an appropriate commitment control system is in place. Monitors overall effectiveness and efficiency in all units.
4. Works closely with the Dean, Director of Finance and the Department administrators on funding reallocations to ensure ongoing



operational needs as well as strategic priorities are met.

5. Responsible for conducting the annual consolidated budget process for the Faculty of Forestry in Hyperion.
6. Prepares monthly reconciliation and projection for the Dean's Office. Manages the actual performance with projected results, and reviews any large variances with Senior Management Team.
7. Works closely with the Dean and Director of Finance to review and assess the impact and implementation of new funding initiatives, budget cuts, etc.
8. Authorizes funds transfers.
9. Signing authority for all GPOF, Endowment, Trust, Specific Purpose, Capital and Fee for Service P Gs.
10. Applies accrual accounting techniques to fee for service activities, and generates balance sheets and income statements as required.
11. Manages closing of year end books for the Faculty and Departments. Analyses returns from departments at year end, resolves discrepancies, manages and prepares accruals and
12. Engages in business process reviews to efficiently implement or enhance accounting procedures, financial information flow, administrative procedures, workflow or internal controls.
13. Implements and manages the FMS online-processing. Develops and implements the Faculty's FMS Certification Polies and Procedures. Ensures that all University and Financial Services policies and procedures are followed.
14. Oversees appropriate use of AMEX and PCard for the Dean's Office cardholders. Ensures compliance with UBC policy
15. Develops and produces customized financial analysis reports used by the Senior Management Team for strategic planning purposes.
16. Provides financial advice, training, support and on-going assistance to faculty members and department administrators in the areas of budgeting, accounting, financial matters and implications of various planning options, accounting policies and sound business practices. Interprets and advises UBC financial policies.
17. Undertakes special projects at the request of the Director of Finance and Senior Management Team.
18. Manages, evaluates, supervises and trains supporting financial and administrative clerical staff.
19. Represents the Faculty on various University Committees such as the Committee of Faculty Business Administrators (CFBA) and other ad-hoc committees as needed.
20. Works with Financial Services, Supply Management, Budget Office, Office of Research Services, UILO and etc. on complex issues and the interpretation of university policies and procedures.
21. Keeps up to date with accounting and legislation which affects the financial operation of the Faculty.

Facility Management (10%)

1. Works with the Dean, Director of Finance and Senior Management Team to identify space and operational needs, and plan for future requirements. Oversees the maintenance and renovations to existing facilities (Forest Science Centre).
2. Works closely with Land & Building Services and Building Operations on issues involving the physical building space of the FSB.
3. Works closely with Campus Security to ensure the safety and security of the FSB and its residents and guests. Serves as a member in the Faculty's Safety Committee.
4. Directs and works closely with the Operation & Finance Clerk to resolve all building and facility related issues.

Human Resources Management (15%):

1. Oversees and manages human resources administrative process, including development and updating of job descriptions, recruiting, hiring, training, developing, evaluating, and terminating personnel.
2. Interprets, applies and provides advice on collective agreements. Works closely with central Human Resources Advisor to resolve HR related issues.
3. Oversees the annual Faculty and Staff Salary Increase process.
4. Ensures integrity and confidentiality of personnel files.
5. Develops, manages, and maintains an employee review system.
6. Maintains current knowledge of human resources policies and procedures and applicable collective agreements. Ensures all departmental human resources activities are consistent with UBC policies and procedures.

Supervision Received



The University of British Columbia

Staff Job Postings

The Manager of Finance and Administration will report to the Director of Finance. Performs duties independently, consulting with the Director of Finance only on unusual problems or joint projects. Responsibility for this position is defined in terms of the general objectives of the Faculty; this position has the authority to resolve non-standard or complex problems.

Supervision Given

Supervises one Finance & Operations Assistant and one Administrative Assistant. Supervises temporary staff or Work Study students if needed. When required, provides guidance and training in financial systems, internal controls, purchasing best practices and administrative processes to financial staff in the Faculty.

Consequence of Error/Judgement

Work is expected to be at a high level of accuracy. Must exercise judgment based upon a thorough knowledge of procedures, guidelines and regulations. Errors in judgment may impact the long term financial and operational activities of the Faculty of Forestry. Errors in budget calculations and projections could result in significant problems for the Faculty. Errors in document information provided to senior management could delay or cause poor decision making regarding financial resource allocations.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). University Degree in Business Administration or Accounting and Completion of an accredited Accounting program (CA, CGA or CMA). Minimum of five years experience or the equivalent combination of education and experience. - Experience in financial management and administration; thorough knowledge of accounting, audit, budgeting principals and practices and financial planning and general business practices.

- Experience at a supervisory level preferably within a unionized setting.

- Experience with UBC Financial, Human Resources and Supply Management systems and procedures including FMS, P-card, Hyperion and HRMS.

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

- Computer experience to advanced level with spreadsheet and database software; and to intermediate level with word processing, e-mail, and presentation software required. (MS Office preferred).

- Knowledge of HR practices and policies (UBC experience preferred). Experience working in a unionized environment an asset. Knowledge of BC Employment Standards. Ability to perform complex analyses

Must have excellent analytical skills and be detail-oriented. Ability to apply generally accepted accounting principles in an appropriate manner

In-depth knowledge of generally accepted accounting principles; experience in financial reporting, budget planning and forecasting. Ability to perform financial planning functions

Financial planning and management skills; Familiarity with University policies and procedures related to budgeting, finance, procurement, internal control and payroll matters. Ability to approach interactions with an awareness of sensitive issues (e.g., issues concerning specific cultures)

A high degree of professionalism, initiative, tact, productivity and integrity. Ability to analyze problems, identify key information and issues, and effectively resolve

Proven multi-tasking skills; ability to work calmly under pressure of critical deadlines or heavy volumes during peak periods.

Demonstrated ability to think conceptually and organize new tasks. Ability to communicate effectively verbally and in writing

Ability to work effectively independently and in a team environment. Ability to effectively recruit, train, supervise, and motivate employees.

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



The University of British Columbia

Staff Job Postings

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



Job Posting

Job ID: 12237
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C **Business Title:** Financial Analyst
Department: Enrolment Services
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-08 **Available Openings:** 1

Job Summary

The Financial Analyst is responsible for performing senior level financial management and accounting functions in Enrolment Services. The organization consists of multiple specialized student services and administrative units in both Vancouver and Okanagan campuses with a combined operating budget of \$12 million. This position is primarily responsible for providing financial guidance, advice, tools and reports to Enrolment Services' unit directors to develop, manage, and monitor their individual budgets; assessing existing financial systems and recommending changes; conducting broad financial analyses and performing complex reconciliations; and developing policies and procedures to support financial processes. This position plays a significant role in supporting the Director of Finance in providing strategic financial management and guidance to the various Enrolment Services units which collectively serve students and faculty of the Vancouver and Okanagan campuses.

Organizational Status

The Financial Analyst reports to the Director of Finance, Enrolment Services (ES). He She works independently or in collaboration with the Director of Finance - ES, Associate Director of Finance - Student Development & Services, other ES Vancouver and Okanagan unit directors, managers, and staff. He She will serve as the primary liaison for all Hyperion and budgeting requirements in all funds, such as Operating, Endowments, and Awards. The Financial Analyst will also interact with external contacts, such as Canada Revenue Agency, the University's external auditors, government agencies, and other organizations, on financial, accounting, audit, and tax-related matters.

Work Performed

1. Supports the development, submission and review of the quarterly forecasts and annual budgets of the entire ES portfolio in Vancouver and Okanagan campuses, a combined operating budget of \$12 million.
2. Supports the development and monitoring of the student financial assistance and awards budgets, a combined budget of \$24 million, in operating, endowments, and awards funds.
3. Serves as primary liaison to the Budget Office for all Hyperion budgeting and reporting requirements as well as confirming allocation of funding initiatives.
4. Provides support to unit directors by assisting in the development of unit budgets, assessing the impact and implementation of



new funding initiatives and other budget adjustments, and providing training in the use of Hyperion budgeting and other financial management and reporting systems.

5. Develops and prepares financial reports for individual units and provides unit directors with high level variance analysis of actual operating results in relation to forecast and planned activities to support decision-making.
6. Performs comparative funding reviews and collaborates with managers in resolving financial and business related issues including those involving deficits in operating, endowment, and award accounts.
7. Initiates, executes and approves planned transfer of operating funding allocations within internal ES units, or between ES units and other University departments, to optimize the use of available resources in achieving unit goals and initiatives.
8. Updates Hyperion as required to ensure that forecasts and budgets are as intended and resolves any discrepancies between workforce in Hyperion and position management in the Human Resources Management System (HRMS).
9. Prepares complex reconciliation of student accounts used in the assessment and collection of tuition and fees in the Student Information System (SIS sub-ledger) vis-à-vis student accounts receivable in the Financial Management System (FMS general ledger), an annual tuition assessment of over \$340 million.
10. Reviews reconciliation and allocation of deferred revenue and credit card clearing accounts in relation to virtual terminal and front counter student fee payments.
11. Reviews reconciliation of all ES-managed University accounts, such as student loans, US loans, sponsorship billing, and T4A student tax accounts.
12. Interprets accounting procedures and reporting guidelines, and provides financial advice to directors, managers, and staff.
13. Participates in the review of existing internal systems and assists in the development of new systems and methods to improve workflow and processes, increase efficiency and enhance service provided to ES units.
14. Develops, recommends and implements policies and procedures, and designs and conducts training on financial forecasting and budgeting techniques, accounting procedures, policies, and systems.
15. Performs special analytical and ad hoc projects and engages in business process reviews or process streamlining projects, as required.
16. Maintains current knowledge of and ensures compliance to Generally Accepted Accounting Principles, University policies and procedures, Canada Revenue Agency regulations on the issuance of tax slips, US Department of Education audit requirements, and other relevant federal and provincial legislation.
17. Provides insight into significant financial risks and makes practical recommendations to reduce risk, improve operational performance and increase management confidence.
18. Provides support to complete year-end activities and internal cost recoveries within internal ES units, or between ES units and other University departments based on established agreements.
19. Performs other related duties as required.

Supervision Received

The Financial Analyst works independently under broad directives from the Director of Finance. Work is reviewed in terms of service provided to units, soundness of judgment, adherence to deadlines, achievement of objectives, and overall effectiveness,



The University of British Columbia

Staff Job Postings

analytical, and problem-solving skills demonstrated.

Supervision Given

Not applicable.

Consequence of Error/Judgement

The Financial Analyst exercises considerable judgment in advising management on forecasting and budgeting matters and financial policies. Errors in judgment could cause financial hardship or missed opportunities for effective delivery of services to units, students, faculty and staff and could severely compromise ES and the University's ability to achieve their goals. The many diverse functions and locations (including Okanagan campus) of ES units increase the complexity of this role. Failure to provide sound financial advice on policy and systems along with timely and accurate financial information could seriously interfere in unit decision-making and resource allocation.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). University degree in financial management or business administration. Minimum of five years experience or the equivalent combination of education and experience. Minimum of five years of related financial management experience in a complex organization, or an equivalent combination of education and experience. Experience with forecasting, budgeting, financial planning, complex reconciliation, systems development, and internal control required. Knowledge of University policies and procedures preferred. Working knowledge of University financial and student systems (Hyperion Budgeting, PeopleSoft FMS, and SIS) and reporting tools preferred. Proficient spreadsheet (Excel) skills required. Ability to engage with senior levels of management and financial personnel in an organization. Ability to develop and monitor financial budgets and plans required. Effective oral and written communication, interpersonal, analytical, problem-solving and organizational skills. Ability to work both independently and within a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy, attention to detail, and to demonstrate strong initiative, work ethics, and integrity.

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: 11915 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Administrative Coordinator
Department: Medical Genetics
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-16
Job End Date: 2013-01-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-08 **Available Openings:** 1

Job Summary

The newly developed Laboratories of Neurogenetics (LoN) conduct cutting edge research to accelerate the development of novel therapeutics for patients with neurological diseases. The Administrative Coordinator is responsible for coordinating and overseeing the administrative, financial and human resource operations of the laboratories. As Administrative Coordinator for the newly created Laboratories, this position is responsible for the creation and establishment of administrative, human resources, financial and facilities policies and procedures for the operation of the Laboratories. He She will also be responsible for assessing the human resources and administrative needs of the laboratories. This position will be instrumental in this formation and growth phase for LoN as new staff members and researchers are recruited and hired.

The successful applicant is expected to be knowledgeable about UBC and Brain Research Centre policies, and offer guidance and advice to faculty, staff and students. The Administrative Coordinator will oversee communications within LoN and coordinate the flow of information to partnering institutions.

Organizational Status

Currently LoN employs a Director, Research Coordinator, Lab Manager, and 2 Research Associates, Data Analyst, and 5 Research Technicians. LoN is in the process of recruiting several new Research Technicians, Postdoctoral fellows, Research Associates and will grow significantly in the coming months.

Work Performed

- Develop, implement, maintain and update administrative policies, practices and procedures to be observed.
- Develop, implement and maintain policies for acquisition, utilization, maintenance and replacement of office equipment and supplies. Purchase equipment, supplies and furnishings.
- Prepare financial forecasts, reports and budgets for research grants.
- Participate in financial planning processes and provide advice and assistance on resolving research deficits.
- Manage human resource functions, including hiring, disciplining, and terminating staff. Responsible for hiring processes, participate in recruitment and selection of staff. Manage personnel and leave records.
- Responsible for the set up and maintenance of office filing system and up-to-date file lists.
- Provide key administration, guidance, and support to the Director.
- Serve as the primary point of contact for granting agencies; prepare communication for the Director in connection to his



The University of British Columbia

Staff Job Postings

research.

- Act as spokesperson for the Laboratories for internal and external agencies.
- Manage the travel itineraries of senior faculty members, and visiting professors to foster and maximize research collaborations.
- Perform other related duties or special projects as required.

Supervision Received

Works independently under broad direction from the LoN Director. Exercises independent judgment in selecting and interpreting information, and reconciling deviations from standard methods. Job tasks are governed generally by broad instructions, objectives, and policies, usually involving frequently changing conditions and priorities.

Supervision Given

Manages research technicians and students. Provide advice and direction on administrative and human resource policies and operational issues in the laboratories.

Consequence of Error/Judgement

The Laboratories reputation, financial success and continued existence require that both its professional relationships and public patient audience supports its mission. The successful applicant must exercise their judgment and communication skills in maintaining and building these relationships, and applying their knowledge to further the Laboratories mission. Must be able to exercise judgment in dealing with administrative matters where there are no established policies procedures or guidelines.

Qualifications

Undergraduate degree in a relevant discipline. Bachelor's degree (Bachelor of Science preferred). Minimum of two years experience or the equivalent combination of education and experience. Experience in an administrative position preferably in a university, laboratories or health-related setting. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Excellent written and verbal English. Proven decision-making and problem-solving skills are required. Individually assertive, but able to participate as part of a team and be open to new ideas. Outgoing personality, self-confidence, excellent interpersonal skills. Enthusiasm for motivating people and their organization, 'can do' attitude. Proficient in Microsoft Office and comfortable using a range of softwares for desktop publishing. Familiarity with FMIS and UBC would be an asset. Creativity, initiative, professionalism, and good judgment are required. Comfort in dealing with numbers and financial information. Ability to budget and maintain financial records.

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: 12217
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Administrative Coordinator
Department: School of Kinesiology
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-30
Job End Date: 2013-01-29 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-06 **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 Administrative Coordinator is responsible for assisting with the creation and establishment of administrative, human resources, financial, facilities policies and procedures for the administrative operations in the School of Kinesiology. The Administrative Coordinator is responsible for managing processes and procedures for the School. The successful applicant is expected to be knowledgeable about UBC financial and administrative policies and provide guidance and advice to faculty, staff and students.

Organizational Status

The School of Kinesiology is situated within the Faculty of Education and operates in a mostly autonomous fashion. It includes 28 full-time faculty, 15 sessional lecturers, 9 post-doctoral fellows, 10 professor emeriti and 9 adjunct and associate professors. Faculty maintains active research programs in 13 labs, obtaining more than \$1.7 million dollar annually from national and internal government and private sector research granting agencies and employs over 85 student researchers. The School operates Outreach Programs in the Osborne Centre which generates in excess of \$600,000 per year employing over 170 student positions per year.

The position is responsible for implementing and coordinating the day to day administrative and financial operations of the School.

Work Performed

- Participates in strategic planning, policy development and implementation related to the School of Kinesiology administration and in support of overall School's strategic priorities, goals and initiatives.
- Develops and implements departmental administrative policies and procedures, streamlining processes and ensuring compliance with UBC financial and administrative policies and procedures.
- Develops, implements and maintains policies for acquisition, utilization, maintenance and replacement of office equipment and supplies.
- Provides first level advice and information to faculty and staff regarding human resource and labour relations issues; negotiating equipment purchases and services.
- Responsible for recruitment, selection and evaluation, disciplining terminating, training and management of administrative support staff.



The University of British Columbia

Staff Job Postings

- Manages all staff personnel vacation, sick and leave records.
- Prepares financial forecasts, reports and budgets for research grants, the School's GPOF and FFS accounts.
- Prepares timely financial, human resources and operational reports for the School and presents to senior administration team and is responsible for the School's annual budget preparation and produce financial reports pertaining to financial activities of the Co-Op and Outreach Programs in the School.
- Acts as a Department Card Coordinator for the UBC Purchase Card Program and monitors monthly Purchase Card transactions.
- Prepares all month-end and year-end financial activities for the School and Osborne Outreach Programs.
- Manages the research grant submissions, budget vs actual spending, tracking commitments, incoming funds, monitoring balances, ensure timely and accurate financial reporting to granting agencies.
- Interprets and monitors financial policies and procedures established by UBC and the granting agencies that affect the use of the grant's funds, and ensures compliance with Revenue Canada and the University's regulations and serves as the point of contact for granting agencies and provides financial statements and necessary backup information to internal and external auditors.
- Liaises with UBC Plant Operations, UBC Supply Management, user groups and CFI auditors, collecting working papers and documentation and responding to questions or concerns.
- Assumes all financial and administrative duties for the School during Administrative Manager's absence.
- Perform other duties or special projects as required.

Supervision Received

Works independently under minimal direction. Consults with the Administrative Manager on unusual problems and recommends solutions and implements after consultation. Exercises independent judgment in selecting and interpreting information, and reconciling deviations from standard methods. Job tasks are governed generally by broad instructions, objectives, and policies, usually involving frequently changing conditions and priorities.

Supervision Given

Manages administrative support staff including the hiring, termination and performance evaluation. Also manages work study students.

Consequence of Error/Judgement

Work is expected to be at a high level of accuracy. Effective management of all financial processes is critical to the success of the School. The successful applicant must exercise their judgment and communication skills in maintaining and building relationships, and applying their knowledge to further the Schools mission. Work requires diplomacy, confidentiality, and an understanding of multi-interdisciplinary research projects and political climates.

Qualifications

Undergraduate degree in a relevant discipline. - Bachelor's degree. Minimum of two years experience or the equivalent combination of education and experience. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Excellent written and verbal English. Proven decision-making and problem-solving skills are required. . Individually assertive, but able to participate as part of a team and be open to new ideas. Outgoing personality, self-confidence, excellent interpersonal skills.

Enthusiasm for motivating people and their organization, 'can do' attitude. Advance computer skills in Word, Excel, FMS, PowerPoint and Outlook. Familiarity with FMIS and UBC would be an asset. Creativity, initiative, professionalism, and good judgment are required. Comfort in dealing with numbers and financial information.

Ability to budget and maintain financial records. Ability to prepare financial reports.

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



The University of British Columbia

Staff Job Postings

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



The University of British Columbia

Staff Job Postings

- Maintains ongoing monitoring of revenue and expenses for all grants held by Project Seahorse and any other necessary systems.
- Has departmental signing authority and is responsible for ensuring that internal controls are developed and adhered to, including best practices around separation of duties, fixed asset inventory management, signature over signature policy, audit paper trails, and security of assets
- Supports international PS people and partners on financial matters, ensuring smooth and integrated administration of the entire team
- Maintains financial records, resolving discrepancies and authorizing the transfer of funds
- Identifies fund raising opportunities and plays a lead role in PS grant applications
- Oversees the Project's research grants, initiates new project grants, ensures accurate financial distributions, processing and recording, maintains annual budget for funding submission to granting agencies
- Ensures that donors are recognised for their contributions and are kept informed of PS progress
- Ensures the processing of all financial & payroll documents and the maintenance of internal records, trouble shooting as need be
- Establishes and updates PS procedures and practices for all aspects of financial activities
- Ensures adherence with UBC and Faculty of Science Internal Control Policies and Procedures, in addition to those of any collaborating institutions partners grantors

Administrative

- Develops and manages processes for the efficient administration, organization and operation of the unit.
- Manages information and records management functions including basic databases.
- Maintains equipment inventory and insurance coverage for PS, inclusive of all field and satellite operations; authorizes the acquisition of all supplies, equipment, and services for the administrative functions
- Ensures that all team members complete and update ethics protocols (animal behavioural) as required.
- Co-ordinates and maintains central information for PS including staff lists and contact details.
- Handles telephone and in-person enquiries, according to agreed protocols.
- Establishes, reviews, modifies and trouble shoots as appropriate the policies and procedures on the use of PS facilities and equipment; ensuring all UBC and Faculty of Science policies are adhered to.

Human Resources

- Coordinates staff recruitment, induction, performance management, staff development, dispute resolution, discipline processes, and termination processes of support staff and student employees
- Develops job descriptions for staff and student employees; Recruits, trains, supervises, reviews performance, disciplines and in consultation with the Director, terminates support staff and student employees.
- Provides interpretation and guidance on policies and procedures with respect to human resource activities.
- Identifies and sets up budget, logistic and administrative support for new staff.
- Calculates staff vacation and sick leave entitlements, maintains records and reports to Human Resources.
- Maintains current emergency contact information for all team members .
- Supports new and visiting team members
- Performs other general PS related duties as required.

Supervision Received

Reports to the Director. S he will be required to work independently and to display initiative, sound judgment, and decision-making. S he will make recommendations regarding administrative, budgetary and planning decisions to the Director.

Supervision Given

Manages short term contract staff. Participates in the selection and administrative supervision of research and technical staff including research assistants, graduate students and work-study students.

Consequence of Error/Judgement

The Administrative Manager will be responsible, with the PS Director, for the effective administration of the PS international



strategic plan. Progress in meeting academic and conservation priorities rest on his/her performance.

Project Seahorse requires the work of the Administrative Manager to be completed to a high level of accuracy. Following agreement of the budget, only expenditures relating to major equipment purchases or extraordinary expenses are referred to the Director. The failure to prepare timely and accurate budget reports would make it impossible for the Director to effectively manage the Project. Financial or other errors in administration of activities could cause hardship and damage the reputation of Project Seahorse.

Must exercise judgment based upon thorough knowledge of procedures, guidelines and regulations. Perform routine duties independently. Exercises initiative, tact and judgment in handling matters of a routine and non-routine nature. Works with conflicting demands and determines priorities. Is in frequent contact with senior members of donor and partner organizations. Errors, incorrect work or decisions, or poor judgment could result in lost opportunities and delays for other staff or embarrassment to Project Seahorse.

Qualifications

Undergraduate degree in a relevant discipline. Additional Education Preferences: - Undergraduate degree (Masters preferred) in business administration, financial management, human resources management or other related field. Minimum of three years experience or the equivalent combination of education and experience. Additional Work Experience Preferences:

- Minimum of 3 years related experience in Financial Management, Human Resources, and or Operations
- Managerial experience which includes supervision of staff
- Proven ability to manage complex financial arrangements and to prepare and effectively monitor budgets essential
- Thorough knowledge of accounting principles and practices, financial processes and general business practices
- Thorough knowledge of administrative policies, procedures, guidelines and mission and role of interdisciplinary research institutes
- Experience in non-governmental organizations and developing countries is highly desirable
- Commitment to conservation and sustainable use. - Ability to work independently under minimal direction and exercise sound judgment and decision-making
- Excellent interpersonal skills and ability to interact with a variety of people
- Financial management skills including planning, forecasting, budgeting and report preparation;
- Strong organizational skills and problem solving ability
- Ability to take initiative, lead, delegate and allocate duties, collaborate in a team environment
- Ability to work effectively under pressure, and manage multiple deadlines;
- Ability to maintain accuracy and strong attention to detail skills
- Excellent oral and written communications skills with proficiency in the use of English grammar, spelling and punctuation
- Foreign language skills an asset
- Must be willing and prepared to render assistance after hours if required, especially given the international nature of the work

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: 12220
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** System Support Analyst
Department: Electrical&ComputerEngineering
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-16
Job End Date: 2013-02-15
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-06 **Available Openings:** 1

Job Summary

Provides first level programming support to the members of the laboratory for medical imaging and intervention programs run out of the Robotics and Control Laboratory.

Organizational Status

Reports to the three directors of the Robotics and Control Laboratory: Professors Purang Abolmaesumi, Robert Rohling and Tim Salcudean; has direct contact with the laboratory research team, including faculty, clinical collaborators, industrial collaborators, postdoctoral fellows, graduate students and undergraduate students.

Work Performed

1. Provide computer programming support to various medical imaging and intervention programs run out of the Robotics and Control Laboratory;
2. Modifying existing programming logic, coding necessary instructions and debugging modified programs;
3. Assist research team members in troubleshooting problems with the programming code;
4. Modifying existing program logic using detailed specifications;
5. Coding necessary instructions using established principles;
6. Testing and debugging modified programs;
7. Perform integration of computer program modules developed by other members of the research team, and employ standard coding practices and documentation.
8. Documenting findings for review by the laboratory directors; and coordinating, implementing and maintaining web enabled systems and services.

Supervision Received

Reports to Professors Purang Abolmaesumi, Robert Rohling and Tim Salcudean. Receives detailed instructions on assignments. Work is reviewed in terms of completeness, accuracy and timeliness.

Supervision Given



The University of British Columbia

Staff Job Postings

None.

Consequence of Error/Judgement

Lack of effort and or poor judgment would result in errors and delays that interfere with the ability of faculty, staff and students to work with, deliver receive information, materials and or instructions and or compromises the integrity of the computer and network systems.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of one year experience or the equivalent combination of education and experience. One year of related experience in one or more of the following areas: electrical engineering, computer engineering, mechanical engineering, mechatronics engineering, biomedical engineering, computer science, or physics is preferred. Ability to communicate effectively verbally and in writing. Ability to communicate in a clear, attentive, and polite manner. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability and interest in computer programming with the academy to leverage the intellectual capital of the university. Ability to program in the Matlab and C C++. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to work effectively independently and in a team environment. Ability to exercise sound judgment. Ability to make thoughtful, informed, and thorough decisions and consistently demonstrate professional, ethical, and responsible behaviour.

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: 12262
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I
Department: MedIT
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-27 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-10 **Available Openings:** 1

Job Summary

The Support Analyst I provides technical advice and support in use, configuration and selection of software, hardware and network systems and various end user devices.

As part of the Client Services team this position works at the Client Service Center providing support remotely to client groups to ensure needs are met in a timely manner.

This role interacts with various departments within the Faculty of Medicine and Vancouver Coastal Health Research Institute supporting, troubleshooting, reviewing, researching, recommending and implementing all aspects of the client systems infrastructure, and appropriate software installation.

Organizational Status

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

This role reports to the MedIT Service Desk Team Lead on daily operation and project tasks and may receive instruction from other team leads and project managers.

Work Performed

Specific Duties

- Ensures that MedIT Service Desk acceptance criteria are met for incoming new applications services upgrades.
- Coordinates communication between customers and internal business units on critical incidents service outages.
- Performs central videoconferencing services that are core to the operations of the MED program (i.e. remote video conference monitoring and support, remote network monitoring, Codian bridge, Tandberg TMS, Tandberg Content Server, Tandberg Endpoint operator, and Environmental Database update);



The University of British Columbia

Staff Job Postings

-Responds to Medicine Faculty staff, partners, and supported unit requests in setting up video conference sessions, providing training of audio-visual facilities including: computer presentation equipment; videoconferencing equipment systems and other audio-visual equipment.

-Monitors networks and infrastructure systems and evaluate incidents, resolving or escalating where appropriate

-Contributes to appropriate technical procedures, methods and documentation to facilitate remote support of unmanned Technology Enabled facilities across the MED program.

Core Duties:

- Provides advice on information technology improvements, services, policies and procedures.

- Designs basic record and report formats.

- Develops training materials and provides training for users in use and configuration of software, hardware, network systems and peripheral equipment

- Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.

- Performs preventive maintenance tasks, troubleshoots and repairs on a variety of computer systems and peripheral equipment.

- Deploys new hardware, software, networking and security updates.

- Maintains an inventory of equipment, service contracts, warranty and maintenance agreements.

- Modifies and debugs existing software application modules using disciplined software development processes, quality standards and procedures.

- Prepares and maintains documentation in accordance with prescribed standards.

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

- Performs other related duties as required.

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Work requires judgment and initiative. Errors could have a significant impact on the continued functioning of the Medical Education Distributed Programs (MED Programs) curriculum data and video networks with subsequent effects on Medical School Accreditation and future finance.



The University of British Columbia

Staff Job Postings

Qualifications

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

Formal training in audio-visual service. (i.e. industry training, seminars, associated Credentials, such as Tandberg Certification, Codian Bridge Certification, Crestron Certification)

ITIL certification (minimum basic level) would be an asset. Minimum of two years experience or the equivalent combination of education and experience. Strong customer-service orientation and communication skills. Effective interpersonal skills and relationship-building skills. Understanding of the organization's goals and objectives.

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: 12216
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I
Department: Medicine - Dean's Office
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-20 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-07 **Available Openings:** 1

Job Summary

The Support Analyst I provides technical advice and support in use, configuration and selection of software, hardware and network systems and various end user devices.

As part of the Client Services team this position works at the Client Service Center providing support remotely to client groups to ensure needs are met in a timely manner.

This role interacts with various departments within the Faculty of Medicine and Vancouver Coastal Health Research Institute supporting, troubleshooting, reviewing, researching, recommending and implementing all aspects of the client systems infrastructure, and appropriate software installation.

Organizational Status

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

This role reports to the MedIT Service Desk Team Lead on daily operation and project tasks and may receive instruction from other team leads and project managers.

Work Performed

Specific Duties

- Ensures that MedIT Service Desk acceptance criteria are met for incoming new applications services upgrades.
- Coordinates communication between customers and internal business units on critical incidents service outages.
- Monitors networks and infrastructure systems and evaluate incidents, resolving or escalating where appropriate.
- Provides first level technical remote support to end-users customers of MedIT by analyzing, troubleshooting, diagnosing and



The University of British Columbia

Staff Job Postings

applying appropriate solutions to restore end-users and customer issues.

- Contributes to the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Offers assistance advice to customers end-users requesting MedIT products and services including network access (VPN access), authentication systems, software and operating systems, desktop service, email service as defined by the MedIT Service Catalogue.
- Works with user groups to ensure a thorough understanding of software, hardware, information systems and procedural requirements in order to determine specific business needs and to identify the appropriate technology solution.
- Liaises with necessary teams and project coordinators for port activations, ACL updates, and static IP assignments.
- Liaises between Infrastructure services and service desk as a communication point to collaborate and communicate network related issues

Core Duties

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

Supervision Received

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

Supervision Given

None.



Consequence of Error/Judgement

Work requires judgment through the application of basic information processing principles, and concepts.

Errors could have major impact on Faculty of Medicine teaching research and administrative network operations; impact on the continued functioning of the Faculty of Medicine, and Hospital computer operations for the supported clients and could have negative effects on the image of MedIT's service offerings.

Qualifications

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

ITIL certification would be an asset. Minimum of two years experience or the equivalent combination of education and experience. Experience working with, desktop software operating systems, email and other end user technologies.

Experience and technical knowledge of PCs, Macs, Blackberrys, printers, Local Area Networks (DHCC, DNS), Active Directory, Microsoft System Configuration Manager 2007 (SCCM), LogMeIn application, and SharePoint 2007, 2010.

Experience working with enterprise level networks.

Experience configuring, troubleshooting, and supporting a complex enterprise IP network would be an asset.

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.



The University of British Columbia

Staff Job Postings

- Strong customer-service orientation.
- Effective interpersonal skills and relationship-building skills.
- Understanding of the organization's goals and objectives.

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: 12178
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Bioinformatics Programmer
Department: Psychiatry
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-15
Job End Date: 2013-02-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-13 **Available Openings:** 1

Job Summary

Participates in bioinformatics software development projects in the UBC Centre for High-Throughput Biology.

Organizational Status

Will work as part of a team (with other programmers, students, postdocs, system administrators) under the supervision of a lead programmer as well as Principal Investigator.

Work Performed

- ¿ Work with a lead developer on bioinformatics software development projects.
- ¿ Implement and maintain JavaScript AJAX and Java software for bioinformatics applications, using software development techniques including test-driven development, issue tracking, and version control. Code will be developed according to team-established quality standards.
- ¿ Develop tests for all software developed by creating test data inputs and testing code.
- ¿ Implementation responsibilities will involve multiple aspects of the system with a focus on web client interfaces.
- ¿ Help identify and document requirements and specifications of software in cooperation with other team members and through interactions with users.
- ¿ Document software using Javadoc and Confluence (Wiki).
- ¿ Document and report progress and task completion using issue tracking (Bugzilla), email and by verbal reports to supervisors and team members.

WORKING CONDITIONS

A desk area with a bay in the UBC Centre for High-Throughput Biology Bioinformatics work area (Ground floor of Michael Smith Labs). A computer is provided for use by this position. Lighting is overhead fluorescent but can be supplemented with other desk lighting. Appropriate workstation seating is provided. There are no hazards associated with this position other than those that would be due to inappropriate ergonomics; reasonable efforts will be made to ensure group members have adequate seating and human-computer interface devices to minimize this risk.

Supervision Received



The University of British Columbia

Staff Job Postings

Reports directly to Lead Programmer, with additional oversight from PI. Work is reviewed in terms of achievement of specific project objectives.

Supervision Given

None.

Consequence of Error/Judgement

The programmer will take direction from supervisors but is expected to exercise their own judgement and independence with respect to the execution of assigned tasks. Work is subject to regular review and monitoring by the lead programmer. This position must maintain reasonable standards of code quality and effectiveness. Failure to correctly implement software and tests would require refactoring or rewriting of the code. Failure to keep on track with reasonable targets will require improvements in planning, and cause delays in research projects relying on the software.

Qualifications

Undergraduate degree in a relevant discipline. Bachelors degree in Computer Science or equivalent in experience is required. Minimum of two years experience or the equivalent combination of education and experience. Experience with JavaScript AJAX software development and J2EE development. Experience with CVS or other version control. Experience with Eclipse or equivalent IDE. Experience with debugging tools. Ability to work independently and produce high-quality code based on requirements and specifications worked out with other team members. Must have excellent spoken and written English communication skills.

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



Job Posting

Job ID: 12128
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Web & Software Developer
Department: eHealth Strategy Office
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-27
Job End Date: 2013-02-26 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-02-06 **Available Openings:** 1

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

Job Summary

The Web & Software Developer will be responsible for various programming tasks and related activities in support of research, education and global health projects and initiatives undertaken by the eHealth Strategy Office. Major responsibilities include: developing, maintaining and improving web sites and applications; documenting project progress; assisting with various initiatives including project scoping, planning and documentation; providing technical and customer advice; and performing other related duties.

Organizational Status

The Web & Software Developer is expected to work closely with other technical staff within the technology and innovation group at the eHealth Strategy Office. Some projects may require interaction with other project stakeholders including project managers, researchers, educators and technology end users.

Work Performed

- Develops new web applications and modules using DotNetNuke CMS.
- Designs, develops and improves user-driven templates, databases and interfaces for ease of use.
- Maintains and enhances existing web applications and ensures that internal systems are integrated.
- Performs coding required to meet the functional and technical requirements of various projects.
- Prepares technical design documents including flowcharts and diagrams to illustrate sequence of steps program must follow and to describe logical operations involved.
- Performs complete testing of web applications units and system, engaging users as necessary.



The University of British Columbia

Staff Job Postings

Provides technical and customer advice.

Prepares and maintains technical, end user and other documentation.

Assists with various initiatives including project scoping, estimating, and monitoring and documenting project progress.

Implements and follows quality assurance mechanisms for technology.

Performs other related duties.

Supervision Received

The position reports to the Senior Programmer & Technology Coordinator in the eHealth Strategy Office.

Supervision Given

The Web & Software Developer may be required to supervise students.

Consequence of Error/Judgement

The Web & Software Developer is expected to maintain a close working relationship with the technology team as well as other project stakeholders as appropriate, in order to ensure the quality and timeliness of outcomes as well as adherence to resource allocations.

This position requires working effectively within an organizational structure. They will be required to show judgment and decision making which has the potential to impact eHealth Strategy Office's reputation, product viability and marketability, and the opportunity for future software development and partnerships.

Qualifications

Undergraduate degree in a relevant discipline. University degree in Computer Science or Computer Engineering preferred. Minimum of two years experience or the equivalent combination of education and experience. Experience with web development or programming in the health sciences or education field preferred. Knowledge of .NET Technologies (ASP.NET, Web Services, C#). Technical Proficiency in HTML, XML, and JavaScript. Working knowledge of relational databases (MySQL, MS SQL Server). Working knowledge of DNN including module development, configuration and skinning an asset. Good understanding of and or experience in web security. Ability to communicate effectively verbally and in writing. Effective interpersonal, analytical and organizational skills. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Strong analytical and problem solving skills. Knowledge of SEO (Search Engine Optimization) an asset. Web design skills including CSS and graphic design an asset. Ability to teach and to learn. Knowledge of mobile development 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: 12210
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I
Department: Medicine - Dean's Office
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-20 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-07 **Available Openings:** 1

Job Summary

The Support Analyst I provides technical advice and support in use, configuration and selection of software, hardware and network systems and various end user devices.

As part of the Client Services team this position works at the Client Service Center providing support remotely to client groups to ensure needs are met in a timely manner.

This role interacts with various departments within the Faculty of Medicine and Vancouver Coastal Health Research Institute supporting, troubleshooting, reviewing, researching, recommending and implementing all aspects of the client systems infrastructure, and appropriate software installation.

Organizational Status

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

This role reports to the MedIT Service Desk Team Lead on daily operation and project tasks and may receive instruction from other team leads and project managers.

Work Performed

Specific Duties

- Ensures that MedIT Service Desk acceptance criteria are met for incoming new applications services upgrades.
- Coordinates communication between customers and internal business units on critical incidents service outages.
- Monitors networks and infrastructure systems and evaluate incidents, resolving or escalating where appropriate.
- Provides first level technical remote support to end-users customers of MedIT by analyzing, troubleshooting, diagnosing and



The University of British Columbia

Staff Job Postings

applying appropriate solutions to restore end-users and customer issues.

- Contributes to the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Offers assistance advice to customers end-users requesting MedIT products and services including network access (VPN access), authentication systems, software and operating systems, desktop service, e-mail service as defined by the MedIT Service Catalogue.
- Works with user groups to ensure a thorough understanding of software, hardware, information systems and procedural requirements in order to determine specific business needs and to identify the appropriate technology solution.

Core Duties

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

Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

Work requires judgment through the application of basic information processing principles, and concepts. Errors could have major impact on Faculty of Medicine teaching research and administrative network operations; impact on the continued functioning of the



Faculty of Medicine, and Hospital computer operations for the supported clients and could have negative effects on the image of MedIT's service offerings.

Qualifications

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

ITIL certification would be an asset. Minimum of two years experience or the equivalent combination of education and experience.

- Experience working with, desktop software operating systems, e-mail and other end user technologies.

- Experience and technical knowledge of PCs, Macs, Blackberries, printers, Local Area Networks (DHCC, DNS), Active Directory, Microsoft System Configuration Manager 2007 (SCCM), LogMeIn application, and SharePoint 2007, 2010. Strong customer-service orientation and communication skills. Effective interpersonal skills and relationship-building skills. Understanding of the organization's goals and objectives.

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



Job Posting

Job ID: 11324 (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 Quality Assurance Analyst
Department: UBC IT - BusAnalyst&QultyAsr
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-06 **Available Openings:** 1

Job Summary

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

Organizational Status

Reports to the Manager, Business Analysis and Quality Assurance in the Project Management Office. Strategic direction is provided by both the Manager and Director of the Project Management Office. Day-to-day direction is given by a Project or Program Manager on assigned projects. Works daily with a project team(s) typically made up of a project manager, developers, functional experts, business analysts and other project specialists

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

Work Performed

Specific Duties:

- Project assignments include but not limited to work on enterprise systems such as the Student Information System (SIS), HR, Finance, Identity and Access Management (IAM), Learning Management (LMS), UBC e-Payment, Email, Networks (wireless, telephony, Internet, etc), and datawarehouses.
- Project types include but not limited to software development, ERP (Enterprise Resource Planning) and COTS (Commercial off the shelf) implementation, reporting and business intelligence, and infrastructure transformation.
- Ensures QA approach is consistent with the overall technical and business architecture of the university and complies with UBC



IT and university policies, as well as governmental legislation and other external entities' compliancy requirements on security, privacy, and accessibility.

- Analyses the impacts of proposed changes to technology services and or performance for UBC IT and other UBC departments.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements.
- Build and maintain good working relationships with project teams, business analysts, UBC IT colleagues, and client stakeholders.

Core Duties:

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

Supervision Received

Reports directly to and receives direction from the Manager, Business Analysis and Quality Assurance in the Project Management Office in UBC IT and daily direction of a Project or Program Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

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

Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Senior Quality Assurance Analyst will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBC IT and UBC.

Qualifications

Undergraduate degree in a relevant discipline. Formal certification from a recognized professional organization or professional development provider is an asset. Professional development in quality assurance analysis, leadership, coaching and mentoring is an asset. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and



The University of British Columbia

Staff Job Postings

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

Experience in a higher education environment is an asset.

Experience and thorough knowledge with scalability and testing enterprise applications.

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

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

Experience with open source testing tools is an asset.

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

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

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

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

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

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

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

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

Works effectively with senior management on strategic implementation.

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

Excellent organizational, planning, and prioritization skills.

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

Collaboration - Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the right people within and beyond organizational boundaries, by matching individual capabilities and skills to the team's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

Communication for Results - Converses with, writes reports for, and creates delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.



Problem Solving - Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.

Accountability - Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.

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

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

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



Job Posting

Job ID: 12224
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Program Manager
Department: Continuing Studies
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-27 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-02-07 **Available Openings:** 1

Job Summary

A development and implementation role in collaborative educational programs. The Centre for Intercultural Communication (CIC) is a cost recovery operation providing professional development programs for clients working and living in cultural contexts that are new to them. In addition to various Certificate Programs and organizational training, the Centre offers orientations for persons involved in overseas projects. The Centre also works closely with local and international academic partners to provide the intercultural component and contextual framework for groups undertaking short and long-term study projects at UBC.

Organizational Status

The Program Manager reports to the Director of CIC and collaborates with colleagues in CIC and other university faculties and departments in the design and implementation of online and in-person educational programs. The Program Manager also works with external specialists, partner institutions, government bodies and other CS colleagues to ensure that educational programs meet standards of the field and needs of the participants in the design of educational programs.

Work Performed

The following are the general responsibilities of the Program Manager within UBC Continuing Studies, Centre for Intercultural Communication:

Program Management

- oversees the delivery of a program's curriculum
- recruits, screens, selects, and supervises instructional staff
- assesses the skills of the instructional staff and delegates duties accordingly
- provides academic leadership and guidance (sets objectives, outlines expectations, provides resources etc.) in the training, orientation and ongoing performance of instructional staff and consultants
- oversees the organization and efficient operation of the instructional staff
- resolves misunderstandings involving instructors and participants
- disseminates new learning materials to instructional staff
- monitors classroom activities and classroom management as performed by the instructional staff
- liaises with educational consultants and subject matter experts



The University of British Columbia

Staff Job Postings

- manages program support staff
- prepares and manages program budgets
- responds to participants' enquiries and concerns
- implements cost-saving practices (coordinating purchases, negotiating with service providers)
- conducts program evaluations
- advises students on academic and career options
- organizes and facilitates meetings

Program Research and Development

- researches new course offerings, learning materials and activities for workshops and presentation usage through literature reviews, online searches, consultation with colleagues in the field.
- conducts needs analyses with clients
- coordinates strategic planning for the development of new program offerings
- implements program objectives based on adult education theory and participants' needs
- designs and delivers internal training, briefing, and debriefing to instructional staff
- builds and maintains partnerships with local and international colleagues, specialists and experts in program areas of interest

Curriculum Development and Instruction

- conceptualizes and develops new curriculum to meet the needs of program participants
- provides guidance and feedback for ongoing curriculum development by colleagues on other programs
- ensures that program participants understand the objectives of each program activity
- reviews and updates program objectives and existing course content to maintain program relevancy
- develops and implements evaluation tools to ensure sound curriculum, appropriate delivery methods and the maintenance of educational excellence
- designs, develops and delivers workshops and presentations in related areas of interest to CIC

Marketing and Promotion

- collaborates with the marketing department in the development, design and production of promotional tools
- writes course and program descriptions for print and electronic media
- meets with potential partners on and off campus to initiate collaborative work
- represents and promotes UBC, Continuing Studies and the CIC while attending conferences and meetings

The normal work environment for this position includes the CIC offices and facilities in the David Strangway Building. Workshops and courses may also take place in various buildings on the UBC Point Grey campus and at Robson Square. Evening and weekend attendance at instructional and non-instructional intercultural activities may be required. May be required to attend meetings conferences outside of Vancouver.

Supervision Received

The position requires considerable initiative negotiating and problem solving ability. The Program Manager works under the general direction of the Director of the CIC, within the overall policies and procedures of the department. While demonstrating the capability to work independently in carrying out specific areas of responsibility, much of the work also involves leadership of a collaborative team striving to offer relevant, appropriate integrated educational programs on time and on budget.

Supervision Given

Direct supervisory duties include supervising program support staff and overseeing program instructors and consultants as



The University of British Columbia

Staff Job Postings

specified. The Program Manager may also supervise interns and work-study students.

Consequence of Error/Judgement

Error in the performance of this position could have a negative impact on the reputation of the CIC in particular and Continuing Studies and the University of British Columbia in general. Incorrect or poor decisions could result in legal liability for UBC. Quality of programs could be affected by misjudgments in hiring decisions. Inaccurate budgeting could result in the loss of money and impact the viability of the Division. Incorrect decisions could result in the loss of a client, and subsequent financial difficulty for the Centre.

Qualifications

Master's degree in Education. Master's degree or equivalent in a relevant discipline such as intercultural studies, education or communications. Minimum of six years experience or the equivalent combination of education and experience. Experience in adult education, workshop facilitation and curriculum design, with a track record of demonstrated leadership, including a minimum of 2 years overseas work experience. Experience in developing, marketing, and delivering programs for international and intercultural individuals and groups. Experience in working with multiple partners. Administrative and supervisory experience in an educational organization. Demonstrated research, writing and presentation skills. Ability to counsel participants and advise instructional staff when necessary. Proficiency in current computer and internet uses for administrative and educational purposes (specifically MS-Office - Word, office software technology and applications including PowerPoint, Excel), and Word, web browsers and email applications. knowledge of learning management systems including VISTA and Blackboard. Intermediate level fluency in a second language is preferred. An understanding of second language acquisition is preferred.

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



Job Posting

Job ID: 12222
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Communications Specialist
Department: Financial Services
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-07 **Available Openings:** 1

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

Job Summary

The Communications Specialist is a key position within UBC Finance who plans and executes a variety of communications strategies to facilitate the communications goals of Finance as well as support the overall communications initiatives of UBC as a whole. Specifically this position works closely with the directors, managers and employees of Finance to strategically implement high-level communications initiatives and provide dedicated communications support to departmental projects. This position also works to enhance the profile of Finance by using strategic and targeted communications initiatives.

Organizational Status

This position works independently and reports to the Comptroller. The Communications Specialist also maintains dotted line reporting relationships with Finance directors. Works closely with all Finance departments to oversee and lead communications initiatives. Liaises with other communications professionals on campus to work towards communications cohesion across UBC and to ensure that Finance communications goals are successfully promoted.

Work Performed

- Works strategically with the Comptroller, directors, managers and other Finance employees to ensure that Finance communications goals are implemented and executed
- Liaises with Finance departments and project teams on a regular basis to discuss the planning and implementation of communications projects and upcoming initiatives.
- Plans and executes communications initiatives in a variety of mediums, including print and website.
- Oversees the design and development of a variety of high-level communications projects
- Manages and or provides professional advice related to employee engagement initiatives, such as the design, creation and implementation of a Finance intranet site.
- Manages the web presence of Finance, including web content creation, digital curation, web analytics reporting, web design and statistical and user feedback.
- Leads a Finance web team made up of unit representatives which is designed to promote and encourage website buy-in among Finance departments
- Ensures all communications materials are consistent with the Finance and overall UBC brand
- Plans and executes targeted surveys of faculty and staff relating to Finance initiatives, including analyzing feedback, drafting



The University of British Columbia

Staff Job Postings

reports and implementing results-driven communications plans

- Plans and executes events designed to raise the profile of Finance within UBC, including event planning and the coordination of promotional copy and content.
- Develops communication related project time-lines and schedules, develops estimates and cost projections and advises the Comptroller on the progress of all current projects.
- Drafts presentations, addresses or statements for Finance directors and other employees to use in various venues.
- Works as a Finance representative on cross-campus projects that require communications strategies.
- Implement an in-house 'train the trainer' program
- Develop and present training seminars to a variety of internal and external stakeholders across both UBC campuses. Prepares media packages, when needed. Provides overall guidance and direction regarding internal and external communications to all Finance employees.
- Develop and maintain an accurate and comprehensive library of communications resources & documents

Supervision Received

Takes high-level direction from the Comptroller, but works with a high degree of independence to plan, prioritize, and execute communications goals.

Supervision Given

Supervises ad hoc teams of departmental employees brought together for the purpose of specific communications-related projects. May oversee the work of consultants and other professionals in order to establish work objectives and review work, as required.

Consequence of Error/Judgement

The work and decisions of the Communications Specialist has a direct impact on the success of the communications goals and objectives of Finance. Any communications opportunities that are missed or not given sufficient time or attention may result in missed opportunities to promote Finance both internally and externally.

Qualifications

Undergraduate degree in a relevant discipline. University degree in business communication preferred. Minimum of five years experience or the equivalent combination of education and experience. Familiarity with PeopleSoft FMS and HRMS, Hyperion Planning, UPK and OBIEE applications is an asset. Experience in writing, project coordination and web publishing. Knowledge of various training development, methods, and principles is required. Knowledge of web design, web development and content management software is required. Ability to communicate effectively verbally and in writing. Ability to develop and deliver effective presentations. Effective public relations, leadership, motivational and organizational skills. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to effectively manage multiple tasks and priorities. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively facilitate groups to achieve appropriate outcome. Ability to negotiate. Ability to address and moderate interpersonal conflict by confronting issues and taking appropriate action. A high degree of initiative and integrity required on the job in dealing frequently with material and inquiries from management, staff, and the general public. Demonstrated ability to establish and maintain supportive working relationships with all levels of management, staff, and Directors. Ability to exercise tact and discretion. Ability to exercise sound judgment. Demonstrated ability to develop and implement communication and training programs. Ability to work effectively under pressure and to make effective decisions in a diverse, fast-paced, and changing environment. Professional level computer skills and competence in office software 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,



The University of British Columbia

Staff Job Postings

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



Job Posting

Job ID: 12082
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B **Business Title:** Human Resources Coordinator
Department: Human Resources
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-01-30 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-09 **Available Openings:** 1

Job Summary

Responsible to assist the Managers in the Finance and Supply Management portfolio to undertake recruitment activities; proactively recruit and maintain an ongoing reserve of candidates; work with managers to ensure career paths for Finance and Supply Management professionals are identified; perform staff retention pattern analysis and make recommendations; coordinate employee performance management and training programs; work with managers to assess and address employee relations issues; periodically review and update staff orientation programs; and, ensure accurate preparation of all documents related to employment offers.

Organizational Status

Reports to the Senior Human Resources Manager, Finance, Resources and Operations (FRO). Works with staff in the Finance and Supply Management Departments and receives functional direction from the Director, Finance and the Director, Supply Management.

Work Performed

- Provides advice and support to managers in recruitment related activities such as identifying core competencies for the position; reviewing job descriptions and drafting job postings; coordinating and facilitating approved recruitment strategies including advertising; utilizing the on-line application system (e-recruit) such that resumes can be reviewed by the appropriate manager, and any pre-screening is conducted.
- Participates in and coordinates the interview process; assists in the design of interview questions and conducts references where appropriate.
- Works with managers to assess successful candidates training needs, and the resources necessary to meet these needs.
- Ensures accurate preparation of all documents related to employment offers;
- Manages all aspects of on-boarding processes for new employees.
- Works with managers to identify career paths for current staff.
- Conducts exit interviews with employees who are leaving the departments of Finance and Supply Management.
- Analyzes staff retention patterns and data from exit interviews and makes recommendations;
- Coordinates employee performance management and training programs, with special emphasis on core competency requirements.
- Interprets collective agreements and Frameworks of Agreement for managers and staff.
- Coordinates and implements attendance management programs for all employee groups in the departments as required.
- Works with managers and Senior HR Manager (FRO) to assess and address employee relations issues, up to and including termination.



- Facilitates grievance handling and resolution of Step 1 and 2 grievances for the departments of Finance and Supply Management. Works and meets with union representatives, department managers, employees and Senior HR Manager (FRO) to resolve issues, disputes and grievances by investigating, documenting processes and recommending solutions. Prepares, researches and submits department information for arbitrations.
- Participates in investigative interviews as appropriate; reviews questions and strategies.
- Manages and periodically reviews and updates staff orientation programs.
- Assist with the implementation plan and projects resulting from the strategic plans set out by the departments; and
- perform other HR administration duties and HR projects as required.

Supervision Received

Works autonomously with minimal supervision. Assess situations and identifies needs and problems, and takes timely and appropriate corrective actions in consultation with the Senior HR Manager, FRO. Receives functional direction from the Director, Finance and the Director, Supply Management.

Supervision Given

May supervise temporary staff and or consultants, as required.

Consequence of Error/Judgement

Initiates and adapts procedures to meet unusual situations. Participates in making decisions concerning the planning, organization and utilization of staff.

Qualifications

Undergraduate degree in a relevant discipline. Degree in business administration or human resource management with generalist human resources experience preferably in a unionized environment. Minimum of three years experience or the equivalent combination of education and experience. Business experience or the combination of education and experience, preferably at UBC. Experience in the administration of collective agreement and labour relations in a complex unionized environment. Familiarity with PeopleSoft FMS and HRMS applications is an asset. Knowledge of current Human Resources management practices, related provincial and federal legislation, and employee development theories and practices. Knowledge of UBC policies and procedures. Designation of working towards Certified Human Resources Professional (CHRP) an asset. Computer experience is required (Microsoft Office Suite, HRMS). Effective oral and written communication skills. Proven ability to work in a team and collaborate with others. Ability to negotiate and to deal with issues involving conflict. A high degree of initiative and integrity required on the job in dealing frequently with confidential material and inquiries from management, staff, and the general public. Demonstrated ability to establish and maintain supportive working relationships with all levels of management, staff, Directors, associations, and bargaining unit representatives. Ability to exercise tact, discretion, and judgment required. Demonstrated ability to develop and implement human resources and training programs. Ability to work effectively under pressure and to make effective decisions in a diverse, fast-paced, and changing environment. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively manage multiple tasks and priorities. Ability to interpret and apply complex legislation, policies, regulations, and technical information. Ability to analyze problems, identify key information and issues, and effectively resolve.

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: 12221
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: UBCO - Nursing
Salary: \$ 24.02 - \$ 28.83 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-02-13
Job End Date: 2012-07-31 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-02-06 **Available Openings:** 1

Job Summary

The purpose of the Research Coordinator is to support two principal investigators and their research teams in the conduct of several research projects focused on chronic disease management and family caregiving. Research activities include the coordination and implementation of these projects through completion.

Organizational Status

The Research Coordinator reports directly to the Principal Investigators, Dr. Carole Robinson and Dr. Nelly Oelke, or designates. The Research Coordinator will also communicate with the investigative teams.

The position is unrelated to any other position within the immediate operating unit.

Work Performed

1. Coordinates all activities related to the research projects and knowledge translation of the products of this research as outlined in the project proposals, and provide support to the investigators and the investigative teams by:
 - Developing initial work plans with the research teams, and facilitating implementation of these plans.
 - Facilitating processes for communication and collaboration to support the interdisciplinary research teams.
 - Working collaboratively with researchers and community partners.
 - Ensuring ethical standards of research are maintained.
 - Developing procedures to support research protocols.
 - Completing literature searches and syntheses.
 - Managing data collection.
 - Preliminary descriptive analysis of data.
 - Development and preparation of reports for publication and presentations, and other knowledge translation activities.
 - Development of initial grant applications and supporting documents.
 - Providing training, support, and supervision for student research assistant(s) in relation to data collection, data management and preparation of reports.
 - Monitoring workflow to ensure high quality data collection and management within project timelines.
 - Ensuring data are appropriately archived.
 - Responding to inquiries from research participants and collaborators related to on-going research.



The University of British Columbia

Staff Job Postings

2. Works collaboratively with others to support meeting the objectives of the research projects by:

- Actively participating in investigator team meetings.
- Establishing effective communications with the research teams.
- Ensuring timely notification of Principal Investigators of issues or problems.

3. Oversees general office management with respect to the assigned research project by:

- Ensuring adequate supplies are available.
- Assisting with student research assistant staffing requirements (scheduling their work and ensuring work is completed and reported properly).
- Ensuring project files are set up and maintained.

4. Performs other related duties as required.

Supervision Received

The Research Coordinator position works under general direction of the Principal Investigators, in conjunction with the investigative teams of the assigned research projects. It is imperative that the Research Coordinator work collaboratively and with minimal supervision. She acts independently in performing defined duties and alerts the Principal Investigators to any unusual situations, and keeps them advised of problems as they arise or are anticipated.

Supervision Given

The Research Coordinator is responsible for supervising student research assistant(s). He she assigns and checks work completed.

Consequence of Error/Judgement

The work of the Research Coordinator will be monitored by the Principal Investigators associated with assigned research projects. Errors or incorrect decisions could compromise the quality of the research and result in delays in completing projects. The work of the Research Coordinator must be completed at a high level of accuracy and efficiency.

Qualifications

Undergraduate degree in a relevant discipline. Post-graduate degree in a relevant discipline in a Health or Social Sciences preferred. Minimum of two years experience or the equivalent combination of education and experience. Minimum of two years of related experience or an equivalent combination of education and experience. Experience in working with multi-disciplinary, multi-site research teams. Supervision experience essential. Experience with successfully managing multi-phase research projects in a multi-disciplinary environment through to completion. Knowledge of qualitative and quantitative research methods applicable to health services research. Knowledge of chronic disease, health services, aging and health, etc. Knowledge of and experience in working with researchers and community organizations an asset. Computer and data analysis skills (Word processing, EXCEL, NVivo, Reference Manager; SPSSX). Ability to maintain attention to detail. Effective interpersonal and organizational skills. Effective oral and written communication skills including peer reviewed publications and presentations. Ability to exercise initiative and innovative thinking. Ability to manage, supervise and train research staff. Ability to work effectively independently and in a team environment. Ability to adapt to changing priorities, to multi-task and to meet deadlines. Ability to travel.

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: 12225
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: 2012-03-01
Job End Date: 2013-02-28 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-07 **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.



The University of British Columbia

Staff Job Postings

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. 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: 11683 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Special Projects Coordinator
Department: UBCO-Fac.ofHealth-Dean'sOffice
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-06 **Available Openings:** 1

Job Summary

Works with the FHSD Faculty Research Coordinator and FHSD Research Committee in the planning, development, implementation and evaluation of special projects and initiatives to support research and scholarship in the faculty. Major responsibilities include: planning and organizing special projects, symposiums, workshops and other initiatives through to completion; coordination of internal grant competitions and other requests for funding; development and submission of grant contact applications for special initiatives (e.g., visiting scholars, meeting grants); participates in knowledge translation by writing summaries of faculty and student activities for dissemination via the website, electronic and print distribution, press releases, and social networking.

Organizational Status

The Special Project Coordinator will report directly to the FHSD Research Chair.

Work Performed

1. Plans and organizes special projects, symposiums, workshops and other initiatives through to completion by:
 - Developing and coordinating work plans.
 - Establishing priorities and timelines.
 - Designing and facilitating processes for communication and collaboration as required.
 - Working collaboratively with committee members and faculty.
 - Executing and overseeing events initiatives to ensure successful.
2. Coordinates internal competitions and other requests for funding by:
 - Preparing announcements and guidelines for the competitions.
 - Disseminating announcements.
 - Establishing processes for external and internal review.
 - Coordinating review processes and processing decisions of the review committee.
3. Works with faculty to develop grant contract applications for special initiatives (e.g., visiting scholars, meeting grants) by:
 - Investigating and identifying funding opportunities.
 - Gathering budgetary information.



The University of British Columbia

Staff Job Postings

- Managing grant writing and submission processes.

4. Participates in knowledge translation by writing summaries of faculty and student activities tailored for distribution through a variety of mechanisms including the faculty website, electronic and print distribution, press releases, and dissemination via social networking, etc.

5. Responsible for the operation of the FHSD research committee by:

- Coordinating committee meetings, materials, reports of funding and FHSD Research Committee activities for presentation to the faculty and other stakeholders.
- Ensuring action items are completed.
- Managing financial matters related to this portfolio.

6. Performs other related duties as required.

Supervision Received

The Special Project Coordinator position will work under general direction of the FHSD Research Chair, in conjunction with the investigative team of the assigned research projects.

Supervision Given

There may be work study students supervised by the Special Projects Coordinator as funding is available for this. He she will assign and check work completed.

Consequence of Error/Judgement

The Special Projects Coordinator works under the general direction of the FHSD Research Coordinator within established policies, procedures and standards. It is imperative that the Special Projects Coordinator work collaboratively and with minimal supervision. S he will act independently in performing defined duties and will alert the FHSD Research Coordinator to any unusual situations, and will keep her him advised of problems as they arise or are anticipated. Errors or incorrect decisions could result in delays in completing projects. The work of the Special Project Coordinator must be completed at a high level of accuracy and efficiency.

Qualifications

Undergraduate degree in a Health or Social Sciences is required, plus a minimum of two years of related experience, or an equivalent combination of education and experience. Post-graduate degree in a relevant discipline is preferred. Minimum of three years experience or the equivalent combination of education and experience. Knowledge of health related research an asset. Working knowledge of website management an asset. Ability to use word processing, spreadsheet, database, electronic mail applications, and web applications (including social networking) at an advanced level. Excellent oral and written communication Ability to plan, schedule and organize a variety of events such as research seminars, workshops, visits by visiting scholars. Ability to maintain accuracy and attention to detail. Ability to prioritize work, adapt to changing priorities, to multi-task and to meet deadlines. Ability to exercise initiative and innovative thinking. Ability to work effectively independently and in a team environment.

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



Job Posting

Job ID: 12251
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Security
Classification Title: Security, Level B2 **Business Title:** Manager, Facilities Security
Department: Security Services
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-09 **Available Openings:** 1

Job Summary

The Manager is responsible for the administration, human resource and operational management of the security services provide to the large contract or high risk facilities (e.g.Museum of Anthropology, the IK Barber Library, the Life Sciences Institute, the Sauder School of Business) as well as any other facility that contracts for internal 24 7 security services). This position also assists the Operations Manager and senior management on complex security issues.

Organizational Status

The Manager of Facilities Security is directly responsible for managing approximately 35 full time employees working in designated facilities. This position reports to the Operations Manager and assists with the management of an additional 50-60 full-time, part-time and on-call security guard staff through a line of unionized supervisors.

Work Performed

Major Responsibilities:

- . Responsible for the overall security operations in facilities noted above and for the ongoing relationship with the clients in each of these facilities.
- . Develops security standards and strategies for high risk facilities. Writes and maintain procedural documentation for facilities.
- . Develops operational plans for responding to daily events within these facilities. Develops long-term strategic plans and business plans in relation to the sensitive and unique needs of each facility, aligning these plans with overall departmental objectives
- . Evaluates and coordinates the implementation of new security equipment and technology in facilities such as Guard Tour, working with campus partners such as Facilities Management, Plant Operations etc. to ensure integration with existing systems and infrastructure. Creates training plan for Campus Security staff and clients to support implementation of new technologies.
- . Collaborates with senior managers in Campus Security to develop department wide strategies and initiatives.
- . Manages the scheduling of personnel and ensures there is sufficient coverage to meet operational requirements. Manages and approves overtime and requests for time off in accordance with established policies, procedures and the collective agreement.
- . Implements and communicates policies and procedures unique to each of these facilities in concert with the clients and recommends changes as required. Follows up with staff on an ongoing basis to ensure tasks are carried out in accordance with departmental policies and procedures. Takes corrective action as required.



- . Assesses risk and develops effective security protocols for staff in specialized areas of the university such as the Museum of Anthropology and Life Sciences Building, in collaboration with clients.
- . Develops initiatives and strategies for income generation. Responsible for achieving budget targets for both income and expenses within the Facilities division of Security. Monitors expenditures on an ongoing basis and makes adjustments or recommendations as required.
- . Develops and presents security proposals for potential contract clients. Ensures proposals are fiscally and operationally viable and fully addresses security requirements.
- . Ensures contractual obligations are met and security objectives realized. Measures results of security initiatives and adjusts programs accordingly.
- . Manages the maintenance of all departmental patrol vehicles. Ensures vehicles meet safety standards and are routinely checked, maintained and repaired as required.
- . Assists in the management of human resources for assigned staff. Recruits, develops, manages, evaluates, coaches, disciplines and terminates staff as required. Creates developmental plans for staff members.
- . Provides orientation to the department and training to employees on departmental policies and procedures. Manages and updates training records. Coordinates follow up on training on an ongoing basis to measure the success and identify gaps in programs.
- . Conducts both routine and complex investigations. Consults the Operations Manager as required.
- . Regularly consults with and provides operational expertise to university departments and external agencies. Coordinates the delivery of services, responding to changing circumstances and monitoring client satisfaction.
- . Collaborates in the preparation of security plans for events in consultation with other members of Campus Security management.
- . Performs other related duties as required.

Supervision Received

The Manager of Facilities Security works independently and has considerable autonomy. This position will consult the Operations Manager or senior management to obtain direction and advice complex security issues.

Supervision Given

The Manager of Facilities Security manages approximately 35 unionized personnel in the various facilities, including Supervisors, guards, and Museum Attendants. In addition he she will be responsible for the supervision of approximately 90 full time and part time security personnel in the absence of the Operations manager.

Consequence of Error/Judgement

Decisions about policy and resource allocations as a result of inadequate or inaccurate information have a direct impact on the security of staff, students, faculty and others on campus, as well as on personal and university property. In addition, irreplaceable and priceless artifacts loaned to the Museum of Anthropology create an additional and significant risk to the University and its reputation. Security within the Life Sciences Institute is critical as sensitive and potentially dangerous disease research is ongoing. Decisions have a direct impact on the productivity of the operations with respect to cycle time reduction, service failure, cost reduction and the reputation of the university. Given the direct operational responsibility, decisions will impact the culture, environment and morale of staff within the unit. Consequences of error rest with the incumbent who has to rectify his her own errors.

Qualifications

- Undergraduate degree in a relevant discipline. . Minimum of five years experience, 1 year experience in field of specialization or the equivalent combination of education and experience. Completion of the Justice Institute of BC Private Security Officer's certificate or a professional designation as a security or protection professional is an asset.
- . Computer experience with Word, Excel, PowerPoint are required at a basic level.
- . Experience managing in a unionized environment is an asset.
- . Working knowledge of: Criminal Code of Canada, BC Motor Vehicle Act, BC Highways Act, Charter of Rights, Rules of Evidence, operation and monitoring of electronic intruder alarm systems are required.



The University of British Columbia

Staff Job Postings

- . Effective oral and written communication, interpersonal, management, supervisory, leadership and organizational skills.
- . Ability to work independently and within a team environment.
- . Ability to multi-task, pay attention to detail, meet deadlines, prioritize and assess risk in a high pressure, fast-paced environment.
- . Ability to work evenings and weekends as is operationally required.
- . Valid British Columbia driver's license is required.

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



Job Posting

Job ID: 12079 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Genetic Counsellor
Classification Title: Genetic Counsellor, Level B **Business Title:** Co-Program Director, Clinical Training
Department: Medical Genetics
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Part-Time (40%)
Desired Start Date: 2012-03-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-17 **Available Openings:** 1

Job Summary

This position will work jointly with the Co-Program Director (Curriculum and Directed Studies).

The Co-Program Director (0.4FTE)(Clinical Training) will primarily focus on the clinical component of training including coordination and oversight of the clinical rotations, including external rotations, and continuing education opportunities for clinical supervisors; also will be involved in teaching as appropriate and the monitoring of student progress and evaluation of students and the program.

Responsible for providing leadership and direction to genetic counsellors, medical geneticists, external invited speakers, and clinical supervision and laboratory personnel in the development and delivery of the M.Sc. Genetic Counselling Program curriculum.

Responsible for the development, coordination, administration, accreditation and evaluation of the Genetic Counselling Program.

Responsible for the teaching and clinical supervision of students enrolled in the Program.

Slight increase or decrease in FTE may be negotiable.

Organizational Status

Along with the Graduate Advisor, report to the Head of the Department of Medical Genetics. Supervise the Program Secretary. Represent the Genetic Counselling Program on various university and hospital committees and liaises with other Genetic Counselling Program Directors Co-Directors through the Association of Genetic Counselling Program Directors, and the American Board of Genetic Counselling. Liaises with other Allied Health Program Directors at UBC through committee work within the College of Health Disciplines and the Faculty of Medicine.

Work Performed

Jointly the Co-Program Directors will:

- Develop the overall Genetic Counselling Program goals, objectives and desired outcomes
- Continuously evaluate Program and implement recommendations as appropriate
- Monitor trends in genetics to ensure that the Program is up-to-date, current, relevant and of high quality
- Teach Program courses specific to genetic counselling students as appropriate
- Ensure optimal utilization of human and physical resources by the Program staff, students and clinical supervisors



The University of British Columbia

Staff Job Postings

- Ensure the Program content meets eligibility requirements of the Canadian and American Board of Genetic Counseling certification exams
- Work to maintain Program accreditation through the American Board of Genetic Counseling
- Together with the Graduate Advisor and the Program Advisory Committee as necessary, deal with disciplinary and or remedial issues with students not performing according to Program expectations
- Together with the Graduate Advisor, Medical Director, and other committee members as required, evaluate student applications, conducts interviews and accept students within the guidelines of the Faculty of Graduate Studies, other Genetic Counselling Programs, the Association of Genetic Counselling Program Directors and the American Board of Genetic Counseling
- Represent the Program in a variety of forums including the hospital, clinical placement settings, the community, as well as the Association of Genetic Counseling Program Directors, the Canadian Association of Genetic Counsellors, and the American Board of Genetic Counseling
- Maintain liaison with the Association of Genetic Counseling Program Directors, the Canadian Association of Genetic Counsellors and other national and international Genetic Counselling Programs

Co-Program Director (0.4FTE)(Clinical Training) will:

- Provide leadership and direction to the medical geneticists, genetic counsellors, laboratory personnel and other health care professionals who supervise students during clinical rotations
- Create evaluation tools to assess clinical rotations
- Identify and develop additional opportunities for clinical placements
- Establish objectives, develop and co-ordinate clinical and laboratory rotations with rotation supervisors
- Provide and monitor opportunities for interprofessional education through speciality rotations and programs of the College of Health Disciplines.
- Ensure each student receives appropriate supervision and evaluation during clinical rotations
- Liaise with other clinical settings (outside Vancouver) to arrange student placements and to ensure students receive appropriate supervision and evaluation
- Work with PHSA (for visiting students) and UBC Legal Office (for external rotations) to ensure appropriate affiliation agreements are in place and up to date for clinical rotations
- Ensure student compliance with requirements for clinical placement such as Criminal Records Checks and appropriate immunizations.
- Coordinate on-going educational opportunities for clinical supervisors

Works in an office located at the C&W Hospital Site. The office has a window that opens and overhead fluorescent lighting. No hazards are present.

Supervision Received

Works under administrative direction with periodic review of general effectiveness of Program quality and attainment of objectives. Works within the overall policies, procedures and objectives of the Genetic Counselling Program, the Department of Medical Genetics, the Faculty of Graduate Studies and the Provincial Medical Genetics Program.

Supervision Given

Manage the Program Secretary and serve as the immediate supervisor of 10-14 genetic counselling students.

Consequence of Error/Judgement

The clinical training, education, eligibility for certification and employment future of the M.Sc. Genetic Counselling Program students are dependent on the quality of the courses and clinical rotations developed and coordinated by the Co-Program Directors.

Qualifications

Master's degree in Medical Genetics or Genetic Counselling. Board eligible for certification with the Canadian American Association of Genetic Counselling. . 3 years managerial experience, minimum 6 years experience in genetic counselling and 3



The University of British Columbia

Staff Job Postings

years of experience in course development and design. Certified by the American Board of Genetic Counselling and certified by the Canadian Association of Genetic Counsellors preferred. Demonstrated skills and ability in teaching. Evidence of a commitment to research. Excellent oral and written communication, interpersonal and organizational skills.

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



Job Posting

Job ID: 12081 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Genetic Counsellor
Classification Title: Genetic Counsellor, Level B **Business Title:** Co-Program Director, Curriculum & Directed Studies
Department: Medical Genetics
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Part-Time (40%)
Desired Start Date: 2012-03-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-17 **Available Openings:** 1

Job Summary

This position will jointly work with the Co-Program Director (Clinical Training).

The Co-Program Director (0.4FTE)(Curriculum and Director Studies) will primarily focus on the planning, coordination and oversight of the curricular program and oversight of the directed studies project, also will be involved in teaching as appropriate and the monitoring of student progress and evaluation of students and the program.

Responsible for providing leadership and direction to genetic counsellors, medical geneticists, external invited speakers, and clinical supervision and laboratory personnel in the development and delivery of the M.Sc. Genetic Counselling Program curriculum. Responsible for the development, coordination, administration, accreditation and evaluation of the Genetic Counselling Program. Responsible for the teaching and clinical supervision of students enrolled in the Program.

Slight increase or decrease in FTE may be negotiable.

Organizational Status

Along with the Graduate Advisor, report to the Head of the Department of Medical Genetics. Supervise the Program Secretary. Represent the Genetic Counselling Program on various university and hospital committees and liaises with other Genetic Counselling Program Directors Co-Directors through the Association of Genetic Counselling Program Directors, and the American Board of Genetic Counseling. Liaises with other Allied Health Program Directors at UBC through committee work within the College of Health Disciplines and the Faculty of Medicine.

Work Performed

Jointly the Co-Program Directors will:

- Develop the overall Genetic Counselling Program goals, objectives and desired outcomes
- Continuously evaluate Program and implement recommendations as appropriate
- Monitor trends in genetics to ensure that the Program is up-to-date, current, relevant and of high quality
- Teach Program courses specific to genetic counselling students as appropriate
- Ensure optimal utilization of human and physical resources by the Program staff, students and clinical supervisors
- Ensure the Program content meets eligibility requirements of the Canadian and American Board of Genetic Counseling certification



The University of British Columbia

Staff Job Postings

exams

- Work to maintain Program accreditation through the American Board of Genetic Counseling
- Together with the Graduate Advisor and the Program Advisory Committee as necessary, deal with disciplinary and or remedial issues with students not performing according to Program expectations
- Together with the Graduate Advisor, Medical Director, and other committee members as required, evaluate student applications, conducts interviews and accept students within the guidelines of the Faculty of Graduate Studies, other Genetic Counselling Programs, the Association of Genetic Counselling Program Directors and the American Board of Genetic Counseling
- Represent the Program in a variety of forums including the hospital, clinical placement settings, the community, as well as the Association of Genetic Counseling Program Directors, the Canadian Association of Genetic Counsellors, and the American Board of Genetic Counseling
- Maintain liaison with the Association of Genetic Counseling Program Directors, the Canadian Association of Genetic Counsellors and other national and international Genetic Counselling Programs.

Co-Program Director (0.4FTE)(Curriculum and Director Studies) will:

- Design, develop and coordinate Program courses specific to genetic counselling students
- Create evaluation tools to assess both academic courses
- Provide leadership and direction to other educational staff, consultants and tutors in the provision of educational sessions
- Evaluate and make decisions regarding relevant courses and for the students enrolled in the Program.
- Ensure that the Program and students meet the Faculty of Graduate Studies academic requirements
- Chair the Genetic Counselling Program Advisory Committee
- Create and enable dissemination of Genetic Counselling Program information for interested persons
- In conjunction with the Graduate Advisor, ensure students have appropriate support for their Directed Study projects

Works in an office located at the C&W Hospital Site. The office has a window that opens and overhead fluorescent lighting. No hazards are present.

Supervision Received

Works under administrative direction with periodic review of general effectiveness of Program quality and attainment of objectives. Works within the overall policies, procedures and objectives of the Genetic Counselling Program, the Department of Medical Genetics, the Faculty of Graduate Studies and the Provincial Medical Genetics Program.

Supervision Given

Manage the Program Secretary and serve as the immediate supervisor of 10-14 genetic counselling students.

Consequence of Error/Judgement

The clinical training, education, eligibility for certification and employment future of the M.Sc. Genetic Counselling Program students are dependent on the quality of the courses and clinical rotations developed and coordinated by the Co-Program Directors.

Qualifications

Master's degree in Medical Genetics or Genetic Counselling. Board eligible for certification with the Canadian American Association of Genetic Counselling. . 3 years managerial experience, minimum 6 years experience in genetic counselling and 3 years of experience in course development and design. Certified by the American Board of Genetic Counselling and certified by the Canadian Association of Genetic Counsellors preferred. Demonstrated skills and ability in teaching. Evidence of a commitment to research. Excellent oral and written communication, interpersonal and organizational skills.

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



The University of British Columbia

Staff Job Postings

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



Job Posting

Job ID: 12248
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D3 **Business Title:** Associate Director, Faculty of Law
Department: Development Office
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-16 **Available Openings:** 1

Job Summary

This fundraiser position is responsible for generating strategic prospect contact at the major gift level. The Associate Director is responsible for managing a defined development program at an average \$1.5+ million level, or resource development activity at an average \$1+ million annually. Responsible for managing a minimum of 75-150 prospects, making 20-25 solicitations and raising a minimum average of \$1+ M annually.

The Associate Director works in partnerships with senior management to facilitate maximum private and public sector support; develops and implements comprehensive and complex plans for identifying, cultivating, soliciting and stewarding major gift prospects and donors and develops and manages a portfolio of major gift prospects and meets potential prospects on a one-on one basis. The position will ensure appropriate donor recognition, acknowledgement and stewardship programs are in place and oversees the generation of donor prospect solicitation materials and correspondence, and will have some administrative responsibilities.

Organizational Status

Reports to: One of: Senior Associate Director, Director Assistant Dean or Executive Director of Development.

Works with: UBC faculty and staff involved in fundraising including the VP, Development and Alumni Engagement, AVP Development, the President of the University and other senior administrators as appropriate.

Contacts: Donors and outside community groups and organizations.

Supervises: Normally Associate Directors do not have direct supervisory responsibilities, but may mentor junior development staff.

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the University, with a Faculty unit specific individual annual dollar goal;
 - Develops and manages a portfolio of major gift prospects (75-150) making face-to-face visits (100-200 annually) for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level (defined as \$25,000 and up).
- Responsible for coordinating and attending face-to-face prospect donor meetings, with an expectation to meet annual benchmarks for



these meetings;

- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Responsible for management of a portfolio of relationships;
- Develops proposals and works with donors to generate gifts for priority projects. Develops and implements strategies for closing major gift solicitations, with an expectation to make solicitations (20-25 annually) at the major gift level;
- Ensures that appropriate donor recognition, acknowledgment and stewardship programs take place;
- Generates donor prospect solicitation materials and correspondence;
- Performs other related duties as required.

Supervision Received

The incumbent works under general direction according to broad objectives.

Works independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Overall strategic planning on global fund-raising initiatives is executed in consultation with manager.

Supervision Given

Normally Associate Directors do not have direct supervisory responsibilities, but may mentor junior development staff.

Consequence of Error/Judgement

The position is a critical point of contact for donors and university staff in relation to development activities. The Associate Director is expected to make decisions and recommendations impacting a total development goal. Incorrect interpretation or communication of university policy and procedures or lack of tact, diplomacy or sensitivity in dealing with major donors and senior administrators could potentially result in damaged relationships and credibility, leading to the potential loss of these donations.

This position is also critical in advising and ensuring proper interpretation and implementation of academic and fiscal policies for fundraising, senior administrators, and development staff. The Associate Director is responsible for a portfolio of donors and prospects, as well as for an individual goal per annum. If inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior university administrators, millions of dollars could be incorrectly administered or unavailable for disbursement. UBC could be in direct violation of stewardship and trusteeship obligations to donors and for funds received through bequests.

The incumbent participates in decisions concerning the planning, organization and utilization of staff, staff selection and job performance reviews.

Qualifications

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 5 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. A minimum of five years' related experience or an equivalent combination of education, training and experience. Proven experience in Major-Gift fundraising and skilled in strategy development. Thorough knowledge of the university environment and academic structure is preferred. Experience working with a centralized fundraising system an asset. Ability to work independently while exercising good judgement at all times. Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines; ability to formulate strategic plans; effective communication skills, verbal and written; strong interpersonal and negotiation skills required in liaising with major donors, corporate executives and senior university administration; proven ability to work with the University's senior-most donors to advance the University's mission; tact, diplomacy, discretion and sound judgment required. The incumbent should have the ability to plan, coordinate and supervise the work of others, in order to execute a variety of complex projects with imposed deadlines. Computer experience required; MS Windows



The University of British Columbia

Staff Job Postings

environment, Microsoft Office preferred.

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



Job Posting

Job ID: 12247
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level F **Business Title:** Associate Director, Awards
Department: Development Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-01
Job End Date: 2013-05-31
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-02-17 **Available Openings:** 1

Job Summary

This position is responsible for managing UBC's Awards Development Program, with an annual fund-raising goal of \$5 million+, developing and implementing strategies to maximize private and public support for student awards at the University of British Columbia, building relationships with current and prospective donors, and promoting awards as an attractive giving opportunity, both in the form of present gifts and as bequests. The position also acts as a resource and catalyst for the campus development group, academic departments, and the general public concerning the creation of new awards and the maintenance and growth of existing awards.

Organizational Status

Reports to: Director of Awards Gift and Estate Planning

Works with: UBC faculty and staff involved in fundraising including the AVP, Development, the President of the University and other senior administrators as appropriate. Liaises with other campus units, such as the Office of Student Financial Assistance and Awards (SFAA), the Faculty of Graduate Studies, the Office of University Counsel, and Financial Services, to advocate for award donors and contribute to effective awards administration at UBC.

Contacts: Donors and outside community groups, charitable foundations and organizations.

Supervises: Supervises an Awards Manager, an Awards Development Coordinator and, when required, temporary clerical staff.

Work Performed

- Works closely with the Director and senior management to plan and implement pro-active strategies which will maximize private and public support for student awards. Assumes responsibility, along with the assistance of the Awards Development Officer, for cultivation of prospective award donors and upgrading current award donors in order to meet the Award Development Unit's annual fund-raising goal.

- Oversees daily operations of the unit, including: development and implementation of strategies for closing major gift solicitations, renewal of annually-funded awards and coordinating major gift solicitations.



The University of British Columbia

Staff Job Postings

- Oversees administrative functions of the unit including: development and implementation of individual plans for identifying, cultivating, soliciting, and stewarding major gift prospects and donors; overseeing implementation of appropriate donor recognition; ensuring acknowledgement and stewardship programs are in place.
- Develops and manages a personal portfolio of major gift prospects making face-to-face visits for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level (defined as \$25,000 and up). Negotiates terms and conditions of new awards with private and corporate donors, ensuring that these gifts will meet academic and administrative guidelines for new awards as mandated by the Senate and Board of Governors.
- Develops proposals and works with donors to generate gifts for student awards and other priority projects.
- Manages the progress of new awards through the University's formal approval process and follows up with the Office of Student Financial Assistance and Awards (SFAA) to ensure that, once approved, new awards are promptly and properly set up in the University's systems.
- Demonstrates a comprehensive knowledge of planned giving opportunities such as endowments, bequests, gifts of appreciated securities, life insurance and gift annuities so as to highlight these vehicles in working with prospective and current donors.
- Responds effectively yet tactfully to routine and non-routine inquiries, written and verbal, requiring a technical and theoretical knowledge of awards administration and gift and estate planning opportunities; composes correspondence and initiates replies to these inquiries.
- Manages the donor pipeline, ensuring that appropriate strategies are in place and acted on.
- Manages and motivates staff; plans and approves professional development for staff; responsible for hiring, training and terminating staff; conducts annual staff evaluations to ensure annual benchmarks and performance goals are achieved.
- Informs and collaborates with Faculty Development Officers and academic departments on the development of new awards and on the stewarding of current award donors.
- Generates donor prospect solicitation materials and correspondence.
- Performs other related duties as required

Supervision Received

The incumbent works under general direction according to broad objectives. Works independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Overall strategic planning on global fund-raising initiatives is executed in consultation with the Director of Awards Gift and Estate Planning.

Supervision Given

Responsible for the supervision and oversight of an Awards Manager, an Awards Development Coordinator and, when required, temporary clerical staff.

Consequence of Error/Judgement

The position is a critical point of contact for donors and university staff in relation to development activities. The Associate Director is expected to make decisions and recommendations impacting an awards development program of over \$5 million dollars. Incorrect interpretation or communication of university policy and procedures or lack of tact, diplomacy or sensitivity in dealing with major donors and senior administrators could potentially result in damaged relationships and credibility, leading to the potential loss of these donations.



The University of British Columbia

Staff Job Postings

The position is also critical in advising and ensuring proper interpretation and implementation by senior administrators and development staff of academic and fiscal policies which affect awards fundraising and awards administration. If inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior university administrators, substantial donations could be incorrectly administered or unavailable for disbursement. UBC could be in direct violation of stewardship and trusteeship obligations to donors and for funds received through bequests.

The incumbent participates in decisions concerning the planning, organization and utilization of staff, staff selection and job performance reviews.

Qualifications

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is an asset. A minimum of 7 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Experience in Major-Gift fundraising and skilled in strategy development. Thorough knowledge of the university environment and academic structure is preferred. Experience working with a centralized fundraising system an asset. Computer experience required (MS Windows environment, Microsoft Office preferred). Ability to plan, coordinate and supervise the work of others. Ability to work effectively with minimal supervision. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to communicate effectively verbally and in writing. Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work simultaneously on a variety of complex projects with imposed deadlines. Ability to develop and implement strategic business plans. Ability to exercise sound judgment. Ability to work with the University's senior-most donors to advance the University's mission. Negotiation skills required in liaising with major donors, corporate executives and senior university administration.

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: 12140
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Counsellors & Psychologists
Classification Title: Counslrs/Psychologists, Level D **Business Title:** Director, Campus Health
Department: UBCO-Health & Wellness
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-17 **Available Openings:** 1

Job Summary

Responsible for the functioning of the UBC Okanagan campus Health and Wellness department which provides a range of Counseling and Health services for students within a Wellness framework i.e. prevention, support, crisis intervention, acute treatment, illness management and referral . Includes leadership, development, administration and supervision of interprofessional and multidisciplinary services designed to help students meet educational goals through maintenance of personal wellness; development of a healthy campus community; provision of undergraduate and graduate student education opportunities; engagement in relevant research; and consultation and collaboration with faculty, student organizations, other members of the university and external health funders, providers and professional organizations. Engages in direct service, education and research as appropriate. Reports to the Associate Vice President Students at the UBC Okanagan campus. Contributes to overall development of Students portfolio as member of the Associate Vice President Students Senior Management Team.

Organizational Status

Reports to the Associate Vice President Students, UBC Okanagan campus . The Director is a member of the Associate Vice President Students Senior Management Team and accordingly consults and collaborates with senior administrative staff in faculties, student organizations, other university and college health and counseling services, health funders, community providers and professional organizations.

Work Performed

1. Provides leadership to the Health, Counseling and Wellness Programs for students by:
 - Ensuring appropriate staffing and management of Wellness Centres and outreach services.
 - Developing and managing strong relationships with Interior Health, Health Canada and other granting agencies.
 - Creating and evaluating programs related to health, wellness and counseling.
 - Ensuring that legal, ethical and professional standards and requirements are understood and met within the department.
 - Supervising and providing clinical consultation to multidisciplinary staff of counseling and health professionals.
 - Supervising and supporting research and teaching within the department including a range of undergraduate and graduate student activities e.g. projects, practicum, internship, volunteer, employment.
 - Strategically planning to meet student population growth at the UBC Okanagan campus.
2. Provides development to the Health, Counseling and Wellness Programs for students by:
 - Creating and evaluating programs related to health, wellness and counseling.



The University of British Columbia

Staff Job Postings

- Collaborating with the other members of the Associate Vice President Students Senior Management team.
- Collaborating with colleagues, students and faculty regarding building and maintaining a healthy campus community including policy and practices.

3. Provides administration of the Health, Counseling and Wellness Program for students by:

- Hiring, training, and evaluating staff.
- Building and maintaining departmental budgets.
- Obtaining and managing grant and contract funding for direct service, research and program development.
- Establishing and managing partnerships with external health and social service providers to increase student access to off campus services and programs and to bring specialized services to campus.

4. Performs other duties as required.

Supervision Received

Reports to the Associate Vice President Students. The Director works primarily with little supervision. The Associate Vice President Students is available for consultation and advice as required. Departmental goals and objectives are developed with the Associate Vice President Students and are to be annually evaluated.

Supervision Given

The Director is responsible for providing supervision for two management and professional Counselors, two clerical employees, and four Nurse Clinicians on contract, plus other staff and students according to grant funding, teaching and research within department. The Director ensures compliance with university policy and professional standards.

Consequence of Error/Judgement

The Director is accountable to the Associate Vice President Students for the operation of all aspects of the department including but not limited to: budgets, human resources, programming, planning and operations. They should be well acquainted with the appropriate university policy and the relevant professional standards and requirements. Poor performance of this role would have a potential immediate negative impact on students' health, safety and success, and could create situations of legal liability for the university.

Qualifications

Ph.D. in Counselling Psychology or a related field or Certification as a Registered Psychologist in BC. . 3 years managerial experience. Minimum 9 years of related experience in clinical counselling. Administrative experience in a university or allied health setting and clinical experience at a senior level. Demonstrated organizational and team building skills. Proven consultative management style, effective interpersonal and communication skills, and experience managing budgets and grantsmanship. A commitment to excellence and best practices in direct service, education and research, interprofessional and multidisciplinary services and use of a wellness framework preferred.

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



Job Posting

Job ID: 12238
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level C **Business Title:** Manager, Business Development
Department: The Sauder School of Business
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-27 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-02-09 **Available Openings:** 1

Job Summary

Responsible for creating and developing a relationship infrastructure involving influential members of local, national and international business communities, that is designed to secure deep and long term engagement with multiple divisions of the Sauder School of Business and UBC as a whole, and deliver significant value in the form of brand enhancement, recruitment engagement, multi-divisional commitment and revenue generation. Primary goals are to identify short and long employment opportunities for Sauder students and alumni through the development of business partnerships with local, national and international companies.

Organizational Status

Reports to the Senior Business Development Manager, Hari B. Varshney Business Career Centre.

Externally, this position engages with local, national and international organizations (employers) and industry association representatives ranging from senior level executives (CEO, SVP, VP) to human resources staff.

Within the Business Career Centre, this position works closely with other Business Development Managers and Business Career Center staff, including the Assistant Dean, Directors, Career Managers, Program Managers and support staff. Within the Sauder School of Business, this position interacts with multiple divisions including: the Development Office, Alumni and External Relations, the Business Family Centre, Alumni, Executive Education, Marketing Communications, Faculty, the Undergraduate Office, the Graduate Programs Office and the CUS. Within UBC, this position interacts with UBC Central Career Services and other faculty Co-op teams.

Work Performed

Business Development and External Relations

- Conducts market analysis on growth industries and geographic regions, hiring trends, and competitive skills requirements to identify new opportunities for student and alumni employment and lucrative business partnerships
- Researches and profiles Tier 1 local, national and international companies within priority industries (eg. Banking and Finance, Government, Oil & Gas, High Tech, Consumer Goods Products) and geographies (e.g. Vancouver BC, Calgary, Toronto, Seattle, Hong Kong, London, UK), with a goal to:
 - Establish and implement 5+ Partnership Agreements per year outlining significant levels of engagement between the organization and the Sauder School of Business, including initiatives such as:



The University of British Columbia

Staff Job Postings

- Multi-departmental (Finance, Operations Supply Chain, HR, Marketing, etc.) recruitment of MBA, BCom, Co-op and ECM students and Alumni
- MBA Mentor Program membership
- Speakers at various events such as the Careers In and Business Now seminar series,
- Guest lecturers (arranged with Faculty)
- Case Competition Sponsors
- Information Session hosts
- Trek Program sponsoring companies (Asia, Toronto, Calgary, Seattle)
- Career Fair participants (UBC and or Sauder)
- Student Club sponsorship
- Identifying UBC Sauder Alumni within the organization
- Identify and facilitate an introduction to potential relationship building and revenue generating opportunities for other Sauder divisions including Alumni Relations, Exec Ed, the Development Office, the Business Family Centre and UBC Central Career Services
- Identifying an assigned quota of relevant and high quality paid work experiences for Sauder's MBA candidates, BCom undergraduates, Co-op students, ECM students, FOM students:
through the use of internet-based research, industry publications, newspapers and personalized outreach initiatives such as cold calling, email, business networking events, trade shows, career fairs and conferences.
- Develop and manage ongoing relationships with multiple departments within potential Tier 1 employers through client needs assessment, face-to-face meetings with representatives from multiple departments, integration of their recruitment strategy with Sauder School of Business and campus-wide programs and events, faculty liaison, liaison with cross-divisional departments such as Exec Ed, Business Family Centre, etc.
- Gathers feedback from employer organizations on competitive skill requirements, and distributes such information to Sauder curriculum program designers, with a goal of influencing the curriculum that makes our students highly competitive in the marketplace
- Responds to recruitment inquiries needs of Tier 2 3 organizations.
- Enhances the Sauder brand perception established by the Sauder Marketing Communications Department through day-to-day, on the ground interaction with employer organizations
- Develops and initiates surveys in support of fine tuning business development strategies and initiatives.
- Tracks and reports on the quantity and quality of summer, co-op, internship and permanent positions
- Tracks and reports on annual budget expenditure
- Regular travel to industry hubs, including inter-provincial and international. Trip planning includes scheduling meetings with Tier 1 existing clients and new business, attending relevant networking industry events conferences, and or alumni events.

Supervision Received

Works independently under general guidance from the Senior Business Development Manager. Participates in setting annual business development objectives and strategies and quarterly goals and tactics with other members of the Business Development team well as other BCC Managers.

Supervision Given

Delegates and reviews the work of student assistants, administrative support. Hires and manages contract work performed by outside suppliers such as market research firms.

Consequence of Error/Judgement

This position represents the Sauder School of Business, the students and the University. Incorrect decisions judgement will directly affect the Sauder School of Business and UBC's reputation with the employer community and future alumni of the faculty. Incorrect decisions would have impact on the employment of students, the operations of the programs, and the reputation of the Faculty and the University.

Qualifications



The University of British Columbia

Staff Job Postings

Undergraduate degree in a relevant discipline. Master's degree in business administration preferred. Minimum of six years experience or the equivalent combination of education and experience. Experience in sales business development required. Experience in financial services with a functional understanding of investment, commercial, and retail banking, and asset wealth management, banking and finance designations and careers would be an asset. Exposure to oil and gas, mining and engineering industries and experience in the area of talent or human resource management (recruitment) an asset. Excellent interpersonal, communication, research and business development relationship building skills with a particular focus on initiating and expanding the value delivered from key client relationships. Effective organizational, supervisory and presentation skills required. Experience and comfort with cold calling required. Familiarity with a university or similar environment an asset. Computer skills required (Word for Windows, Excel, PowerPoint, email (Outlook), Internet research; working knowledge experience of databases CRM preferred).

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



Job Posting

Job ID: 12022 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level C **Business Title:** Manager, Strategic Planning
Department: CampusCommPln-Sustainability
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-06
Job End Date: 2013-02-06 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-09 **Available Openings:** 1

Job Summary

The Manager, Strategic Planning is responsible for:

1. Developing the university's operational sustainability strategy (OSS). The Manager will guide operational units in identifying and developing their strategic sustainability goals and identifying the performance metrics needed to track progress in achieving them. The OSS will be developed to support achieving sustainability goals at the unit level and the university's overall sustainability goals.
2. Developing the Campus Sustainability Engagement Plan. The plan will be developed to support UBC's resource conservation plans (energy, climate, water and waste) and Campus Sustainability's signature engagement programs. The Manager will use the Community Based Social Marketing (CBSM) method, or similar, to target normative behaviours that support operational sustainability.

The Manager will use the principles of inclusive and open consultation and appreciative inquiry.

This position supports the Director in strategic and work planning for Campus Sustainability.

Organizational Status

Operates within Campus Sustainability, a unit of the Campus and Community Planning department. Reports to the Director, Operational Sustainability. Also relates to the Director, Public Engagement, Campus and Community Planning.

Working Relationships

Reports to the Director, Operational Sustainability. Coordinates with the Director, Public Engagement, Campus and Community Planning. Has direct contact with various deans, department heads, managers and external organizations to support the development and implementation of the OSS and Engagement Strategy.

Work Performed

Operational Sustainability Strategy (OSS)

1. Guide development of unit level sustainability strategies that will support UBC's overall sustainability goals.
2. Prioritize units in terms of impact and define a schedule for implementation. Select high impact and enthusiastic units for first round inclusion.



The University of British Columbia

Staff Job Postings

3. Best practice review of operational sustainability goals and performance metrics.
4. Guide campus units in developing their sustainability goals
5. Guide campus units in identifying the organizational and behavioural barriers to achieving their sustainability goals.
6. Guide units in identifying action plans to overcome barriers and achieve their sustainability goals.
7. Guide campus units in developing performance indicators for tracking progress and a commitment and accountability framework for achieving goals and monitoring progress.
8. Strategic program planning for UBC's SEEDS Program to support units in achieving their sustainability goals.
9. Write and coordinate production of the OSS report.

Operational Sustainability Strategy Monitoring and Reporting

1. Design and implement systems to measure and report on UBC's operational sustainability performance.
2. Design and implement quality management systems to ensure the quality of data collected and repeatability of data collection.

Engagement Strategy

1. Lead development of an engagement strategy with the goal of fostering a culture of sustainability at UBC and supporting resource conservation plans (climate, energy, water, waste, transportation).
2. Pre-Planning: Research and prioritize high impact behaviours that have a high likelihood of adoption. Identify and analyze target audiences.
3. Barrier Analysis: Identify and address organizational or other barriers to these behaviours.
4. Behaviour Change Program Design: Design a program to overcome perceived barriers and motivate sustained behaviour change.
5. Implementation, Evaluation and Recognition: Develop an implementation plan that recognizes and integrates existing behavior programs and includes pilot programs, evaluation steps, scale up, reward and recognition, feedback and continuous improvement.
6. Pilot Programs: Run pilot programs and evaluate results.
7. Strategic program planning for UBC's SC Program to support the behavior change program.
8. Write and coordinate production of the Engagement Strategy report.

Sustainability Office Strategic Planning and Policy Development

1. Support the Director in developing and reporting on Campus Sustainability strategic plans and annual work plan.
2. Provide policy advice to the Director, including briefing notes and discussion papers.

Special Projects

As required. Other duties as assigned.

Supervision Received

This position is expected to function with a high degree of autonomy and independence. Major assignments are reviewed by the Director, Sustainability Office. Progress will be measured through submission of monthly and quarterly reports to the Director, which may ultimately contribute to formal reports submitted to the UBC Executive or Board of Governors. Verbal progress reports and periodic review of assignments tasks will be required.

Supervision Given

Plans, manages, coordinates, oversees, reviews and monitors work of internal staff and external consultants as required.

Consequence of Error/Judgement

Error in strategy, analysis, diplomacy and communication will result in unsatisfactory results, loss of stakeholder and community support and funding sources. Image and profile of the Campus Sustainability Office could be permanently impacted.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a



The University of British Columbia

Staff Job Postings

professional Institute or Association. Undergraduate degree in the social or environmental sciences, planning, public policy or communications.

Masters degree in planning, communications or business administration preferred. Minimum of six years experience including experience in related technical fields, project coordination and cost control or the equivalent combination of education and experience. Minimum six years experience in strategic planning, policy development, social marketing communications, the academic sector and project management. Experience with, corporate sustainability programs and business practice management preferred. Strategic planning, program management, project coordination, group facilitation, consensus building, committee management, policy development, communications, consultation and conflict resolution are essential. Experience with appreciative inquiry approach and the ability to relate professionally to executives as well as operational unit staff. Sound knowledge of, and background in, sustainability and the academic or education sector. Demonstrable experience with strategic planning, community based social marketing methods as they relate to communication planning, including the development and implementation of strategic communications and social marketing plans. Excellent written and spoken communication skills. Knowledge of UBC and university practices an asset. Evidence of a background in corporate social responsibility sustainability strategy and reporting including indicator development. Demonstrated commitment to sustainability.

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: 12229
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Industry Liaison
Classification Title: Industry Liaison, Level A **Business Title:** Industry Grants Officer
Department: Industry Liaison Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-16
Job End Date: 2013-04-30
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2012-02-17 **Available Openings:** 1

Job Summary

The UILO's mission is to maximize the global impact of UBC's research for the economic and social benefit of the University and the people of British Columbia and Canada. Its mandate is to recognize innovation and excellence in the development and commercialization of technologies and to negotiate and maximize effective partnerships with industry and government. The Sponsored Research Group within the UILO is responsible for the promotion and management of all sponsored research arrangements, including research chairs, grants, clinical trials and research contracts for the faculty at the University and its affiliated teaching hospitals.

The Industry Grants Officer supports the researchers in obtaining and managing industry-sponsored research. The position's portfolio includes drafting and processing standard Grants and Non-Disclosure Agreements for life sciences, physical sciences and information technologies for all faculties at the University. To ensure excellent service to Researchers, the position must exercise a high level of diplomacy and tact in developing and maintaining close relations between the Researchers and the UILO.

Organizational Status

The position reports to the Senior Manager, Sponsored Research Group. The position works in close collaboration with UILO Technology Transfer staff and with senior University administration.

Work Performed

Drafts, reviews and approves standard Grant-in-Aid agreements, standard Non-Disclosure Agreements, and all amendments from the Sponsored Research Group, for compliance with UBC policies and procedures including publication, intellectual property, liability and indemnification, financial reporting and ethics approval, prior to execution by the Associate Director or Managing Director, UILO.

Interprets industry sponsors' contractual needs and comes to the appropriate agreement with the industry sponsor.

Exercises a high level of diplomacy and tact in developing and maintaining close relations between the different faculties and the UILO.

Liaises with Office of Research Services regarding matching industry government funds and project links.



The University of British Columbia

Staff Job Postings

Establishes and maintains a broad network of personal contacts both within the UBC community and its affiliated teaching sites and with industry, government and other university representatives.

Performs other duties as required.

Supervision Received

The position works under its own direction and initiative. Grants and Agreements are reviewed and approved in accordance with the signing resolutions of the University. The position works on management projects in consultation with the Sr. Manager, Sponsored Research, UILO. Work is reviewed against objectives.

Supervision Given

The position provides instruction and advice to the Research and Trust Accounting Group and interacts on a project-by-project basis with internal and external professionals.

Consequence of Error/Judgement

The Sponsored Research Group manages \$42 million in industry sponsored research and \$60 million in government and foundation sponsored research. Individual agreements vary in value from \$500 to \$1 million, but may exceed this amount. Decisions may result in the gain or loss of potential economic opportunities for the University, including the likelihood and financial magnitude of industry sponsored research. The decisions may enhance or damage the reputation of the faculty, the UILO, and the University, or protect expose the University to unwarranted legal liability. In many cases, the results of the decisions are irreversible.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in science. Minimum of 2 to 3 year of related experience in research and technology transfer or the equivalent combination of education and experience. Experience in reaching agreements in business arrangements and contractual matters an asset. Ability to communicate effectively verbally and in writing. Strong interpersonal skills, with the ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to manage a large portfolio of pending and completed Grants and Agreements. Knowledge of business practices. Knowledge of UBC accounting procedures and practice an asset. Knowledge of University and Affiliated Hospitals policy and procedures relating to research, intellectual property and the execution of contractual agreements 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: 12250
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** Housekeeping Supervisor
Department: UBCO - Housing & Conferences
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-02
Job End Date: 2012-09-19
Funding Type: Self Funded
Other:
Date Closed: 2012-02-09 **Available Openings:** 1

Job Summary

Acts as the liaison between Student Housing and Hospitality Services, and the external Cleaning Contractor to oversee the room cleaning and room set ups from student move out (April Transition) through the conference season, and preparing all rooms for student move in (September Transition).

Organizational Status

Reports to the Manager, Conferences and Accommodation. Works with Front Office Manager and external contractor on a daily basis. Works closely with Housing Admin Manager, during peak transition times.

Work Performed

MAJOR RESPONSIBILITIES

- Oversees transition from student residence to hotel accommodation, and back, by:
 - Working with Managers to determine timeline of room cleaning for transition periods.
 - Managing and reporting cleaning schedules of all residential rooms to contract cleaner.
 - Performing room inspections and providing assessment report to Manager of Housing.
 - Ensuring that set transition timelines and standards are met.
- Ensures productive and positive relationship with contract cleaners by:
 - Conducting room cleaning and presentation training to contract housekeeping staff to ensure clearly communicated room standards are clear.
 - Working with Front Office Manager to determine daily housekeeping requirements; preparing housekeeping reports to communicate tasks to contract housekeeping supervisor.
 - Preparing forecasting reports of guest arrival and departure for weekly meeting with Front Office Manager and Contract Supervisor.
 - Working closely with contract supervisor to allocate, distribute and oversee the work of contract housekeepers to ensure cleaning and presentation standards are met.
- Responsible for quality assurance of cleaning in residences by:



The University of British Columbia

Staff Job Postings

- Performing regular quality assurance inspections of the rooms according to established policies.
- Following up on service complaints and resolving to the reasonable satisfaction of customers and or staff.
- Speaking to contract supervisor when work does not meet standards and reports performance issues to management.
- Documenting incidents involving damage to property or excess cleaning requirements and providing information to appropriate personnel for assessment and correction.

4. Responsible for inventory control by:

- Monitoring use of housekeeping, kitchen and linen supplies, and small equipment.
- Working with contract cleaners to ensure appropriate use of supplies.
- Assessing required quantities for housekeeping supplies and submitting to manager bi-weekly.
- Receiving supplies and distributing to appropriate storage rooms.
- Conducting end of season inventory count and reports recommendations to Manager of Conferences and Accommodation.

5. Oversees general operational duties by:

- Ensuring building key sign out in procedures are followed to maintain the security of all equipment, supplies, buildings and guests.
- Identifying areas of concern and recommending solutions, for product, equipment, productivity or procedure, and working with manager and contract supervisor to initiate change.
- Overseeing the lost and found procedure to ensure efficient recording, tracking and returning or disposing of lost and found articles, as per established procedures.

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

Supervision Received

Works under general supervision. Reports to the Manager, Conferences & Accommodation. Communicates daily with Front Office Manager and external contractors.

Supervision Given

Is responsible for facilitating training and monitoring the work of contract housekeepers to ensure an appropriate standard of cleanliness and presentation.

Consequence of Error/Judgement

Makes decisions regarding the coordination and allocation of housekeeping services required and acceptability of work performed by contract housekeeping staff; inappropriate decisions may result in poor customer service and loss of revenue. Failure to train and motivate staff would lead to lost productivity; resultant poor performance could result in reduced customer satisfaction and potential loss of business. Has access to master key sets; failure to adequately secure these key sets could result in significant security and financial risks for the department and guest residents.

Qualifications

Undergraduate degree in a relevant discipline. Successful completion of a building services management or hotel management program at a technical institute or college, or an equivalent combination of 2 years on-the-job training and work experience. Minimum of one year experience or the equivalent combination of education and experience. A minimum of 2 years in housekeeping building services supervision. Experience in facilitating training sessions and orienting new employees of job tasks. WHMIS certification required. Valid British Columbia Drivers license. Previous experience in hotel housekeeping is an asset. Job involves a high degree of physical activity and mobility, ability to lift and carry up to 20 pounds. Required to travel between buildings throughout the day. Flexibility for evening, weekend and day shifts and balance of conflicting demands. Must be available on call for emergencies throughout the summer. Extended vacation cannot be taken during April to September. Proven



The University of British Columbia

Staff Job Postings

leadership skills, with ability to plan and delegate complex tasks. Proven ability to work in a team and collaborate with others.
Demonstrated ability to establish and maintain supportive working relationships. Demonstrated diplomatic and interpersonal skills.
Effective computer skills; familiarity with Microsoft Office software and ability to learn proprietary room booking software.
Fluent in both spoken and written English, with excellent verbal and written communication skills.

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



Job Posting

Job ID: 12141
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** International Student Recruiter/Advisor
Department: UBCO - Intl'l Stdnt Initiative
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-06 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-06 **Available Openings:** 1

Job Summary

To provide effective recruiting and advising services to International (visa) students and Canadian students schooled outside of Canada with the goal of encouraging well-qualified students to seek admission to the University's undergraduate degree programs. Advises students with international credentials concerning University admission criteria and specific program requirements for admission. Plans and executes a wide range of recruiting and advising services in a variety of settings in the region assigned. Also provides recruitment and advising services to international students applying to UBC from the Canadian secondary and post-secondary system and language schools.

Organizational Status

Reports to the International Student Initiative (ISI) Manager for International Recruitment at the UBC Okanagan campus and works collaboratively with members of other ISI regional teams and ISI staff at both the UBC Vancouver campus as well as the UBC Okanagan campus. Works closely and collaboratively with academic advisors and other faculty or staff involved with international students in the Faculties and student service units to support the recruitment, advising, admission and transition to UBC of an increased number of international undergraduate students.

Work Performed

1. Provides effective recruiting and advising services to International and Canadian students schooled outside of Canada to seek admission to the UBC Okanagan campus by:
 - Planning, organizing and conducting visits to secondary schools and colleges in the region assigned, to meet with counselors and advise prospective undergraduate students.
 - Meeting with prospective visiting students or students intending to transfer to UBC from other post-secondary institutions.
 - Carrying out research on new schools to target and conducting international recruiting and advising activities in a well-organized and professional manner.
 - Preparing and delivering effective presentations to groups large and small, proficiently using multi-media materials and other collateral to support public presentations.
 - Planning and delivering effective group advising sessions in a variety of settings, focusing on studying at UBC in particular but may also present more generally about studying in Canada.
 - Delivering presentations as required for campus tours, and participating in the planning and delivery of other on-campus recruitment activities targeted to international students and their families or visiting counselors.



The University of British Columbia

Staff Job Postings

- Planning, organizing and conducting special events such as Applicant Information Sessions or other types of yield events overseas or on campus, as required. In this regard, may liaise with consular or trade commissioners at Canadian Consulates or Embassies abroad.
- Conducting appropriate follow-up with contacts made with counselors and prospective students during these visits.
- Evaluating the outcomes of various recruiting activities, preparing reports and making recommendations for changes or improvements to the Manager.
- Reporting to the Manager on any changes that may be affecting various countries' educational systems, reporting on market trends, knowledge of competitors' activities, and identifying other emerging international education opportunities for UBC in the region visited.

2. Provides advice to International students, school counselors by:

- Advising on current academic program opportunities at the University, on admission requirements, prerequisite studies required for certain programs, English language proficiency requirements, international student tuition fees, and Canadian study permit requirements.
- Providing information on housing and other student services available to international students at UBC. Advising takes place outside of Canada at secondary schools, at colleges for college transfer students, or at selected education fairs, as well as with individual students and their parents visiting the campus.
- Advising through telephone, electronic mail and web-based correspondence with students, their families and counselors.
- Applying in-depth knowledge and understanding of complex requirements and admissions policies, as well as knowledge of foreign credentials, international documentation and different countries' educational systems, in responding appropriately to inquiries.
- Providing students seeking admission to the University with a preliminary evaluation of their admissibility or non-admissibility to their choice of program and campus, based on the student's current level of schooling and course work. Dealing with the latter requires tact, cultural sensitivity and discretion, and includes offering students who do not currently meet UBC admission criteria advice on what they can do to prepare themselves academically for future admission to the University.
- Conducting follow-up on prospective students as appropriate.
- Conducting a preliminary assessment of an applicants' English language proficiency on the basis of the applicants' background and advising applicants on all of the acceptable ways to demonstrate their English language proficiency for admission to UBC.
- Participating in the planning and provision of on-arrival and transition support services for newly admitted international students, including providing students with registration support and advising on course selection, housing applications, and other matters pertaining to their transition to UBC.
- Liaising with the faculties and with advisors within International Student Development in providing this transitional support.
- Participating in interactive on-line chat and other types of virtual meetings with prospective students, applicants and newly admitted students to encourage their interest in UBC.
- Working proficiently with the Student Information System, the Client Relationship Management system and other data management systems to obtain information on the status of a student's inquiry or application for advising purposes.
- Working proficiently with the ezRecruit CRM system to plan school visits, record data obtained from schools, run reports, and communicate with prospects and applicants.

3. Provides support to the International Recruitment Manager and ISI Manager by:

- Providing in-put and feedback to ISI's Marketing and Communications team in the development of promotional print and multimedia materials used for recruitment and advising purposes.
- Identifying key messages or approaches that would be most salient to a particular region or market segment within the region.
- Working closely with the Manager to mine data on the progress and origin of applications, and to monitor the yield rates by school and region in terms of applications, eligibilities and registrants.
- Participating in the hiring, training and supervision of student assistants, clerical support staff, and of associate recruiter advisors (entry level positions).
- Assisting in the training of other new International Student Recruiter Advisors who join the ISI team at the UBC Okanagan campus.
- Undertaking other recruitment, advising and program development and delivery as required, in keeping with the terms of the position.
- Representing the unit on cross-unit projects or on University committees as assigned.

Supervision Received



The University of British Columbia

Staff Job Postings

Works independently without direct supervision but within established guidelines, in close consultation with the Manager for International Recruitment at the UBC Okanagan campus. Works closely and cooperatively with the other recruiter advisors assigned to the team, as well as with other staff in the ISI and within the University to meet the goals and objectives of the International Student Initiative under its mandate to recruit international students for the University.

Supervision Given

Participates in the hiring, training and supervising of associate recruiters and students assistants as required, and may assist with training and supervision of support staff, and new International Recruiter Advisors that may be hired.

Consequence of Error/Judgement

The International Student Initiative is charged with contributing to the University's internationalization mission by increasing the number of international students in undergraduate programs from a diversity of countries. This position is responsible for providing effective recruitment services and delivering accurate information about admission to the University's undergraduate programs with the aim of increasing international enrolments in undergraduate programs for both campuses. Poor performance in this role would reflect negatively not only on the ISI unit, but on the University as a whole and would deter international students from choosing UBC thus jeopardizing the University's ability to meet its international student enrolment objectives. The exercise of poor judgment or dissemination of inaccurate information or inability to exercise due tact and sensitivity would result in the loss of confidence in UBC by the student, the student's parents and school counselors and could jeopardize the school's relationship with UBC. Poor performance in carrying out recruitment and advising services would damage the University's reputation abroad and at home. Advising overseas students, counselors, and others incorrectly could have serious and costly consequences for the prospective student. Inability to plan and carry out costly international activities in a well-organized and professional manner could result in lost opportunities and cost overruns.

Qualifications

Undergraduate degree in a relevant discipline. A sound knowledge of University admission criteria, services and resources for international students. Knowledge of major international secondary educational systems would be an asset, including British patterned, US, IB, and other systems. Minimum of four years experience or the equivalent combination of education and experience. A marketing or public relations background would be an asset. Recent experience working or living in the US or an overseas location is required. Experience in event planning would be an asset. Experience using UBC's in-house Student Information System, or experience using similar management information systems. Demonstrated ability to communicate effectively orally, in writing and the ability to perform effectively in public-speaking roles. Preference will be given to candidates who are fully bi-lingual in English and another language. Excellent interpersonal and diplomacy skills as well as strong intercultural skills. Demonstrated ability to work effectively as a member of a team. Demonstrated ability to work effectively as a member of a team. Ability to take initiative and exercise resourcefulness. Proficiency in using Excel, Outlook, and other standard office software required. Possession of a valid BC Driver's License and access to a car. Ability to travel extensively within the US and internationally 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: 12137
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level G **Business Title:** Director, Aboriginal Services & Programs
Department: UBCO-Aboriginal Programs&Serv.
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-17 **Available Openings:** 1

Job Summary

This position is responsible for establishing and implementing strategic goals and objectives for Aboriginal Programs and Services .The services include access, support and development, as well as, developing and maintaining ongoing relationships between the UBC Okanagan campus and Aboriginal institutions and communities.

Organizational Status

Reports and works under the direction of Associate Vice President Students. Works in a collaborative and collegial manner with Deans, administrators, departments, faculty members and University wide and external collaborators, for example Aboriginal institutions and communities and other universities and governments. Maintains collegial relations with other AVP Students department administrators and staff.

Work Performed

1. Responsible for establishing and implementing strategic goals and objectives for Aboriginal Programs and Services by:
 - Drafting, collaborating, revising and implementing policies and procedures related to Aboriginal programs, services and relationships with Aboriginal institutions and communities.
 - Overseeing and executing contractual agreements and management as the senior representative for Aboriginal Programs and Services at the UBC Okanagan campus.
 - Working closely with deans, departments, and faculty members University wide to advise, mentor and facilitate positive and productive programs, services and relationships with Aboriginal institutions and communities.
 - Developing and presenting an annual plan and budget to the AVP Students.
 - Providing campus wide development and advising administration on Aboriginal policy and direction.
 - Interacting directly with Aboriginal institutions and communities for the purpose of discovery, cultivation and development relationships with the UBC Okanagan campus.
2. Manages the day to day operational matter of the Aboriginal Programs and Services offices by:
 - Managing the delivery of Aboriginal Programs and Services.
 - Developing, implementing and integrating strategies for Aboriginal Students at the UBC Okanagan campus.
 - Hiring, evaluating, terminating, managing, motivating, and coordinating staff.
 - Preparing reports and other information for the AVP Students and other senior University administrators.



3. Performs other related duties.

Supervision Received

Under the administrative direction of the Associate Vice President, Students, work is reviewed in terms of overall effectiveness of the strategic direction and overall goals for Aboriginal Programs and Services and International Student Services.

Supervision Given

Supervision of staff, which includes hiring, evaluating and disciplining up to and including termination. Emphasis on providing direction with respect to the planning, development, implementation and quality of programs and operations.

Consequence of Error/Judgement

Decisions have a critical impact on the organization directly affecting resources and external relationships and the attainment of objectives over the long term.

Qualifications

Undergraduate degree in a relevant discipline. . A minimum of 7 years of experience or the equivalent combination of education and experience. Extensive understanding of UBC policies, procedures and processes is preferred. Experience working in and with Canadian Aboriginal institutions and communities. Knowledge of Canadian Aboriginal institutions and communities. Knowledge of university environment and academic structure is preferred. Effective oral and written communication, leadership, analytical, problem solving, conflict resolution and organizational skills. Ability to work both independently and within a team environment and to exercise judgment, tact and discretion. Ability to simultaneously manage a diverse range of complex projects and activities with imposed deadlines.

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: 12227
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Laboratory Assistant **Business Title:** Laboratory Assistant
Department: Ctr-Molecular Med&Therapeutics
Salary: \$ 15.32 - \$ 16.26 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-02-15
Job End Date: 2013-02-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-07 **Available Openings:** 1

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

Job Summary

Maintaining the barrier of the animal unit including disinfecting and sterilizing of heavy and light equipment; emptying, cleaning and assembling mouse cages; Scraping, washing and sterilizing cages; lifting heavy items; assisting animal care technicians with housekeeping and some husbandry duties; and performing other related tasks

Direct supervision provided by the animal facility manager who reports to the Director of the animal facility (a faculty member). All work is performed in the wash up area of an animal facility; 20% of work is solitary, 100% of work is performed standing up. There is a high animal allergen load within the working area, which is minimized with the use of masks, gloves, and dedicated facility clothing. It is in a basement with no windows. There is both heavy and delicate equipment to be used. Some of the disinfectants used are used only with a respirator. Some of the equipment is loud and requires that ear protection be worn.

Organizational Status

The incumbent will report directly to the transgenic unit manager, who reports to the director of the facility, who reports to the director of CMMT.

Work Performed

- Maintaining animal unit - disinfecting and sterilizing facility and equipment
- Empty, clean and fill mouse cages
- Assemble mouse cages
- Lifting heavy items (up to 25kg)
- Assisting animal care technicians with housekeeping and some husbandry duties
- Other related animal unit duties.

Supervision Received

Direct supervision is provided by the animal facility manager, who reports to the Director of the animal facility (a faculty member).

Supervision Given



The University of British Columbia

Staff Job Postings

The incumbent will not supervise anyone in the unit.

Consequence of Error/Judgement

Work is subject to supervision by facility manager. The impact of an incorrect decision could be major, since the facility houses very valuable research mice. The procedures and protocols in place to protect these mice from disease and harm must be strictly adhered to.

Qualifications

High School graduation or an equivalent combination of education and experience. Candidate will have effective oral and written communication, good organizational skills and the demonstrated ability to follow established guidelines and protocols. The ability to work independently or within a team environment and to complete work assignments in a timely fashion is a must. Computer experience and the physical ability to lift and carry materials up to 25 kg are 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: 12228
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Laboratory Assistant **Business Title:** Laboratory Assistant
Department: Ctr-Molecular Med&Therapeutics
Salary: \$ 15.32 - \$ 16.26 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-02-16
Job End Date: 2013-02-16
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-07 **Available Openings:** 2

Job Summary

Maintaining the barrier of the animal unit including disinfecting and sterilizing of heavy and light equipment; emptying, cleaning and assembling mouse cages; Scraping, washing and sterilizing cages; lifting heavy items; assisting animal care technicians with housekeeping and some husbandry duties; and performing other related tasks

Direct supervision provided by the animal facility manager who reports to the Director of the animal facility (a faculty member). All work is performed in the wash up area of an animal facility; 20% of work is solitary, 100% of work is performed standing up. There is a high animal allergen load within the working area, which is minimized with the use of masks, gloves, and dedicated facility clothing. It is in a basement with no windows. There is both heavy and delicate equipment to be used. Some of the disinfectants used are used only with a respirator. Some of the equipment is loud and requires that ear protection be worn.

Organizational Status

The incumbent will report directly to the transgenic unit manager, who reports to the director of the facility, who reports to the director of CMMT.

Work Performed

- Maintaining animal unit - disinfecting and sterilizing facility and equipment
- Empty, clean and fill mouse cages
- Assemble mouse cages
- Lifting heavy items (up to 25kg)
- Assisting animal care technicians with housekeeping and some husbandry duties
- Other related animal unit duties.

Supervision Received

Direct supervision is provided by the animal facility manager, who reports to the Director of the animal facility (a faculty member).

Supervision Given



The University of British Columbia

Staff Job Postings

The incumbent will not supervise anyone in the unit.

Consequence of Error/Judgement

Work is subject to supervision by facility manager. The impact of an incorrect decision could be major, since the facility houses very valuable research mice. The procedures and protocols in place to protect these mice from disease and harm must be strictly adhered to.

Qualifications

High School graduation or an equivalent combination of education and experience. .

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



Job Posting

Job ID: 12223
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: Part-Time (80%)
Desired Start Date: 2012-02-14
Job End Date: 2012-06-02
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-07 **Available Openings:** 1

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

Job Summary

Prepare media stock solutions for media preparation and experimental purposes as required, buffers and reagents using standard protocols. Autoclave laboratory media and supplies as required. Perform quality assurance tests on media and solutions as required, unpacking lab supplies, maintaining and organizing lab equipment and performing other related duties. Good knowledge of preparation of culture media, safety procedures, familiarity with laboratory terminology related to preparation, skill in use, operation and care of laboratory equipment.

Organizational Status

Work is supervised and progress is monitored by the lab managers. Independent problem solving will be encouraged, although most problems can be referred to the lab manager or faculty supervisor.

Work Performed

1. Prepare stock solutions for media preparation and experimental purposes as required.
2. Autoclave laboratory media and supplies as required.
3. Perform quality assurance tests on media and solutions prepared when necessary.
4. Organize freezers and databases.
5. Processing and disposal of biohazard waste.
6. Organize cold room.
7. Maintain a clean and orderly working environment.
8. Perform basic microbiology techniques such as stock maintenance, plating, subculturing, etc.
9. Perform other related tasks.

Supervision Received

Usually works independently but receives instruction during orientation and on subsequent new assignments.

Supervision Given



The University of British Columbia

Staff Job Postings

None.

Consequence of Error/Judgement

Improper preparation of media could result in extensive loss of experimental data by all members of the laboratories being supported. The successful incumbent is expected to make appropriate decisions to maintain adequate stocks of all common laboratory supplies.

Qualifications

High School graduation. . Minimum of 2 years related experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing and respond to detailed oral and written instruction. Attention to detail is essential. Must be able to work both independently or within a team environment. Computer experience is required. Completion of UBC safety courses (biosafety and chemical safety). Required to perform assigned tasks according to prescribed procedures, ability to adapt techniques and procedures to prescribed procedures, plan, schedule and complete assigned tasks.

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.



- explains the Program to potential clients; fields initial questions from inquiring or registered clients
- assists China Links Director in negotiations with cooperating institutions on planning and procedures
- monitors e-mail traffic and answers routine queries for the Program as well as carrying out some routine contact work with clients and cooperating institutions
- registers participants in the program and processes payment (cheque credit card) information from registrants
- must undertake training on proper handling and processing of credit card transactions at UBC
- must be able and willing to travel to Shanghai, PRC to assist in the China segment of the Program (tentatively two short trips) as well as other parts of Canada
- assists with arranging and coordinating meetings, workshops and other functions of the Program
- maintains e-mail lists and databases
- maintains and updates postings on the China Links Program website and other forms of electronic bulletin boards
- maintains files and records for China Links and prepares paperwork and other forms as required
- performs other tasks as may be assigned by the China Links Director

Supervision Received

Reports to the China Links Program Director and Senior Advisor. The incumbent receives instructions on the assignment of new duties and thereafter only on new or unusual problems or cases. Liaises with the IAR Administrator on administrative aspects of the job or position.

Supervision Given

none

Consequence of Error/Judgement

Exercises initiative, tact, diplomacy and judgment in handling matters of a routine nature. Works with conflicting demands and determines priorities. Must respect confidentiality of information handled. Errors or incorrect work or decisions as a result of incompleteness, missed deadlines, lack of attention to details, inaccurate postings could result in lost opportunities and delays for other staff or embarrassment to the China Links Director or to IAR. Damage to IAR's reputation may occur if the incumbent does not deal tactfully and helpfully with University departments or contacts, faculty, staff, students, or members of the public.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. undergraduate degree and training in Chinese policy issues and language;. Minimum of 3 years related experience or the equivalent combination of education and experience. must be available, able and willing to travel solo to China and other parts of Canada; familiarity with previous Summer Institute Programs at UBC or similar programs would be an asset. familiarity with content information and background knowledge of the Institute of Asian Research (IAR) and contemporary political, economic, and social conditions in China is essential; Ability to develop research methodologies and techniques; using these research methodologies and techniques to assist China Links Director in developing simulation and case studies for the Program; Ability to perform research-related procedures (e.g., collects and compiles data, references, and other materials); Ability to identify key results from statistical, and qualitative research findings; Ability to prepare clear, concise, and accurate research reports and proposals; must possess strong organizational skills and well-developed problem-solving and conceptual abilities; Ability to prioritize, multi-task and work effectively under pressure to meet deadlines; ability to efficiently handle heavy volumes during peak periods; ability to take initiative and work effectively independently as well as collaborate with others in a team environment (including students, academics, and clients); Ability to exercise tact and discretion; Ability to provide quality service to customers in a courteous, patient manner; Ability to deal with a diversity of people in a calm, professional, courteous and effective manner; Ability to be thorough, accurate, and have a high level of attention to details; must possess excellent verbal and written communications skills with proficiency in the use of English grammar, spelling and punctuation; must have strong working knowledge of written Mandarin Chinese as well as oral fluency in Mandarin Chinese language; Ability to effectively use word processing, spreadsheets, database and e-mail applications at an intermediate level. Preferable for the incumbent to possess a working knowledge of the Creative



The University of British Columbia

Staff Job Postings

Adobe Suite software for the design and development of marketing materials for the program.

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: 12209
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: James Hogg iCAPTURE Centre
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-20
Job End Date: 2013-03-19 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-06 **Available Openings:** 1

Job Summary

The Technician will be involved in research efforts pertaining to the discovery, characterization and development of small molecule inhibitors against Granzyme B (GrB), a member of a family of serine proteases that has recently been found to play a key role in a number of age-related chronic inflammatory disorders. The Technician will report to the Scientist and will be responsible, under the guidance of the Scientist, for implementing pre-clinical proof-of-concept studies pertaining to wound healing.

Organizational Status

Reports directly to Research Scientist. Work is performed at the James Hogg iCAPTURE Centre at St. Paul's Hospital.

Work Performed

- Screening and characterization of novel protease inhibitors.
- In vivo testing characterization of inhibitors in cell culture and animal models of wound healing.
- Preparation and characterization of test articles in support of in-house and external programs.
- Assay development to support of in vitro and in vivo studies.
- Preparation and maintenance of solutions, reagents and other materials related to experiments.
- Performing and coordinating experiments studies pertaining to the above, under the guidance of a Research Scientist.
- Tissue preparation and various immune-histological techniques.
- Scientific documentation of lab experiments, data analysis, interpretation and technical report writing.

Supervision Received

Works under general supervision of the Research Scientist, who reports to the principal investigator. Receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems.

Supervision Given

May be required to supervise undergraduate students.



Consequence of Error/Judgement

Work requires judgment and initiative. Inability to perform tasks will impact negatively on the research projects.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. B.Sc. or M.Sc. in Molecular & Cell Biology, pathology, biomedical sciences or similar disciplines preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. The candidate should have a solid scientific and technical background with excellent communication, interpersonal and organizational skills. In addition, the candidate will be highly motivated, willing to learn and comfortable with responsibility. Experience with statistical analyses and scientific writing. Aseptic cell culture, assay development and molecular biology experience. Previous experience in the biotechnology or pharmaceutical industry would be an asset, but not necessary. Hands on experience in establishing and running animal models of disease would be an asset. Experience with cell and animal wound healing models will be a definite asset (eg. Keratinocyte migration, scratch assays, 3D skin equivalent, FRANZ Cell chamber assays, murine porcine wound models). Previous experience with proteases, protease activity assays, extracellular matrix proteoglycan biology, immunology, animal models of cardiovascular, inflammation, aging and or dermatological applications is an asset. PERSONAL ATTRIBUTES:

Self-starter; Attentive to details and deadlines; Accountable; Demanding of excellence; Committed while maintaining balance and perspective; Willing to make and learn from mistakes; Others describe you as honest, trustworthy, and respectful of others; a person of high integrity, a good listener, a straightforward communicator, and a team builder; Comfortable with risk and uncertainty; Looking to build something of value. 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: 12213
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: OcuptnlScience&OcuptnlTherapy
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-02-07
Job End Date: 2012-08-31
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2012-02-06 **Available Openings:** 1

Job Summary

The incumbent is responsible for the day to day management of a community-based research project which aims to evaluate the effectiveness of the delivery of a pre and post-hospital discharge stroke recovery (SR) program in promoting community reintegration and life satisfaction for stroke survivors and caregivers.

Organizational Status

Reports to the Principal Investigator, liaises with the North Shore Stroke Recovery Center (NSSRC), Stroke Recovery Association of BC (SRABC) and OS&OT Administrative Manager

Work Performed

- Organizes and participates in meetings to define strategy, goals, and scope of the research project;
- Has primary responsibility for the recruitment of participants, management of participant issues throughout study as they may arise, and ensure and manage contact between study personnel and participants is maintained throughout their involvement in the study
- Oversees and manages logistic and organizational matters related to all participant sessions
- Researches, tracks, and confirms expenditures within the research project budget.
- Facilitates, coordinates and tracks the process of remuneration of study participants
- Exercises clinical skill and judgment when conducting battery of clinical assessments and assisting participants in completing questionnaires;
- Conducts interviews;
- Analyzes results from clinical assessments in SPSS
- Manages transcription of interviews and their coding;
- Dissemination - preparing, composing, editing and proofing documents such as reports, grant applications, contracts, academic proposals, and scientific communications and preparation of posters presentations;
- Investigating potential funding sources, and
- Performing other related duties

Supervision Received



The University of British Columbia

Staff Job Postings

Works under minimal supervision, receiving specific instructions only on unusual problems or on matters which depart significantly from established research protocols or procedure.

Supervision Given

In collaboration with the Principle Investigator will be responsible for delegating tasks as appropriate to students involved in the research.

Consequence of Error/Judgement

Makes professional decisions and recommendation on all aspects of research work. Errors in performance of the above-related duties could have a significant impact on the effectiveness, image, reputation and financial status of the research project. Inappropriate judgment could result in loss of potential research, in funding shortfalls for research grants or contracts, and may flaw the research.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree in a health professions discipline (Masters preferred) or an equivalent combination of education, training and experience. Training and or education and experience in research coordinator and scientific technical writing. Valid registration with the appropriate professional college in British Columbia is preferred. Minimum of 4 years of related experience or the equivalent combination of education and experience. Strong conceptual skills and a demonstrated ability to design and carry out research projects (qualitative and quantitative). Demonstrated and proven experience working with persons with disabilities. Ability to work with people of diverse needs and excellent skills in problem solving. Excellent oral and written communication skills. Excellent substantive and copy editing skills. Familiarity with health sciences education and research initiatives. Facility in the use of computers (Microsoft Office required). Experience with other research software an asset. Strong organizational and interpersonal skills are essential. Ability to manage and move forward a diverse range of concurrent complex issues. Ability to work independently while exercising excellent judgment at all times.

Has driver's license and willingness to travel within the North Shore.

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.

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.