



# The University of British Columbia

## Staff Job Postings

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THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:14-MAY-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](http://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](http://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:** 12503 (Repost)  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Clerical - BCGEU  
**Classification Title:** Support Services Coord I **Business Title:** SSC I, Financial Specialist  
**Department:** UBCO - Financial Services  
**Salary:** \$45,864.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-04-23 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-14 **Available Openings:** 1

### Job Summary

Administers contract and grant accounts for complex sponsored research and specific purpose funds and provides training assistance to the University research community. Reconciles complex Project Grants, invoices sponsoring agencies, prepares financial reports on the use of the contract and grant funds and advises and informs research faculty on financial matters. The job is not routine and entails exercise of judgment and knowledge of University, Granting Agencies, and accounting policies and procedures. The incumbent establishes their own priorities in accomplishing work, and receives instruction only on unusual problems.

### Organizational Status

Reports to the Manager, Financial Services, UBC Okanagan campus. Maintains liaison with University administrative units such as Research Services, University Industry Liaison, Research and Trust Accounting, UBC Vancouver campus. Regularly interacts with faculty and staff from throughout the University.

### Work Performed

1. Oversees own portfolio of contract and grant accounts for sponsored research and specific purpose trust funds by:
  - Interpreting Agency's guidelines and University policies to ensure that the administration and the use of the funds are in compliance.
  - Preparing invoices and financial statements to sponsor agencies according to Agency terms and conditions and University policies and procedures.
  - Preparing complex reconciliation of Project Grants, reviewing and maintaining budgets, initiating and following up on collection of funds due to the University, inactivating Project Grants, and monitoring deposit of funds.
  - Reviewing requisitions for payments to advance funds to collaborating institutions to ensure the appropriateness of transfer and procedures are adhered to.
  - Reviewing requisitions for payments and journal vouchers as requested, exercising judgment in determining appropriateness of transaction.
  - Reviewing Project Grant and budget set-up initiated from Research Services.
  - Identifying and reviewing cash receipts to ensure correct allocation of funds to the appropriate PG accounts.
  - Monitoring over-expenditure notifications and cash deficit review.
2. Advises and provides authoritative advice to Faculty, Department Administrators, and Department Heads regarding financial



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information pertaining to their research Project Grants by:

- Providing researchers with information on reporting and tools to manage research projects, including the requirements and policies of particular sponsors.
- Answering non-routine enquiries concerning research and trust PGs.
- Providing information regarding granting agency policies and contract terms and University policies and procedures.

3. Supports the Finance department at the UBC Okanagan campus by:

- Training new staff and faculty.
- Providing training to departmental administrators and participating in Faculty visits.
- Conducting monthly spot audits on transactions to ensure adherence to Agency and University policies.
- Assessing, evaluating and recommending accounting internal controls, policies and procedures to ensure compliance with University, Granting Agency and accounting policies.
- Assisting internal and external auditors as required.
- Ensuring that excellent customer service is provided and that all queries are handled on an accurate and timely basis.
- Acting as Financial Management System nQuery Security Administrator for the UBC Okanagan campus.
- Providing financial analysis and undertaking ad-hoc projects as required.

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

### **Supervision Received**

Reports to the Director, Finance, UBC Okanagan campus. Works independently within established policies and procedures. Establishes own priorities in accomplishing job duties, and receives direction on unusual issues.

### **Supervision Given**

This position does not supervise staff.

### **Consequence of Error/Judgement**

Non-compliance with contractual terms and or Agency guidelines could result in the return of agency funds, loss of future funds, and or inability to collect funds owed to the University. Incorrect interpretation of Agency and University policy provided to Faculty can result in non-compliance with agency terms on the use of funds. Incorrect analysis, and financial reporting or invoicing to the contract granting agencies will provide mis-representation on use of funds, and loss of University credibility in administration of research funds.

### **Qualifications**

University degree in Commerce or Business Administration plus completion of two years in an accredited accounting program (CGA, CMA or CA) is required. A minimum of two years related work experience in a complex, operational accounting environment or an equivalent combination of education and experience. Relevant UBC experience is preferred. Experience in research and trust accounting an asset. Experience in performing complex reconciliations is required. Experience with financial management software, preferably PeopleSoft, is required. Proficient understanding of accounting concepts and principles. Detail orientated with excellent problem identification, analytical and problem solving skills. Ability to work with a high degree of accuracy and attention to detail. Good organizational skills and an ability to work effectively under pressure. Ability to multi-task, set appropriate priorities and meet deadlines. Excellent verbal and written communication, interpersonal and assertiveness skills. Ability to work both independently and in a team environment. Advanced knowledge of MS Office and database software as well as fluency in PeopleSoft or other large ERP system.

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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:** 12835  
**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 3  
**Salary:** \$38,604.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-09-01  
**Job End Date:** 2013-04-30  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2012-05-30 **Available Openings:** 1

### Job Summary

Services the undergraduate laboratories (with the exception of teaching related activities)

### Organizational Status

Reports to the Laboratory Manager and may assist other laboratory staff and professors with laboratory duties.

### Work Performed

Responsible for (in approximate order of importance):

Prepares solutions for labs.

Setups and takedowns of labs.

Assists in inventory control.

General housekeeping, including waste disposal.

Assists in adapting, modifying and maintaining equipment (if qualified).

Operates instrumentation running samples.

Demonstrates the operation of equipment to students, TAs, Sessionals, and Faculty.

Monitors lab sections for safety reasons.

Attends relevant safety licensing courses.

Performs other tasks as assigned by Laboratory Manager.



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### Note:

- 1) Unless otherwise stated, lab relates to the undergraduate laboratories only.
- 2) No teaching or research duties are associated with this position.
- 3) All tasks are to be performed in a safe manner consistent with laboratory protocols and must be completed on time, and to a standard that does not compromise the delivery of the laboratory program.

### Supervision Received

Reports to the Laboratory Manager, but may receive direction from other laboratory staff and professors who they are assisting. Incumbent is expected to execute their assigned tasks autonomously.

### Supervision Given

None.

### Consequence of Error/Judgement

Safety is paramount in the undergraduate laboratories. All decisions and operations must consider safety first. Laboratory program protocols and timelines must be adhered to.

### Qualifications

A Bachelor of Science or technical diploma plus at least two years of appropriate experience is required. Ability to maintain instrumentation will be a great asset. Ability to perform research-related procedures (e.g., prepare solutions). Ability to effectively use computer applications at an intermediate level (e.g. Outlook, MS Word, MS Excel).

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**Salary:** \$38,604.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-09-01  
**Job End Date:** 2013-04-30  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2012-05-20 **Available Openings:** 1

### Job Summary

Services the undergraduate laboratories (with the exception of teaching related activities)

### Organizational Status

Reports to the Laboratory Manager and may assist other laboratory staff and professors with laboratory duties.

### Work Performed

Responsible for (in approximate order of importance):

Prepares solutions for labs.

Setups and takedowns of labs.

Assists in inventory control.

General housekeeping, including waste disposal.

Assists in adapting, modifying and maintaining equipment (if qualified).

Operates instrumentation running samples.

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Performs other tasks as assigned by Laboratory Manager.



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Note:

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### **Supervision Received**

Reports to the Laboratory Manager, but may receive direction from other laboratory staff and professors who they are assisting. Incumbent is expected to execute their assigned tasks autonomously.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Safety is paramount in the undergraduate laboratories. All decisions and operations must consider safety first. Laboratory program protocols and timelines must be adhered to.

### **Qualifications**

A Bachelor of Science or technical diploma plus at least two years of appropriate experience is required. Ability to maintain instrumentation will be a great asset. Ability to perform research-related procedures (e.g., prepare solutions). Ability to effectively use computer applications at an intermediate level (e.g. Outlook, MS Word, MS Excel).

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## Job Posting

**Job ID:** 12918  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Secretarial - BCGEU  
**Classification Title:** Secretary I **Business Title:** Secretary I  
**Department:** UBCO - Critical Studies  
**Salary:** \$ 19.13 (Hourly)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-01  
**Job End Date:** 2013-03-31  
**Funding Type:** Budget Funded  
**Other:** BCGEU (UBCO) - Auxiliary  
**Date Closed:** 2012-05-18 **Available Openings:** 1

### Job Summary

This position reports to the Head of Critical Studies, and provides a wide range of confidential administrative support to the Head and the Critical Studies Graduate and Undergraduate Coordinators. Also provides secretarial and clerical support to faculty members and sessional lecturers, as well as direct front line support to Critical Studies graduate students and graduate teaching assistants.

### Organizational Status

Critical Studies is one of two departments within the Faculty of Creative and Critical Studies (FCCS), offering post-secondary students a wide range of undergraduate and graduate programs in the areas of language, literary studies, cultural studies, and art history. The secretary reports to and receives direction from the Head of Critical Studies, and communicates and works with other administrative support staff in the Faculty. This job requires a great deal of contact with and assistance to Critical Studies faculty members, as well as undergraduate and graduate students. There is a considerable amount of contact with many units outside the department, and this is the first point of contact for internal and external inquiries to Critical Studies.

### Work Performed

1. Provides confidential secretarial and administrative assistance to the Head of Critical Studies by:
  - Working independently and collaboratively with the Head and Head's Secretary to ensure the department functions efficiently and effectively.
  - Main front line contact for the department. Reception, screen, direct and or respond to telephone, written and in-person inquiries from students, staff, faculty and the general public.
  - Scheduling appointments and meetings (shared MS Outlook calendars).
  - Managing and coordinating the administration of the final exam process.
  - Assisting with coordination of special events for Critical Studies, including promotion, setup, catering arrangements. Soliciting and recording names of volunteers for departmental events or involvement in campus wide events. Scheduling volunteer coverage for events.
  - Assisting with minute taking and transcription at departmental meetings.
  - Responding to emails from staff, students and the general public.
  - Managing the administration of the Critical Studies Work Study Work Learn program by initiating electronic hiring forms (on direction of Head) for all new students, tracking work study hours, completing and submitting payroll time sheets to finance for



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processing.

- Requesting FCCS SALTO access and maintaining records for Critical Studies.
- Providing secretarial and clerical support to various departmental committees.
- Composing and designing emails promoting departmental events and soliciting participation and volunteers.
- Distributing department-wide emails as instructed by Head.
- Assisting with travel arrangements.
- Appointed as back-up Purchase Card coordinator.
- Managing and coordinating a program advising schedule each term.
- Assisting with departmental minutes (Merit, Tenure and Promotion and department meetings).
- Main contact for class cancellations, posting notices and informing students.
- Delegated backup responsibilities for updating web pages for Critical Studies.
- Processing course advising forms: Pre-requisite waivers, Late Withdrawals, Course add-drops, and changes of grades or status when delegated responsibility.
- Creating and maintaining department files, preparing reports, correspondence, agendas and forms.
- Deregistering first year English students who do not satisfy prerequisite requirements.

2. Provides confidential secretarial and administrative support to the Graduate and Undergraduate Coordinators of Critical Studies by:

- Storing, tracking, maintaining and updating graduate student records.
- Initiating employment letters and electronic hiring forms (epafs) for Teaching Assistants as directed and following the process outlined in the BCGEU Collective Agreement. Collecting payroll and tax forms to accompany hiring forms.
- Providing ongoing assistance to Teaching Assistants with issues pertaining to payroll, facilities, equipment and supplies.
- Updating database of all Teaching Assistants within the department by recording and tracking contact information, appointment dates, salaries, assignments, etc.
- Distributing graduate student mail, processing SALTO access, assigning Teaching Assistant office space, arranging photocopy access and keys. Composing and or forwarding daily emails regarding notices, information, updates, events, awards, and anything related to graduate students.

3. Provides clerical and secretarial assistance to faculty members by:

- Processing long distance calls and room bookings for faculty.
- Collecting and storing electronic copies of course outlines, collecting and archiving electronic copies of final exams and out-of-time exams.
- Ordering department stationary and business cards.
- Coordinating new faculty start-up, ensuring faculty are equipped and have access to a furnished office, computer, telephone, name plate, keys, photocopy access and codes, and other essential supplies.

4. Works as part of the Faculty of Creative and Critical Studies administrative team by:

- Providing input at team meetings and assuming duties to ensure the success of the Faculty.
- Recommending changes to administrative policies and procedures to help ensure continuity in activities such as final exams. Contribute regularly to the Policy and Procedures manual (toolkit) to keep it updated.
- Assisting in training auxiliary and newly appointed staff.
- Maintaining paper supplies and photocopier parts, for the Xerox copier in ART 130 and copiers in ART 274; troubleshooting when necessary.
- Sorting and distributing FCCS mail in ARTS building.
- Ordering and maintaining all office supplies.

### **Supervision Received**

Employee works independently on a day-to-day basis with minimal supervision from the Head of Critical Studies.

### **Supervision Given**



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Position does not have any supervisory responsibilities.

### **Consequence of Error/Judgement**

The employee in this position is expected to perform professionally and make proper and sound decisions. Employee has access to a wide range of confidential information - confidentiality and discretion are essential, and employee is required to use sound judgement regarding the release of any information. A breach of privacy and policy may negatively impact the reputation of the Faculty and the University. Attention to detail is essential, as inaccurate or incorrect information could negatively impact faculty and student access and have financial implications to the Faculty.

### **Qualifications**

High school graduation plus a minimum of one (1) year post-secondary training in Office Administration or equivalent. Two years related experience, preferably in a post-secondary setting. Knowledge of university policies and procedures, of UBC systems, and of the Faculty of Creative and Critical Studies programs would be an asset. Two years related experience, preferably in a post-secondary setting. Knowledge of university policies and procedures, of UBC systems, and of the Faculty of Creative and Critical Studies programs would be an asset. Proficiency in the use of Microsoft Word, Excel, Outlook, Adobe Acrobat and website maintenance. Advanced knowledge of office practices and procedures, effective oral and written communication, interpersonal and organizational skills required. Must have the ability to work efficiently, work independently and within a team environment, exercise courtesy, tact, discretion and sound judgement. Ability to prioritize and work effectively under pressure to meet deadlines.

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### Job Posting

**Job ID:** 12936  
**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:** 2012-05-23      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-05-21      **Available Openings:** 2

### 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



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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.

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**Job Posting**

**Job ID:** 12931  
**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 Ops - Custodial  
**Salary:** \$33,828.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-21                      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-21                      **Available Openings:** 1

Building Service Worker, Full Time, Evening Shift, Monday to Friday, 4.00pm to Midnight

**Job Summary**

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

**Organizational Status**

Reports to the Assistant Supervisor Head Service Worker.

**Work Performed**

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



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### **Supervision Received**

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

### **Supervision Given**

None

### **Consequence of Error/Judgement**

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

### **Qualifications**

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

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**Job Posting**

**Job ID:** 12930  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Service Worker - Bldg Ops                      **Business Title:** Service Worker - Building Operations  
**Department:** Building Ops - Custodial  
**Salary:** \$33,828.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-21                      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-21                      **Available Openings:** 1

Building Service Worker, Full Time, Graveyard Shift, 11.30pm to 7.30am, Thursday to Monday with Tuesday & Wednesday Off

**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.





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

### **Supervision Received**

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

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Errors may have minor impact on service

### **Qualifications**

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

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### Job Posting

**Job ID:** 12932  
**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:** Human Early Learning Partnrshp  
**Salary:** \$39,168.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-07-18  
**Job End Date:** 2013-07-22  
**Funding Type:** Grant Funded  
**Other:** Leave Replacement  
**Date Closed:** 2012-05-18      **Available Openings:** 1

### Job Summary

Provides secretarial and administrative support to the HELP's Faculty, researchers, Senior Finance Manager and HR & Admin Manager.

Major responsibilities include: coordinating meetings; responding to inquiries; liaising with building management and security; managing access to secured unit; travel arrangements; providing clerical support to faculty and researchers; composing routine correspondence and announcements; managing and ordering supplies for unit; general office maintenance; using and maintaining a variety of databases; receives visitors and responds to inquiries and redirects as appropriate and performing other duties. This position also requires a thorough knowledge of the Director, Deputy Director, faculty and researcher's activities and university policies and procedures. Good judgement and the ability to work independently in an interdisciplinary environment is a requirement for this position.

### Organizational Status

The position reports directly to the Manager, Human Resources & Administration and works closely with the admin staff team. Work is distributed by the HR & Admin Manager and involves support to various faculty and staff. Has daily contact with external contacts i.e. HELP Affiliates, HELP's community partners, Community members, and Vendors (printers, caterers etc.).

### Work Performed

#### Administration

- Provides administrative support for faculty and researchers as needed, handling organization of meetings, seminars in terms of room bookings, preparing materials, and catering. Schedules any appointments and takes minutes of meetings when required. Periodically, prepares packages of materials to be distributed to provincial ministries and MLA's.

- Provides administrative assistance to the Manager, HR & Administrative in terms of scheduling interviews and preparing interview materials; assisting with the faculty appointment process ensuring files are current and required documentation is received; places advertisements, arranges meetings for search committees, schedules potential candidates for interviews and organizes visits.

- Screens and prioritizes mail and materials and responds to oral and written enquiries from faculty, staff, HELP Affiliates, Help community partners and government bodies. Responds to enquiries and provides information regarding whether an enquiry should be handled independently or referred to Deputy Director, Faculty or directed elsewhere. Dependent upon the enquiry may compose



# The University of British Columbia

## Staff Job Postings

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correspondence, emails or mail-outs for approval.

- Acts as the first point of contact for HELP and receives visitors, answers the HELP telephone line and responds and redirects as appropriate.

- Type's correspondence, reports, research proposals and other materials with a high level of accuracy and speed.

- Organizes meetings (room bookings, catering, A V etc.), and maintains electronic booking calendar for 4th floor meetings rooms and works with School of Population & Public Health with regard to booking of their meeting space.

- Responsible for travel and accommodation arrangements for HELP travel which includes faculty, staff and visitors. Coordinates itineraries; prepares expense claims for submission to finance assistant.

- Ensures the smooth operation of office equipment (photocopiers, fax etc.) as needed. Provides necessary assistance on photocopiers and fax to department members and oversees the maintenance of said machines.

- Coordinates with Voice Services all telephone orders, moves and installation work orders. Responsible for setting up, maintaining and monitoring Bell teleconference lines and reconciling the Bell statement.

- Responsible for all access requests i.e. key and fob orders for all faculty, staff and graduate students and ensures that fobs are activated or deactivated as needed

- Provides support to new staff members orientation and assists with orientation including primary responsibility for facilitating and trouble-shooting computer setup, email account & telephone set-up.

- Coordinates bi-annual shredding of confidential materials (i.e School District EDI assessments).

- Receives and inputs all Computer IT Requests in "IT Track-It" system.

- Prepares materials for presentation from draft documentation using MS PowerPoint.

- Monitors office supply levels and orders when necessary.

- Photocopies, prints, and compiles materials as required.

- Orders couriers and prepares waybills.

- Coordinates annual telephone directory and calendar updates.

- Other duties relevant to the skills and experience of the position.

### Clerical (Database Financial)

- Uses and maintains up-to-date and accurate databases and generates lists and labels as required (HELP affiliates, HELP Listserv, HELP committees, project logs of seminars & events, communication, letters and contacts) using Outlook;

- Maintains HELP's records and filing systems and keeps an overview of relevant materials and HELP affiliate documents for access to individuals as required;

- Assists with Director's and Associate Director's reference databases, as required, using Endnote software;

- Assists Finance Assistant with preparing journal vouchers, Smart Form requisitions for payment, travel requisitions, travel advances, as schedule permits and acts as back-up for Finance Assistant



# The University of British Columbia

## Staff Job Postings

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- Responsible for reconciling Staff Department P-Card and Amex Cards on a monthly basis.

### **Supervision Received**

Works independently, under the general direction of the Manager, Human Resources & Administration. Sets priorities and performs most duties independently, occasionally consulting supervisor with reference to new or complex problems. May receive direction or task assignment from core HELP Directors or Faculty.

### **Supervision Given**

Works cooperatively with other employees and trains new staff on administrative procedures. May direct students or temporary staff.

### **Consequence of Error/Judgement**

Exercises initiative, tact and judgement in handling matters of a routine and non-routine nature. Works with conflicting demands and determines priorities. Must respect confidentiality of information handled. Errors or incorrect work or decisions as a result of incompleteness, missed deadlines, lack of attention to details etc., could result in lost opportunities and delays for other staff or embarrassment to the Director, Associate Director or HELP. Damage to HELP's reputation may occur if the incumbent does not deal tactfully and helpfully with faculty affiliates, University Departments or Institutions, government, or community members.

### **Qualifications**

High School graduation and 1 year post-secondary education. Plus one year post-secondary education with training in office practices and basic accounting procedures. 4 years related experience or the equivalent combination of education and experience. Plus two years' relevant UBC experience, preferably in a research environment. Computer experience required (MSWord, Excel, PowerPoint, Outlook preferred). Knowledge of Access program an asset. Experience in research environment and in maintenance of databases as asset. Experience organizing meetings and events an asset. Previous experience with UBC financial system (FMS) an asset. Knowledge of standard academic terminology an asset. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to deal effectively with the public in a professional, efficient and courteous manner. Ability to use Word processing, Excel spreadsheets, internet navigation, Powerpoint presentations and electronic mail applications at an intermediate level. Knowledge of web publishing software and web maintenance an asset. Ability to exercise tact and discretion. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to politely screen calls, direct as appropriate, and take accurate messages. Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier). Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to take and transcribe accurate meeting minutes. Ability to perform word processing at 55 words per minute. Effective oral and written communications, interpersonal and organizational skills. Ability to handle heavy volumes during peak periods. Able to work both independently under limited supervision and within a team environment.

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## Job Posting

**Job ID:** 12938  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 5 (Gr8) **Business Title:** Administrative Support 5 (Gr8)  
**Department:** Popultn&PublicHealth,Schoolof  
**Salary:** \$41,736.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-01  
**Job End Date:** 2013-05-31 **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-18 **Available Openings:** 1

We are seeking a dynamic, positive individual who can work in a complex and rapidly-evolving research-driven academic environment. This person should be interested in public health, and dedicated to performing at their best whether working independently, with the Director or alongside the School's diverse group of staff, faculty members and students.

### Job Summary

Responsible for the senior level management of the Director's activities and provides administrative support to the Director and the Senior Administrator of the School of Population and Public Health (SPPH). Liaises with senior leadership in SPPH, including theme leads and program directors; at UBC - Faculty of Medicine Dean's office, senior University officials and administrators across campus; external to UBC, Ministry of Health officials, Health Officers Council, Health Authorities across the Province, and other health professionals from national and international committees and organizations. Manages a variety of ongoing, annual and one-time academic projects and activities within the School. The Executive Assistant is expected to be knowledgeable about all aspects of the School, its activities and governance, policies and procedures of the Faculty of Medicine and of the University as it pertains to the Executive Assistant's duties. This position exercises initiative and judgment to assess and respond to issues and resolve administrative problems. The Executive Assistant advises faculty, staff and students on procedural matters providing necessary direction.

The office is located in the School of Population and Public Health building. There is overhead fluorescent lighting, new furniture, an ergonomic chair, and Mac computer. No known hazards are present.

### Organizational Status

The School of Population and Public Health was created in May 2008, and is part of the Faculty of Medicine. The School is a vibrant interdisciplinary academic environment where the next generation of public health researchers and practitioners are trained to generate new knowledge and translate it into action, focused on improving and sustaining the health of local, national and international populations. Since its inception the number of full-time Faculty rose from 40 to 51 and by the end of summer 2012 the anticipated number will be 64. The full-time Faculty of SPPH are located at St. Paul's Hospital, Vancouver Hospital, BC Children's & Women's Hospital, BC Cancer Agency, BC Centre for Disease Control and the Arthritis Research Centre. In addition to the full-time Faculty, there are 56 Clinical Faculty, 49 Adjunct Faculty and 73 Associate Members. The School has 70 staff members between the areas of support, managerial and research.

The SPPH's academic program includes teaching in the medical curriculum, the Residency Program in Preventive Medicine and Public Health and the following graduate programs: MHA, MHSc, MPH, MSc (OEH), MSc and PhD. In addition, the School is the home of the Bridge Program and the Western Regional Training Centre in Health Services Research. The total number of graduate students in



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these programs is 357.

This position reports directly to the Director and the Senior Administrator of the School of Population and Public Health.

### **Work Performed**

#### Executive Administration

Develops, analyzes, prepares and reviews briefing notes and plans for the Director for meetings and presentations.

Serves as the primary contact for external organizations and agencies; communicates on behalf of the Director as directed; may accompany the Director to meetings and events.

Participates in strategic planning and policy development.

Liaises with provincial, federal and international granting agencies.

Liaises with the office of Associate Dean, Research, Faculty of Medicine, Research Services and Industry Liaison.

Oversees the Director's schedule and ensures that deadlines are met.

Provides coordination and support for the School's Faculty meetings, School's Executive Committee and Senior Advisory Committee to the Dean of Medicine, including planning and coordinating monthly meetings (e.g. preparation of materials, coordination of agenda topics, topic research, presentations, briefing papers, research materials and minutes). Ensures follow up of business arising from the meetings.

Drafts complex correspondence, some of which are of a confidential nature (e.g. correspondence on appointment, promotion and tenure of Faculty, merit awards and salary adjustments for Faculty).

Coordinates collection of information on grant funding, including policies and procedures, disseminate such information to faculty and research staff, ensure that grant and career award applications are complete for the Director's signature.

General administrative activities include: maintaining filing system for Director, managing mail (e.g. correspondence from the President's Office, the Dean, Faculty Association, which may include discerning information regarding faculty and staff (e.g. conflict of interest, cause for disciplinary action, concerns regarding behaviour, salaries). May be required to provide general administrative support for senior faculty and other duties as required.

Plans and co-ordinates meetings, retreats, workshops, symposia and special events for the School. This includes coordinating catering and other supplies as necessary.

#### Human Resources

Manage the human resources processes related to faculty recruitment, prepare recruitment advertisements and place advertisements in journals, receive applications, follow-up with applicants for additional material, prepare correspondence for soliciting reference letters, schedule interviews and travel arrangements if necessary, and liaise with the Faculty of Medicine for information and clarification.

In collaboration with the School's Senior Administrator, prepare and assemble documentation for promotion and tenure consideration by external reviewers and University committees.

Manages the processing of appointments for Associate, Clinical and Adjunct Faculty -- composes correspondence to the candidate and letter of recommendation to the Dean, prepares appointment form, maintains personal files and database of non full-time Faculty and liaise with the Faculty of Medicine.

Liaises with and provides information to Associate, Clinical and Adjunct Faculty on procedural matters, providing necessary direction.

#### Financial

Duties include processing financial requisitions, submitting travel requisitions and expense claims as well as reconciling claim reimbursements for the Director.

### **Supervision Received**

Supervision is received from the School's Director and Senior Administrator.

### **Supervision Given**



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Required to supervise other staff members in the absence of the School's Senior Administrator and the Human Resources Manager.

### **Consequence of Error/Judgement**

This position has access to highly confidential information that requires handling with discretion.

Errors by the Executive Assistant could lead to very serious losses in reputation of the School, loss of revenue, legal proceedings, embarrassment to the Director and other University officials.

Exercises judgment and initiative in handling matters of a non-routine nature requiring the interpretation of Faculty of Medicine and University guidelines, procedures and policies. Expected to exercise judgment in establishing priorities and carrying tasks through to completion in a timely manner. Reviews working procedures and implements changes where deemed appropriate.

### **Qualifications**

High School graduation and two year post-secondary diploma. . 4 years related experience or the equivalent combination of education and experience. Minimum five years of experience in a large and complex organization, working as a senior executive coordinator assistant in the private or public sector preferred. Knowledge of UBC's policies and procedures preferred. Experience in managing projects that involve a variety of stakeholders. Ability to work effectively under pressure, handle heavy volumes and meet constant deadlines. Ability to independently apply a broad knowledge of policies and procedures. Ability to supervise, establish standards of performance and resolve work problems. Excellent oral and written communication, interpersonal, problem-solving, analytical and organizational skills. Ability to effectively use Macintosh operating system, Microsoft Word, Excel, Filemaker Pro, PowerPoint at an intermediate level. Ability to work effectively independently and in a team environment. Ability to exercise a high level of tact, diplomacy and discretion in developing and maintaining collaborations with senior level academic, industry and community leaders.

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### Job Posting

**Job ID:** 12828  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Editorial & Marketg  
**Classification Title:** Marketing & Comm Asst (Gr5)                      **Business Title:** Sales & Marketing Assistant  
**Department:** Pacific Educational Press  
**Salary:** \$37,956.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-04  
**Job End Date:** 2013-06-03                      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-05-14                      **Available Openings:** 1

### Job Summary

To provide administrative support and assistance in the sales and marketing projects of the Press.

### Organizational Status

Reporting to the Sales & Marketing Manager, the position interacts with editorial and production team members in the Press and contacts media, press authors, and customers (including school districts, schools, teachers, and post-secondary instructors).

### Work Performed

- will respond to customer inquiries, feedback, requests, and complaints
- will assemble market research from a variety of sources including cold calls and online research
- will input data to maintain databases of customer and media contacts, and will input catalogue data to spreadsheets of book information
- will assist with planning workshops, presentations, conferences and meetings
- will develop promotional, communication and presentation material (e.g. direct mail, e-mail, brochures, newsletters)
- will prepare materials for distribution by performing tasks such as proofreading drafts
- will assist with obtaining quotations from short-run printers and arrangements for distribution of materials
- will distribute print and digital marketing materials
- will compile and summarize sales figures
- will maintain and update web pages
- will travel for short periods of time, as needed to staff conference displays
- will perform other relevant duties as required

### Supervision Received

This person will report to the Sales and Marketing Manager, who will provide detailed direction on all projects initially but will provide less supervision as the position develops over time. Work is subject to check by the Sales & Marketing Manager.

### Supervision Given





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### **Consequence of Error/Judgement**

This position has direct dealings with authors, customers and media and provides information about publishing processes to the Sales & Marketing Manager and Director for final decision-making. The incumbent is expected to exercise initiative and judgment in establishing priorities and carrying tasks through to completion, and must demonstrate tact and discretion. Errors and or inappropriate judgement exercised by the incumbent may result in significant damage to the Press's reputation and loss of revenue.

### **Qualifications**

High School graduation and two years post-secondary education. Supplementary training in book publishing and sales and marketing is preferred. 3 years of related experience or the equivalent combination of education and experience. Prior experience in a publishing and sales and marketing environment is preferred. - Personable, tactful and outgoing individual.

- excellent oral and written communication skills are a basic requirement of this job; ability to communicate professionally and diplomatically essential.
- Highly organized, flexible, detail-oriented individual who can prioritize work load and work as part of a team.
- Mac platform, MS Office (Word and Excel), internet software used for research; familiar with web page online editors
- Fast, accurate typing and proofreading.
- Able to travel for short periods.

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### Job Posting

**Job ID:** 12934  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 3 (Gr5)      **Business Title:** Financial Proc. Spec 3 (Gr5)  
**Department:** Human Early Learning Partnrshp  
**Salary:** \$37,956.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-07-25  
**Job End Date:** 2013-06-18  
**Funding Type:** Funded by Multiple Sources  
**Other:** Leave Replacement  
**Date Closed:** 2012-05-18      **Available Openings:** 1

### Job Summary

Under the direction of the Senior Finance Manager, the Finance Specialist provides financial support to the Human Early Learning Partnership (HELP). Monitors and maintains shadow ledgers, reconciling to monthly FMIS reports, follows up on all discrepancies and provides the Senior Finance Manager with assistance preparing Budget Summary reports. Completes requisitions and journal vouchers, online forms, and updates databases. The position requires a thorough knowledge of university financial policies and procedures, good judgement, attention to detail, and the ability to work independently in an interdisciplinary environment.

### Organizational Status

Works as part of HELP's team. The position reports to the Senior Finance Manager and works closely with the Deputy Director, Business Operations, and Administrative Managers and interacts regularly and consistently with faculty and staff in HELP. May interact with faculty at HELP's partner institutions (UVic, SFU, UNBC, TRU & UBCO) from time to time. Has some external contacts e.g. vendors, funding partners, caterers etc.

### Work Performed

- Maintains and reconciles the monthly ledgers for project grants by monitoring expenses, investigating and resolving irregularities and filing, sorting, and distributing requested copies.
- Processes journal vouchers, requisitions for payment, travel requisitions, travel cash advances, purchase requisitions, and tracks invoice payments. Ensures all documents are processed within the deadlines according to the University policies so that no penalties would be charged.
- Monthly reconciles all departmental credit cards (Amex & P-Cards) and follows up with card holders for all back-up and prepares journal vouchers for transfers if needed
- Performs processes related to bank deposits, wire transfers, returned cheques and petty cash by seeking and verifying information, preparing and posting journal vouchers, reconciling routine accounts, and maintaining records.
- Assists with Purchasing, contacts vendors for quotes, and raises purchase printing requisitions.
- Maintains all budget financial files for HELP (current and archived files)
- Maintains Hourly Staff Student timesheets; sending timesheets to Payroll monthly. Reconciles hourly staff student pay to appropriate accounts.
- Prepares and maintains all Student Appointment forms and may assist with Staff Appointment forms
- Assists with tracking of project-related expenditures and follow up and investigates issues such as reconciliations and cost



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recovery across HELP's integrated research PGs and enters into the Financial Management System (FMS). Prepares financial reports related to reconciliations and cost-recovery.

- May compose routine financial-related correspondence. Familiarity with content information and background knowledge of HELP is essential.
- Verifies all staff monthly telephone bills.
- Processes quarterly chargebacks for photocopier expenses.
- Coordinates the set-up and renewal of all interchange email accounts
- Provides Reception Relief as needed (Vacation Flex Days etc.)
- Performs other duties relevant to the skills and experience of the position.

### **Supervision Received**

Works independently under the general supervision of the Senior Finance Manager. Sets priorities and performs most duties independently, occasionally consulting supervisor with reference to new or complex problems. May receive direction or task assignment from Deputy Director, Business Operations Manager or Administrative Manager. Interacts regularly and consistently with faculty and staff regarding expenses and reconciliations.

### **Supervision Given**

Works cooperatively with other employees and may oversee work of students or temporary staff.

### **Consequence of Error/Judgement**

Exercises initiative, tact and judgement in handling matters of a routine and non-routine nature. Works with conflicting demands and determines priorities. Must respect confidentiality of information handled. Due to complexity of numerous research grants must be highly organized in order to accurately track reimbursements and cost-recover across projects. Errors or incorrect work or decisions as a result of incompleteness, missed deadlines, lack of attention to detail etc., could result in lost opportunities and delays for other staff or embarrassment to the Directors, Faculty or HELP. Damage to HELP's reputation may occur if the incumbent does not deal tactfully and helpfully with faculty affiliates, University Departments or Institutions, government, or community members.

### **Qualifications**

High School graduation and Completion of one year post secondary education in a related field. Plus one year of post-secondary education with training in office practices and basic accounting procedures. 3 years of related experience or the equivalent combination of education and experience. Plus one year of relevant UBC experience, preferably in research environment. Experience with UBC financial systems (FMS-Smart Forms) required. Ability to communicate effectively verbally and in writing. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to maintain accuracy and attention to detail. Ability to accurately process reconciliations within required timelines. Ability to make thoughtful, informed, and thorough decisions. Ability to type 50 w.p.m. and to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database and electronic mail applications at an immediate level. Ability to prioritize work, multi-task and to meet deadlines. Ability to handle heavy volumes during peak periods. Ability to exercise tact and discretion. Ability to deal effectively with the public in a professional, efficient and courteous manner. Ability to work both independently under limited supervision 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



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



## Job Posting

**Job ID:** 12904  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 4 (Gr5)      **Business Title:** Accounting Clerk  
**Department:** Continuing Studies  
**Salary:** \$37,956.00 (Annual)  
**Full/Part Time:** Part-Time (50%)  
**Desired Start Date:** 2012-05-28      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-05-15      **Available Openings:** 1

### Job Summary

Provides accounting support. Balances SEMTEK; processes requisitions, journal vouchers and cash receipts; fills petty cash bus ticket requests and maintains cash expense reports; maintains accounting and instructor CA files; assists with ledger reconciliations; packs money for Brinks; assists with key check out; works with Plant Ops for recycling removal; handles empty toners cartridge returns; ensures storage room loading zone is tidy; works as Student Service Rep in peak periods; act as back up in processing hourly timesheets and in processing appointments for casual and CUPE 2278 instructors when necessary; assists Homestay department when requested; occasional other projects.

### Organizational Status

Reports to the ELI Finance & Building Manager, and Senior Financial Specialist.

### Work Performed

- balances SEMTEK with Daily Balance Summary sheet for Registration desk and Socio-Cultural desk
- processing cash receipts for SEMTEK entries, socio-cultural activities, admin, etc.
- processes internal requisitions and requisitions for payment; assists in reviewing all charges for accuracy, reconciles charges to documentation and follows up on any problems
- fills requests for cash advances and bus tickets
- provides cash expense reports
- assists in authorization cash advances after checking instructor budgets
- collects returns deposits for access cards
- assists with key check out for instructors and takes key inventory for desks when required
- maintains accounting files
- assists in ensuring that all charges are calculated and invoiced to clients on time
- packs deposits for Brinks pick-up
- processes journal vouchers for food services, certificates, etc.
- contacts finance to track wire transfers, records wire transfers in spreadsheet
- assists in work with Plant Ops to remove old furniture, items for recycling, etc
- ensures paper storage room is properly arranged, recycles boxes
- collects and ships empty toner and cartridge returns



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- attends meetings and takes minutes as required
- works as Student Services Representative when required
- handles other projects such as assisting instructors organizing labeling new binders for course materials and transferring course materials
- performs other duties as required
- very busy during summer sessions

Provides the following back-up when required:

- processes hourly timesheets for casual and CUPE 2278 instructors
- processes appointments for casual and CUPE 2278 instructors and outputs letters of appointment and letters of acceptance
- processes hourly appointments
- ensures that all documentation for summer casual instructors and short-term staff is complete (i.e. SIN, DOB, etc.)
- delivers urgent staff appointments to HR to so payroll deadlines can be met
- phones host families for Homestay department

### **Supervision Received**

Supervised by ELI Finance & Building Manager.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Failure to process necessary paperwork promptly and accurately will have undesirable results in various programs and other departments resulting in frustrated angry staff clients.

### **Qualifications**

High School graduation and two-year post-secondary diploma in accounting. . 3 years of related experience or the equivalent combination of education and experience. Ability to type 50 wpm and operate office equipment such as calculators. Experience carrying out assignments independently; ability to plan, prioritize and execute workflow to meet deadlines; bookkeeping accounting experience required; effective oral and written communication, interpersonal and organizational skills; ability to work effectively and accurately in a multi-tasking environment and when under pressure to meet deadlines; ability to work effectively as part of a team in a busy environment; ability to follow up on outstanding issues without being reminded; must have patience and be able to handle difficult situations in a diplomatic manner; computer experience is required (Word for Windows, Excel MSAccess, Netscape Communicator and email). Experience with FMS and UBC financial forms an asset. Confidentiality and discretion are required of this incumbent.

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### Job Posting

**Job ID:** 12892  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Grad Student Support  
**Classification Title:** Grad Student Support 3 (Gr9)      **Business Title:** Grad Student Support 3 (Gr9)  
**Department:** Schl of Arch & Landscp Arch  
**Salary:** \$43,692.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-17      **Available Openings:** 1

### Job Summary

This position is responsible for student support, academic advising and student records management for the Landscape Architecture (LARC) and Environmental Design (ENDS) programs in the School of Architecture and Landscape Architecture (SALA). Advises and provides complex information to students in the Master of Landscape Architecture (MLA), Master of Advanced Studies in Landscape Architecture (MASLA) graduate programs and the Bachelor of Environmental Design (BENDS) undergraduate program. Work is supported by the Receptionist (LARC ENDS) and Finance Clerk.

### Organizational Status

Reports to the Manager, Outreach and Communications. Supervises the administrative and student services related work of the Receptionist (LARC ENDS) and Finance Clerk. Works with faculty administration on student related projects and issues. Liaises internally with faculty and staff within the School and with other faculties and departments at UBC, including the Faculty of Graduate Studies and UBC Undergraduate Enrollment Services. Works directly with students to provide admissions advice and academic guidance.

### Work Performed

#### Student Advising & Registration

- Interprets complex inquiries to provide information and guidance to current and prospective students regarding routine and non-routine admission requirements, college transfers, appeal procedures, registration, course changes and other related academic policies and procedures.
- Investigates and analyzes academic problems and works with departments and or faculty members to find resolutions.
- Advises current undergraduate and graduate students on complex queries concerning degree and promotion advancement requirements.
- Manages and maintains the programs degree navigator records; makes recommendations for improvements and or updates the system when changes to the curriculum occur.
- Reviews and evaluates student records for graduation. Assesses program requirements, calculates graduation class standings and identifies candidates that meet the criteria for the degree with distinction (undergraduate) and graduation (graduate and undergraduate students).
- Liaises with UBC Enrollment Services to ensure that the undergraduate evaluation criteria are up to date and correct.
- Functions as the first point of appeal for students who are not able to register.



- Processes course exemptions and transfer credits.
- Provides direction and advice to students regarding course availability, schedules and eligibilities.
- Determines students' eligibility for course registration and notifies students of the reason(s) for refusal.
- Processes undergraduate Sessional Evaluation for the ENDS program.
- Coordinates student faculty advisor assignment.
- Coordinates MLA vertical studio placement.
- Reviews graduating design project submissions and maintains records.
- Oversees the process for participation in and the preparation of required forms for internship and directed studies and checks for accuracy. Maintains records.
- Advises exchange and visiting students on registration matters.
- Provides direction and advice to faculty members and other instructors regarding grades entry through the SIS, SISC, or the Faculty Service Center.
- Advises instructors on the procedures for access to the Faculty Service Centre.
- Advises faculty and staff regarding access to and the use of Student Information Systems.
- Plans and presents the LARC and ENDS program orientations for incoming students.
- Welcomes incoming students at the introductory workshop; presents a summary of the programs' policies and procedures.

### Admissions Processing

- Manages admissions processes for the Master of Landscape Architecture (MLA), Master of Advanced Studies in Landscape Architecture (MASLA) and Bachelor of Environmental Design (ENDS) programs.
- Prepares timelines, sets document review deadlines in collaboration with the admissions committee. Liaises with the Faculty of Graduate Studies to arrange application processing dates.
- Opens the graduate application database when appropriate to begin accepting applications; interprets the information provided by the application data base.
- Ensures file completion and summarizes the information for the admissions committee.
- Assesses the applicants' qualifications and eligibility.
- Advises and provides information to applicants regarding eligibility requirements, application process and status of applications.
- Communicates the committee's decisions to the applicants and responds to decision related inquiries.
- Maintains records.

### Student Awards & Scholarships

- Maintains entrance scholarship records and monitors the process to ensure scholarships are assigned accurately. Advises faculty admissions committee on award availability for Graduate Student Initiative (GSI) awards, endowed awards, internal and external awards.
- Maintains annual student awards and scholarships records for the Landscape Architecture and Environmental Design programs. Advises the Chair and Committees on policy, historical data and other details needed to make award recommendations. Compiles the academic information for identifying students eligible for annual awards and attends award recommendation meetings.
- Oversees the processes for submitting government (SSHRC), professional (Olmstead) and industry (intermittent) external awards as needed. Evaluates submission documents where transcripts are needed and ensures the applications are complete.
- Communicates internal award decisions to students.
- Participates in the organization of the annual Awards and Graduation receptions for the programs.
- Maintains student scholarship records for the programs.

### Supervision and Administration

- Trains and supervises the related work of the Receptionist (LARC ENDS) and Finance Clerk. Participates in annual performance review, disciplinary and hiring activities.
- Trains and supervises work of temporary staff and student workers when required.
- Identifies student demands and service needs; makes recommendations regarding appropriate enhancements such as improved admissions policies and enhanced registration procedures
- Represents the programs at recruiting events.
- Prepares reports and retrieves student data for program Chairs and faculty committees upon request.
- Updates the content for the programs' student and advising manuals.





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- Reviews and maintains admissions and program related content on the SALA website.
- Provides administrative support to related committees such as LARC Standing Committee, BCCLA Internship Co-Op Standing Committee, Admissions Committees, Curriculum Committees, the ENDS Ad Hoc Committee and others as required.
- Attends faculty meetings, takes minutes and keeps meeting records.
- Provides back up support for the Student Services Coordinator - ARCH.
- Performs other related duties as required

### **Supervision Received**

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

### **Supervision Given**

Supervises the Receptionist (LARC ENDS) and Finance Clerk. Participates in annual performance reviews, disciplinary and hiring activities. Trains and supervises work of temporary staff and student workers when required.

### **Consequence of Error/Judgement**

Judgment requires a thorough knowledge of the policies and procedures of the University and the Unit in order to provide effective services and resolve complex problems. Errors in screening applicants or providing poor or inadequate admissions advice may result in an applicant not being able to obtain admission to the program. Poor or inadequate student advice may result in students not obtaining required or recommended courses, and may have an adverse effect on a student's progress or eligibility for graduation. Poor or inadequate advice to students could result in their registration in the wrong courses, which in turn may affect the length of time it takes to complete their degree as well as their level of satisfaction with their program.

### **Qualifications**

High School graduation and two year post-secondary diploma. Undergraduate degree preferred. 4 years related experience or the equivalent combination of education and experience. Ability to listen actively and attentively, and obtain clarification as required. Ability to communicate effectively verbally and in writing. Ability to compose complex correspondence and to prepare reports. Ability to develop and deliver effective presentations at student orientation. Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to create and accurately maintain record and filing systems. Ability to effectively manage multiple tasks and priorities. Ability to effectively use general office and UBC systems at an intermediate level. (e.g., Outlook, MS Word, MS Excel, SISC, Degree Navigator, FSC etc.) Ability to explain, assign, and monitor work. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment.

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## Job Posting

**Job ID:** 12900  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)  
**Department:** Neurology Division  
**Salary:** \$37,956.00 (Annual)  
**Full/Part Time:** Part-Time (40%)  
**Desired Start Date:** 2012-06-01  
**Job End Date:** 2013-05-31 **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-15 **Available Openings:** 1

### Job Summary

To provide clerical and administrative support to UBC Division of Neurology; Postgraduate Residency Program and Undergraduate Program. To initiate, develop and complete work of a varied nature by exercising independent initiative and judgment, scheduling priorities and coordinating and maintaining policies and procedures.

### Organizational Status

Reports to and is supervised by Senior Program Administrator and Administrative Manager.

### Work Performed

#### A) Residency Training Program:

- Prepare binders for CaRMS interview and all other necessary arrangements such as catering, room booking etc.
- Assistance with handling of International sponsored resident applications and interview
- Monitoring and maintaining Web-based evaluation and scheduling system
- Assistance with resident rotation scheduling and switching
- Arrangement of resident orientation
- Assistance with resident academic half day lectures and professors rounds scheduling and sending weekly reminder
- Assistance with neuro-radiology rounds scheduling, room booking and catering arrangements
- Assistance with oral & OSCE examination
- Scheduling clinics for resident research outpatient ambulatory rotation
- Keep track of resident leave record
- Monitoring of pager application and assignment to neurology residents and off service residents
- Arranging and scheduling resident annual meeting with the Program Director
- Assistance with annual AAN RITE examination for year 3-5 residents
- Assistance with annual AAN Resident Scholarship application
- Prepare smart form for resident reimbursement through resident activity funding support and payment of clinical faculty teaching for formal scheduled teaching rounds and teaching with patient care
- Assistance with UBC Internal Review and the Royal College on site survey review of the residency program
- Assistance with resident social activities such as annual staff and resident get-together party, neurosciences Christmas party,



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annual neuroscience ski day.

- Screening, answering, redirecting and prioritizing incoming materials and telephone enquiries
- Assignment of staff members for presenting at Department of Medicine's Specialty Noon Rounds and CTU Professors Rounds Schedule
- Neurosciences grand rounds scheduling; distribution of notice and evaluation form weekly
- Prepare agenda, attending and typing of the minutes of the quarterly Morbidity and Mortality Rounds and annual Neurosciences Grand Rounds Committee Meeting
- Keep track of the evaluation form and reporting of attendance annually for Royal College CME accreditation
- Arrangements of teleconferencing for rounds with different training sites such as Abbotsford, Victoria, Prince George, Royal Columbian Hospital and UBC Hospital
- Distribution of the VGH and UBCH neurology consult service schedule and the VGH night call schedule
- Posting and making changes for MOCAP on-call schedule on-line
- Arrange catering for weekly neuroscience grand rounds and monthly divisional meeting and quarterly Morbidity and Mortality Rounds
- Monitoring and coordinating of clinical fellow application, temporary licensure with BC College of Physicians and Surgeons and immigration documentation for foreign applicants
- Provide information to Data management Manager for updating web-site for the program.
- Helping out in grant submission when required.
- Prepare and update procedure manual for the program.
- Management of photocopying and faxing machines
- Answering telephone enquiries.

B) Undergraduate Program:

- Answering out-of-province elective students enquiries and redirect application to the Electives Office of the Faculty of Medicine
- Scheduling of outpatient clinic for electives students if required

### **Supervision Received**

Works under administrative direction consistent with divisional goals, objectives, policies and procedures. Performs the majority of duties independently, consulting supervisor with reference to new or complex problems.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Errors can result in providing incorrect information to residents or faculty members, and poor relations with outside individuals and agencies. Must be able to exercise judgment and some degree of independence.

### **Qualifications**

High School graduation and 1 year post-secondary education. Training in office procedures preferred. 3 years of related experience or the equivalent combination of education and experience. Knowledge and experiences of Residency Program preferred. Effective oral and written communication, interpersonal and organizational skills. Ability to perform word processing at 55 words per minute and to operate normal range of office equipments. Computing skills at intermediate level including MS Word, Excel and database management required. Ability to maintain accuracy, attention to detail, problem solving, prioritize work and meet deadlines. Ability to work effectively independently and in a team environment. Ability to exercise judgment, tact and discretion in dealing with confidential and sensitive issues a valued asset. Ability to work under pressure and stressful situations.



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### Job Posting

**Job ID:** 12929  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Sr Program Asst-Gen (Gr8) **Business Title:** Sr Program Asst-Gen (Gr8)  
**Department:** College of Health Disciplines  
**Salary:** \$41,736.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-04  
**Job End Date:** 2013-05-31 **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-17 **Available Openings:** 1

### Job Summary

Each year, the College of Health Disciplines hosts a number of interprofessional learning experiences. We are looking for an Education Program Coordinator to support our project teams in the planning and delivery of our interprofessional education activities and events. The Education Program Coordinator will be responsible for maintaining our online tracking and registration system, recruiting and supporting facilitators for our interprofessional activities and organizing event logistics. The successful candidate will support the College of Health Disciplines in building capacity for interprofessional education at UBC. They will ensure the smooth running of interprofessional educational programming from an organizational standpoint.

### Organizational Status

The College of Health Disciplines (CHD) is a department dedicated to the advancement of interprofessional education and collaboration in health care. We work with the 15 health and human service programs at UBC to develop learning experiences that provide students from different disciplines with opportunities to learn with, from and about each other. The Program Coordinator will work under the general direction of the Associate Principal, will support projects led by the Director of Interprofessional Curriculum, and will work closely with the Project Manager and Curriculum Coordinator.

### Work Performed

Create and update content, create and maintain activities and registrations, and maintain student and facilitator records on the College's online tracking and registration system. Recruit and schedule facilitators for a variety of educational activities. Recruit and coordinate student volunteers for a variety of educational activities. Research information, gather price quotes and initiate contracts for rental of venues. Create procedural guidelines and resource information for future activities. Collect activity event feedback from both external and internal sources in order to continuously improve the overall operation. Evaluate effectiveness and recommend enhancements to systems, procedures and services. Create, and maintain event and news listings on the CHD website and social media pages. Create promotional materials such as posters, flyers, etc. and distribute to appropriate audiences (e.g. students and health and human service programs). Liaise with other UBC departments, Health Authorities and College Affiliates to determine interprofessional activities they offer. Act as primary resource contact for activity event information. Coordinate classroom meeting bookings, equipment rental and set up. Plan and organize activity events details including developing and setting up signage as required and on-site logistics. Develop and maintain effective communication both internally and externally. Maintain effective filing and record-keeping, including records of meetings, contracts, historical data, etc. Perform other related tasks as assigned.



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### **Supervision Received**

Reports to the Associate Principal. Works with considerable latitude and minimal supervision. The incumbent must be self-directed and able to independently. Work assessed periodically to assess validity. Works as a team member and may be asked to supervise projects under the direction of the Associate Principal.

### **Supervision Given**

None

### **Consequence of Error/Judgement**

The Program Coordinator is required to exercise professional judgment and initiative while undertaking all responsibilities. Inappropriate actions or judgment could damage the College's working relationship and credibility, incur inappropriate costs, and or jeopardize the College's ability to demonstrate leadership in the area of interprofessional health education.

### **Qualifications**

High School graduation and two years post-secondary education. Undergraduate degree in any field. 4 years related experience or the equivalent combination of education and experience. Experience implementing and evaluating educational projects and initiatives

Education or experience in operations, organizational behaviour, communications, business or marketing an asset. Familiarity with web content management systems (e.g. Drupal or Wordpress) Requires a thorough knowledge of MS Office, including Excel, Word and Outlook, as well as experience with Internet research Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key issues and effectively resolve problems Ability to maintain accuracy and attention to detail and produce quality and timely results. Ability to develop, implement and evaluate policies and procedures Ability to exercise sound judgment. Ability to work effectively independently and in a team environment. Ability to develop and maintain cooperative and productive working relationships. Requires strong organizational and multitasking skills

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## Job Posting

**Job ID:** 12570 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Sr Program Asst-Gen (Gr8) **Business Title:** Sr Program Asst-Gen (Gr8)  
**Department:** Fac.of Pharmaceutical Sciences  
**Salary:** \$41,736.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-04-09  
**Job End Date:** 2013-04-08 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-14 **Available Openings:** 1

### Job Summary

Structured Practice Training (SPT) Secretary and Assistant to the Director. Primarily responsible for coordinating the placements and activities associated with the SPT Program for international pharmacy graduates (IPGs) and regulated technicians. Will also assist in the coordination of placements and activities associated with the entry to practice pharmacy students. General office coordination for the Office of Experiential Education (OEE) in a fast paced and at times, stressful environment.

### Organizational Status

Expected to work independently but receives direction from the Program Manager, Director and Coordinators relating to the day-to-day operations of the office. May be required to coordinate and supervise work-study students.

### Work Performed

Provides input into OEE's policies, and develops and implement administrative procedures for SPT and entry to practice programs.

Communicates with stakeholders (learners, preceptors and the College of Pharmacists of BC), primarily by telephone, with clear and effective communication strategies.

Acts as the first point of contact and provides information to prospective students on all aspects of the Entry to Practice Program - Pharmaceutical Sciences, SPT IPG program and SPT Regulated Technician program (web page, email, phone and in person). Appropriately redirects material for reply by other members of the Office.

Receives and coordinates all admission material for IPG and Regulated technician applicants. Assesses eligibility of admission applications. Administers the applications and communicates with the College of Pharmacists and other stakeholders as required.

Provides students with the policies, expectations, handbooks and assignments and assists SPT students in finding a placement site. Upon completion of the SPT, ensures student assignments are complete and communicates successful completion to the student, Pharmacist SPT Coordinator and College of Pharmacists of BC.

Interprets University and OEE policies procedures pertaining to all students. Advises and responds to enquiries from all students regarding clerkship experiences, deadlines and requirements. Replies to complex written and oral communications with accurate



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information.

Independently resolves complex issues regarding student placement processes. Explains course requirements, learning activities and assignments to learners, including learners where English comprehension may be an issue. Ensures information is understood by the learner.

Resolves preceptor-learner conflicts, including conflicts due to language difficulties, cultural differences, as well as practice differences. Understands issues, and mediates and supports both the learner and the preceptor.

Responsible for OEE database (E\*Value and Excel). Produces complex reports in E\*Value and Excel utilizing formulae, pivot tables e.g. V lookup and ability to produce graphs. Prepares mail merge with Excel data. Accesses FSC to (1) download pictures to input into E\*Value and to (2) input grades and provide class lists. Maintains all student information, course registration and clerkship information in E\*Value.

Creates surveys in Fluidsurveys and google docs. Compiles reports utilizing basic statistics and other course and program data.

Performs administrative duties such as drafting correspondence, preparing minutes and updating and managing web pages.

Designs, develops and delivers promotional course material and presentations for SPT programs with the Pharmacist SPT Coordinator.

Schedules appointments and arranges travel for conferences, focus groups and meetings such as planning, prioritizing and ensuring that preparations are complete.

Ensures that all deadlines are met in a timely fashion. Keeps the Director and Program Manager informed of any obstacles and delays.

Performs other related duties.

### **Supervision Received**

Largely independent but receives direction from both the Director and Program Manager.

### **Supervision Given**

May provide work direction to work study students and temporary staff.

### **Consequence of Error/Judgement**

The work requires a high level of tact, discretion and accuracy. Errors in judgement will reflect negatively on the Office of Experiential Education, the Director and UBC and could lead to irreparable damage to the Faculty. If confidentiality is mishandled or breached, professional and academic careers may be affected. Frequent interactions with the College of Pharmacist of BC, community clinical instructors and student applicants from all over the world requires effective communication and tact to avoid negative impact on the OEE and UBC. Providing incorrect information regarding clerkships for entry to practice students and SPT programs could result in a negative impact on the student clinical experience and academic schedule, which could result in a delayed clerkship and or delayed graduation. Providing incorrect information to clinical instructors will compromise OEE's relationships with its stakeholders and put the program in jeopardy.

### **Qualifications**

High School graduation and two years post-secondary education. University degree preferred. 4 years related experience or the equivalent combination of education and experience. Minimum 3 years UBC experience preferred, including knowledge of practicum





logistics and familiarity with international student experiences. Experience and high level of competence with word processing, excel spreadsheets, databases, web development and other computer programs. Motivated and highly organized individual able to exercise a high level of tact and discretion. Exercises judgment and confidentiality in all matters. Team player, with effective interpersonal, communication, planning and organizational skills. Proficiency in the use of English grammar, spelling, punctuation; and proficiency with professional terminology, technical or scientific vocabulary as required for the job. Ability to multi-task in a demanding environment. Ability to type 70 wpm. Ability to take good meeting minutes. Ability to compose complex correspondence and reports, tailored to the needs of individual. Ability to communicate effectively and tactfully with faculty, staff, students and other stakeholders (preceptors and clinical instructors) in giving and obtaining information, in explaining practices and procedures. Accuracy and attention to detail. Good working knowledge of office equipment, including ability to trouble-shoot with computers, photocopiers and fax machines.

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## Job Posting

**Job ID:** 12810  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Sr Program Asst-Med Ed (Gr8)      **Business Title:** Sr Program Asst-Med Ed (Gr8)  
**Department:** Family Practice  
**Salary:** \$41,736.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-16      **Available Openings:** 1

### Job Summary

Performs duties related to support of the Family Practice course in the MD Undergraduate Program, by compiling information necessary for the development and implementation of the program with special responsibility for students in the Northern Medical Program and Island Medical Program and for preceptor and facilitator support.

The expanded MD Undergraduate Program which began in August 2004 includes an additional 24 students in the Faculty of Medicine, Vancouver, plus 24 students in the Northern Medical Program (NMP) at the University of Northern BC (Prince George). An additional 24 students will be admitted into the Vancouver program in 2005. Students in the NMP and IMP are based in Vancouver for the first term of first year and then transfer to the distributed sites where they continue to take the same program as students based in Vancouver. This position has some responsibility for the program coordination of Family Practice for all three sites. The incumbent is in constant liaison with course directors, program directors, preceptors in the community, program assistants and curriculum secretaries in Vancouver, Victoria and Prince George to ensure that schedules and educational materials are prepared and distributed and that students and teachers are supported. The position is also responsible for the support of the preceptors and facilitators in the Family Practice course of the program (up to 300 faculty clinical faculty doctors). This includes preparation of materials for lectures, office visits and seminars and dealing with problems associated with rooms and equipment. The position prepares and provides information for the Promotions Committee, and handles student enquiries related to Family Practice queries of a non-routine and routine nature. Family Practice is a multi site course that takes place 2 afternoons a week in Victoria and Prince George as well as in Vancouver.

### Organizational Status

Reports to the Undergrad Administrator, and Undergraduate Director and work under the guidance of the Undergrad Administrator and the Course Director(s).

### Work Performed

#### A.FMED SUPPORT

Coordinates all aspects of the Family Practice course for second year that includes dissemination of schedules and relevant info. to all sites (IMP and NMP) and posting to MEDICOL. This position is responsible for supporting the Family Practice course at the distributed sites in Victoria and Prince George by providing information and guidance to the program support staff at those sites. Assists the course director, with the planning, scheduling and resource management for the Family Practice course in second year.



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This includes preparing documentation and corresponding with lecturers and Preceptors in the program.  
Inputs grades onto master spreadsheet from all evaluations received for Family Practice course in second year. Accurate list of all marks for Promotions meetings is produced by this position for the meetings. This assistant is responsible for following up missing evaluations and any missing marks.  
Forwards all lecture handouts to MEDICOL and ensures timely posting to the site.  
Prepares materials for seminars, lectures and clinic office visits. Records minutes as appropriate.  
Liaises regularly with students, preceptors, facilitators and lecturers to coordinate any changes to their schedules.  
Disseminates changes to the sites as appropriate.  
Processes evaluations from seminars, prepare grade sheets and forward to course directors. .  
Maintains supplies for seminars in tutorial rooms and deals with any problems related to tutorial rooms.

### B. PRECEPTOR SUPPORT

\*Prepares materials for preceptor Orientation at the beginning of each rotation for the FMPR420 courses. .  
\*Coordinates, schedules and makes arrangements for any FMPR420 meetings, which will be videoconference to the sites - books rooms, orders catering, prepares any necessary materials, attends meetings, distributes information and takes action on follow up items.  
Confirms all lectures and copies all handouts.  
Sets up all facilitator lists for each seminar and is responsible for producing group lists.  
Processes (transcribing, data entry) evaluations from weekly seminars  
Forwards final schedule to the Media Group to book facilities at VGH.  
Organizes and maintains files and assists in maintaining student databases relating to Family Practice.

### C. STUDENTS

Assists in the implementation of the additional students for September 2005 for second year. Provides administrative support to prepare for the distribution of information for Family Practice curriculum. Oversees the distribution of learning materials to the sites in Victoria and Prince George for all students, forwards schedules, provides information as needed.  
Responsible for Student Orientation at the start of second year - produces all documents, handouts, student lists, etc. This will be videoconferenced at the sites for the first time September 2005.  
Assists with the design and implementation of program support systems for the IMP and NMP by providing input into improving processes and procedures. These systems will allow the program assistant to perform the following types of duties:  
Coordination and distribution of schedules and educational materials  
Coordination and maintenance of student assessments  
Organization of student groups  
On-going liaison with IMP and NMP in order to provide advice  
Responsible for coordinating and maintaining evaluations on VFMP second year students in FMPR 420 courses and follow-up where necessary.  
Books appointments for students with the Course Directors.  
Ensures textbook lists are accurate and updated for forwarding to Library in June.  
Tracks all student absences.  
Note: this list is not intended to be exhaustive and will be developed further as planning for the distributed program proceeds.

### D. SCHEDULING & CURRICULUM PLANNING

Creates, compiles and updates information for the 2nd year FMPR420 program assistant procedures reference manual. Provides information and guidance to administrative staff working at the other sites.  
Handles student enquiries of a non-routine and routine nature. With respect to non-routine matters, interprets guidelines, policies and procedures in determining how the matter should be handled, and what type of action should be taken; or refers the matter to the appropriate person. This position is the only support position for the FMPR420 course in second year in Vancouver.  
Performs other related duties as necessary in keeping with the qualifications and requirements of the job.

### Supervision Received

Duties are performed independently as required, under limited supervision.



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### **Supervision Given**

N A.

### **Consequence of Error/Judgement**

The Undergraduate Director and Undergraduate Administrator administer the area. The incumbent, in coordination with the Undergraduate Administrator, responsible for the day-to-day administration of the Family Practice course. The schedules are extremely detailed and errors in scheduling could have considerable impact on students' learning, faculty and student satisfaction and will have a big impact on the preceptors in the community teaching our students. The incumbent works within broadly established guidelines and will, in conjunction with the course director(s), is establishing any new procedures that are required. . It may be necessary to create policies and procedures, where none currently exist, as well as change existing policies and procedures and this position will be key to making recommendations at all 3 sites. It is important that student records are dealt with conscientiously, and students are given accurate information regarding their program, since mistakes can have a long-term impact. Medical school expansion and the distributed program is a high profile project that is completely innovative and requires the coordination of many activities and people. Impact of error is considerable as material is widely distributed. It is important that faculty (e.g. course directors and teachers) at all sites are dealt with in an efficient and professional manner as the impact of any decisions can have repercussions for faculty, students, general public, staff and the image of the Faculty as a whole.

### **Qualifications**

High School graduation and two year post-secondary diploma. Knowledge of evaluations systems and websites will be an asset. 4 years related experience or the equivalent combination of education and experience. Computer experience required (Word, Excel, Access, Powerpoint preferred). Ability to communicate effectively verbally and in writing. Ability to perform word processing at 55 words per minute. Ability to effectively use Word (word processing), Excel, Access (spreadsheet, database and Internet applications) at an intermediate level. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment.

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### Job Posting

**Job ID:** 12895  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Sr Program Asst-Med Ed (Gr8) **Business Title:** Sr Program Asst-Med Ed (Gr8) Year 1 Clin Skills  
**Department:** Medicine,Udgrd Ed.(Dean'sOff)  
**Salary:** \$41,736.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-28 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-14 **Available Openings:** 1

### Job Summary

To provide executive administrative and programme support to the first year Clinical Skills course Directors and Clinical Skills Programme Manager, for the Faculty of Medicine Undergraduate Curriculum. This position has the primary responsibility for the fully expanded and distributed programme co-ordination of clinical skills for all four sites. This key individual is in constant liaison with programme directors, programme assistants and curriculum staff in Vancouver, Victoria and Prince George to ensure that schedules and educational materials are prepared and distributed and that students and teachers are fully supported. This position is responsible for support of clinical skills tutors in the first year programme. This includes preparation of materials for tutor meetings and troubleshooting with problems associated with rooms and equipment for clinical skills. This position interacts with other programme assistants to prepare and provide information for the first year promotion's committee, and handles student inquires related to clinical skills. This position provides backup to the 2nd year programme assistant and the volunteer patient co-ordinator for any unexpected absences. This position is responsible for working in an environment of ongoing change and evolution, necessitating the development of new systems and procedures where none previously exist.

### Organizational Status

Reports to the Administrative Director through the Clinical Skills Course Director and Programme Manager. Liaises with the Paediatric Clinical Skills Co-ordinator for the Year 1 Paediatric sessions. Works under the general direction and supervision of the Clinical Skills Programme Manager. This position works closely with the incumbent Clinical Skills Programme Assistants. Interacts with undergraduate medical students, faculty members, hospital staff, patients and programme staff in the Dean's Office and other departments.

### Work Performed

Collaborates with the Programme Directors and Manager in the planning, scheduling and resource management of the first year Clinical Skills course, focussing on Year 1 and giving general direction and support to year 2. Identifies potential tutors for all Year 1 Clinical Skills teaching blocks. This is achieved using various means to locate tutors, including: departmental faculty liaison, departmental undergraduate and postgraduate faculty representatives, BC Physician databases and hospital directories. Schedules all tutors until the teaching slots are filled, distributing tutor confirmations and teaching details. Acts as primary contact for the tutors and their offices in case of cancellation, arranges substitute tutors, answers queries as appropriate. Updates Clinical Skills schedules and tutor contact information, as appropriate. Develops and updates detailed spreadsheets and databases to calculate and record Clinical Skills teaching hours, Clinical Academic



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Service Contract (CASC) returns and monitor year 1 general expenditure. Prepares all Year 1 sessional teaching and company payment requisitions.

Together with the Course Directors and Programme Manager, generating, editing and preparing all course learning materials and documentation for students and tutors. Overseeing the distribution of Year 1 learning materials to the appropriate student groups and individuals.

Responsible for supporting the Year 1 Clinical Skills programme at different sites, particularly at Children's & Women's Health Centre of BC, St Paul's Hospital, Lions Gate Hospital, and Royal Columbian Hospital. Directs on-site secretaries and administrative personnel to oversee Clinical Skills sessions run on key sites throughout the Lower Mainland. Notifies them of the required resources and equipment. Occupies a significant role in the Clinical Skills team (including Course Directors and Programme Manager). Provides information and guidance to Divisional secretaries and administrative staff working at other sites who are developing and expanding Clinical Skills policies and procedures.

Provides remote support, advice and acts as a Clinical Skills resource person to the Administrative Assistants at UVic, UNBC, and UBCO.

Initiating and maintaining effective communication and interaction with the Undergraduate Dean's office; over 540 tutors drawn from faculty from all Departments in the Faculty of Medicine; Educational Assessment Unit; Division Heads; MedIT and 288 first year medical students. Keeping the students advised of schedule curriculum changes which has become particularly challenging with increasing student enrolment during Expansion and when co-ordinating key information with the distributed sites at Victoria, Prince George, and Kelowna.

Preparation of detailed reports on Year 1 Clinical Skills activities to Undergraduate Curriculum committees, as required, with responsibility for initiating drafts for review by the Course Directors. The materials for these reports will be drawn from a number of sources - including Faculty of Medicine, UBC and other Canadian Medical Schools data.

Some reports will require abstraction of highly confidential data on faculty teaching evaluations, examination reports and data, and the creation of high level reports on curriculum block evaluation from detailed database reports. This requires independent judgement to recognize and safeguard the confidential nature of some of these materials, with an ability to identify potential sources of error in the primary documents.

Consults with the Programme Manager and Course Directors to assess resources and equipment and audio-visual needs. Initiates year 1 payment requisitions and orders for teaching materials.

Develops, maintains and monitors databases and spreadsheets (Access & Excel) for the purposes of providing the Programme Manager with tutor information (contact and payment details); medical and teaching equipment and supplies inventories; and tracking the internal Clinical Skills administrative procedural deadlines. Answers tutors' queries concerning teaching payment issues.

Assists the Programme Manager by conducting research and presenting comparative costs of purchasing medical and teaching equipment, supplies and services, in a spreadsheet.

Co-ordinates, schedules and attends: block planning, faculty development, debrief and regular Clinical Skills Committee meetings. This requires a detailed knowledge of the issues and priorities involved with Clinical Skills block working groups, as well as ad hoc project work in which the Course Directors may be involved.

Attends and reports at Undergraduate Dean's Office staff meetings.

Organises and maintains filing and document coding system related to all the above activities.

Assists, where appropriate, in the activities of the Medical Undergraduate Programme, for example, assisting the Exam Co-ordinator and Dept of Educational Support & Development invigilating student examinations.

### **Supervision Received**

Works independently with some direction from the Directors and Manager of the Clinical Skills Programme.

### **Supervision Given**

Provides direction to programme staff at associated teaching locations on Clinical Skills related matters.

### **Consequence of Error/Judgement**

The individual will be expected to exercise considerable judgement in prioritising and scheduling work for the Course Directors. Diplomacy and empathy is required in interacting with faculty and undergraduate students' concerns related to the Clinical Skills



curriculum. The Clinical Skills schedule is extremely detailed and errors in scheduling could have considerable impact on students' learning, faculty and student satisfaction and on the cost of delivering the Clinical Skills programme. Impact of error is considerable as incumbent would be dealing with sensitive, confidential information as well as material that is widely distributed. Any errors in decision could potentially have repercussions for the faculty, students, general public, staff and image of the Dean's Office and Faculty as a whole.

### **Qualifications**

High School graduation and two year post-secondary diploma. . 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate in a clear, attentive, and polite manner. Ability to type 55 words per minute and to operate a normal range of office equipment. Ability to effectively use <job-specific software> at an intermediate level(e.g., Outlook, MS Word, MS Excel).

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## Job Posting

**Job ID:** 12896  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Sr Program Asst-Med Ed (Gr9)      **Business Title:** MPT Program Coordinator  
**Department:** Physical Therapy  
**Salary:** \$43,692.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-21      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-14      **Available Openings:** 1

### Job Summary

The MPT Program Coordinator is responsible for the organization of the administrative components of the Department's Master of Physical Therapy (MPT) Graduate Program. This role works closely with the Associate Head, MPT Program to assist with the management of the administrative, financial, communication and educational requirements of the program.

### Organizational Status

The Department of Physical Therapy provides education for physical therapists through rigorous scholarly activity, high standards of instruction and creative opportunities for learning, and a strong foundation that supports current and future practice of the profession.

### Work Performed

- a) Under general direction of the Associate Head, MPT Program, the MPT Program Coordinator assists the Associate Head with the coordination of the administrative and educational operation of the MPT and Northern Rural Cohort programs.
- b) Liaise with Faculty, Clinical Faculty, Course Coordinators and Instructors on upcoming issues in relation to the teaching and delivery of the MPT Program.
- c) Interpret Policy and provide ongoing updates for the Clinical Faculty community on policy which surrounds the recruitment, renewal and promotion of Clinical Faculty. Liaise and provide follow up with Clinical Faculty members and wider community regarding outcomes of policy implementation.
- d) Coordinate of the Departmental Clinical Faculty Appointment and Promotion Committee, which involves scheduling the meeting, creation and preparation of meeting materials, providing agenda and writing minutes.
- e) Coordinate maintenance of all Clinical Faculty appointments and renewals and provide advice and policy interpretation to Clinical Faculty members.
- f) Coordinate and oversee all aspects of the MPT Practical examination, the OSCE (Objective Structured Clinical Examination) which involves:





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- i. Liaison with Course Coordinators
- ii. Scheduling of examination dates
- iii. Preparation of all materials for students and examiners
- iv. Supervise the Senior Program Assistant with related OSCE tasks
- v. Prepare and deliver student orientation
- vi. Oversee the delivery of examination on the day and act as the first point of contact for all queries and problems that may arise.
- g) Coordinate examination accommodation which involves:
  - i. Liaison with Access and Diversity for specific student requests
  - ii. Schedule the examination and accommodate the student's specific requirements which may include: room bookings, delivery of examination, and invigilation of exam and provide communication between all parties involved.
- h) Work with various stakeholders to create and update Departmental policy relating to:
  - i. Clinical Faculty
  - ii. MPT Students
  - iii. MPT Program
- i) Assist the Associate Head to develop annual budgets, track budget expenditures with the MPT budget and to communicate with the Administrative Manager on budget matters pertaining to the MPT Program operations.
- j) Coordinate the GTA positions with the MPT Program, ensuring all positions are advertised in a timely manner and in accordance with the CUPE 2278 policy. This includes creating all employment contracts and liaison with GTA supervisors to ensure GTA contract requirements are met.
- k) Provide support to the following committees: MPT Program Committee and Curriculum subcommittee and other ad hoc committees as required to meet the MPT Program needs.
- l) Oversee the operations of the MPT Senior Program Assistant and provide assistance and training where required.

### **Supervision Received**

Works independently under broad direction. The incumbent is expected to be able to take initiative, problem solve, determine course of action and then follow through independently.

### **Supervision Given**

Supervises the MPT Senior Program Assistant.

### **Consequence of Error/Judgement**



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Errors in judgment or ineffective communication may lead to in efficiency of operation or unmet deadlines, and potentially jeopardize the viability of the MPT program. Breach of confidentiality could adversely affect the Department's association with faculty, staff or professional organizations.

### **Qualifications**

High School graduation and two year post-secondary diploma. . 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to efficiently and effectively coordinate tasks. Ability to gather, record, and organize information. Ability to take and transcribe accurate meeting minutes. 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 review, analyze, and synthesize complex information into summaries and reports. Ability to communicate effectively verbally and in writing. Ability to communicate in a clear, attentive, and polite manner. Ability to make thoughtful, informed, and thorough decisions. Ability to effectively liaise with the PT Community. Ability to approach interactions with an awareness of sensitive issues. Ability to identify and respond to contentious or politically sensitive issues with discretion. Ability to maintain order and control. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to explain, assign, and monitor work. Ability to analyze problems, identify key information and issues, and effectively resolve.

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## Job Posting

<b>Job ID:</b>	12924		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Student Info Support		
<b>Classification Title:</b>	Student Info Support 3 (Gr5)	<b>Business Title:</b>	Reception and Examination Centre Registrar
<b>Department:</b>	The Sauder School of Business		
<b>Salary:</b>	\$37,956.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2012-05-22	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Self Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2012-05-20	<b>Available Openings:</b>	1

### Job Summary

This position is the first point of contact for the Licensing Education group at the Real Estate Division, and also performs registration and administrative duties for the onsite Computerized Examination Centre (CEC). The position is responsible for providing comprehensive program information and advice to prospective students and for the CEC registration, scheduling, invigilating and grading processes, and for defusing sometimes tense situations with sometimes difficult or challenging individuals.

The position is also responsible for processing receipts for student payments, reconciling and resolving discrepancies with any financial receipts, maintenance of student data and files, monitoring related communications on the program's web site and assisting with general day-to-day program administration. May conduct over-the-counter sales and deal with various office functions such as coordination of office repairs and health and safety monitoring.

### Organizational Status

Reports to the Director or Associate Director: Licensing Education Programs, or to a designated Manager of Examinations. Formally trains new staff on work procedures, and oversees work of temporary staff. This position works closely with both the Licensing Course Representatives and also with the Examinations Coordinator.

### Work Performed

#### Student Services:

Collects applicants' qualifications and eligibility information for the Real Estate Council of British Columbia's and the Financial Institution Commission of British Columbia's Licensing programs. Assists with individual circumstances and provides guidance and direction to these admission inquiries from students based on a thorough knowledge of admission policies and procedures and sections of the Real Estate Services Act and Mortgage Brokers Act. Composes written correspondence. Assists the Course Representatives and other staff with the student registration process by gathering information from applicants, advising on course and statutory regulations and required documents and fees; Supports student registration for courses and exams by interpreting and providing guidance on all aspects of the Real Estate Division's unique integrated customer relationship management (CRM) and learning management (LMS) system's registration process. Determines students' eligibility for exam registration and notifies students of any eligibility or scheduling issues. Investigates and resolves exam registration problems.



Responsibilities require keeping apprised of changes to policies and procedures related to scheduling, registration, student records, program requirements, and all Real Estate Division exam operations as well as changes taking place at the Real Estate Council of British Columbia, the Financial Institution Commission of British Columbia, the general university community, and amendments to the Real Estate Services Act and the Mortgage Brokers Act. Acts as a resource person for students and staff. Must have detailed knowledge of Disability Resource Centre procedures and will have a working relationship with Disability Resource Centre staff.

Collects registration fees and processes receipts, and follows-up with students in arrears; assists with documenting, reconciling and resolving discrepancies with course financial receipts;

Performs other duties related to the qualifications and requirements of the position, as requested, and when required, including acting as backup for other staff members.

### Computer Examination Centre:

Determines applicant's eligibility for Real Estate Council of British Columbia and the Financial Institution Commission of British Columbia's Licensing examinations. Reviews individual circumstances and provides guidance and direction to these registration inquiries based on a thorough knowledge of policies and procedures and sections of Real Estate Services Act and Mortgage Brokers Act. Composes written correspondence.

Ensures CEC students show appropriate picture ID, Exam Admission Ticket and sign in at the CEC.

Receives information regarding formal complaints and collects information to discuss with the Associate Director, Licensing Education or the Manager of Examinations.

Reviews CEC registrations and student files to ensure that the requirements set out in the Regulations of the Real Estate Services Act and Mortgage Brokers Act are met and students are eligible for CEC examinations.

Schedules all eligible CEC examination candidates on available dates and contacts students whose choices are not available.

Ensures that all CEC examination candidates are sent an appropriate email notice with information regarding date, time, location and regulations governing examination procedures.

Monitors CEC exams in progress to ensure no cheating and to assist students who have questions.

Ensures all CEC exams have ended properly and results are produced.

Separates any hard copy exam contents into appropriate groupings and sends to markers for marking purposes.

Prepares CEC Licensing exam results and Exam Admission Tickets for submission to the Real Estate Council and Financial Institutions Commission of BC.

Compiles and sends exam grade results to students.

Schedules, delivers and picks up examinations that take place at the Access and Diversity office for students with disabilities who have been provided academic accommodations.

Represents the Sauder School of Business Real Estate Division at scheduled Licensing examinations in the Lower Mainland.

Responsible for registration and invigilation at security sensitive high-stakes examinations based on a thorough knowledge of examination policies and procedures.

Creates monthly exam attendance and statistical reports, as required.

Handles CEC requests for post examination reviews and exam remarking requests; rechecks accuracy of initial grades; forwards examination to internal and or external academic staff for review of grades; ensures post examination review is produced and sent to student.

### General and Additional Duties:

Monitors internal administrative procedures for efficiency and effectiveness making recommendations for process changes where necessary; creates and designs internal reports and makes recommendations to Director or Associate Director for changes in order to improve service.

Monitors students' course and exam selection to ensure program requirements are being fulfilled using knowledge of the Real Estate Council of British Columbia's and Financial Institutions Commission of British Columbia's Licensing and Registration requirements, including inter-provincial and cross-licensing recognition.

Knowledgeable about customer service principles and provides service that is excellent, efficient and accessible. Deals with and defuses customer anger and frustration in emotionally charged circumstances. Receives customer service complaints and resolves complaints or negotiates with senior staff in other areas to remedy the situation when complaints are provoked by service failure.

Liaises with Sauder School administrative units and acts as the Real Estate Division's customer service representative and floor



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warden, providing environmental and health and safety reports, as required.

Monitors the program's general voice mail and e-mail inboxes and answers or directs inquiries appropriately and in a timely and professional manner.

Monitors the program's web site and other external communications for accuracy and potential communication issues, and provides suggestions for content and or procedural improvements related to external communications

Ensures that CEC supplies, such as workbooks, are reordered when necessary, and generally performs shipping and receiving in support of the Shipping Clerk, as required.

Collects and receipts registration, retail purchase, and various course fees from students.

Enters student data on the RED Foxpro student database and maintains student files.

Assists with training and support for new or temporary staff

Other duties as required which are within the incumbent's qualifications and job classification.

Interruptions are an expected part of the work, and re-prioritization and rescheduling is required for work completion. Located at the Real Estate Division, Business Division, Room 247 of the Henry Angus Building.

### **Supervision Received**

Receives general instructions during orientation and on subsequent new projects or upon changes in procedures. Works independently under general supervision.

### **Supervision Given**

Formally trains new staff on work procedures and oversees work of temporary employees.

### **Consequence of Error/Judgement**

The Computer Examination Centre provides high-stakes examination services to multiple third-party clients. Any registration or invigilation error has severe negative impacts with significant financial results for the programs. Security of information and strict adherence to guidelines and procedures is imperative, but customer service requirements demand some judgment in responding to unusual circumstances (for example, witnessing unusual behaviour indicating possible examination irregularities or identification fraud). This position is expected to exercise initiative and judgment in establishing priorities, carrying tasks through to completion, and recommending appropriate systems or procedural changes to maximize efficiency, security and customer service. This position is a crucial component of the administration of the programs and requires tact and discretion in dealing with client's inquiries and requests. It sets the initial tone and first impression of the student's educational experience in the program and in so doing it upholds the integrity and validity of the licensing examination process.

### **Qualifications**

High School graduation and 1 year post-secondary education. . 3 years of related experience or the equivalent combination of education and experience. Computer experience required in general business software (eg., Word, Excel, PowerPoint, Outlook and Fox Pro preferred).

Knowledge of UBC administrative systems is preferred. Knowledge of the various real estate licensing bodies' and professional organizations' entrance and accreditation requirements is an asset. Effective oral and written communication, interpersonal and organizational skills. Ability to use word processing, spreadsheet, database and electronic mail applications at an intermediate level and to operate a normal range of office equipment. Ability to prioritize work, multi-task and meet deadlines. Ability to maintain accuracy and attention to detail and to exercise tact and discretion. Ability to apply policies and procedures in a variety of circumstances. Ability to work independently and in a team environment.

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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:** 12914  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level B **Business Title:** Payroll Financial Analyst  
**Department:** Financial Services  
**Salary:** \$51,099.00 - \$61,343.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-21 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-15 **Available Openings:** 1

**Job Summary**

The Payroll Financial Analyst is responsible for managing a team of ten Payroll Financial Clerks and overseeing all aspects of the management, supervision and daily operations of Leave of Absence, Benefits, Special Deductions, Hourly Payroll and Customer Service functions within Payroll Financial Services. This position is responsible for complex reconciliation's related to the University's payroll general ledger accounts and monitor the posting to Revenue Canada's statement of accounts, for source deductions. The incumbent is accountable for ensuring the benefits processes and procedures has strong internal controls, while continually exploring opportunities for improvement.

**Organizational Status**

Reports to the Payroll Manager.

**Work Performed**

- Manages the reconciliations of payroll liability accounts to the General Ledger. This includes investigating and resolving reconciling items and supervising the preparation and the correction of journal vouchers, in addition to preparing other documentation and reports where required.
- Ensures accurate reporting of all employee benefits, in compliance with union agreements, University policies, federal provincial legislation and regulations and federal law.
- Manages clerical staff in the following areas, Leave of Absence, Benefits, Special Deductions, Hourly Payroll and Customer Service. This involves directing and assigning work to the individual units as required, performance management, training, time and vacation management, problem resolution.
- Participates in the hiring and promotion processes. Manages absenteeism, discipline, grievances, and prepares performance evaluations. Motivates employees to achieve peak productivity and performance, encourages participation in professional development activities.
- Represents Payroll in special systems related projects including preparing documentation of any problem and or required solutions and perform system testing. Responsible for managing the data clean up in preparation for the year-end T4 process. Prepares monthly payroll statistics for internal reporting.
- Responsible for yearend analysis including preparing working papers related to salary and benefits analysis and interacts with external auditors.
- Documents and maintains departmental procedural manual, short and long term planning; Develops and implements projects and



programs to accomplish established goals.

-Assesses, evaluates and makes recommendations for accounting and payroll internal controls, policies and procedures to ensure that employee's benefits & leaves are accurately processed in a timely manner.

-Provides technical support to the distributed users of the HRMS and FMS system users regarding policies, procedures and system changes as required.

-Provides backup support to the Payroll Manager to oversee and coordinate all facets of the daily operation of the Payroll Department and production of the payrolls.

-Responsible for managing the review and the correction of daily error reports and daily production reports. Responsible for managing error corrections during the semi-monthly and hourly payroll runs.

-Corresponds and liaises with outside agencies from HRDC (Human Resources Development Canada) and CRA (Canada Revenue Agency) and other external organizations.

-Oversees the collating and filing of CRA manual T4 and T4A amendments and the preparation of manual T4 T4A submissions and reconciliations.

-Responsible for ensuring WCB (Workers Compensation Board) payments received are processed on HRMS & FMS and recorded on a timely basis. Running a query to identify the subcontractors. Oversees the preparation of remittances to WCB, prepares a WCB yearly audit and manages the maintenance of a WCA (Worker Compensation Awards) listing of employees receiving benefits. Annually liaises between UBC and external paymaster groups, providing their total assessable payroll and subcontractor amounts for reporting to WCB.

-Responsible for overseeing the running of standard queries and reports to ensure the integrity of the database.

-Oversees the overpayment recovery process including liaising with the service reps, departments, the University's collection agency and processing overpayments received from them. Managing the preparation of monthly status reports on these overpayments. Ensures that collection agency revenues are processed and recorded in a correct and timely manner.

-Maintains knowledge of pay and benefits legislation and regulations.

-Performs other duties related to the qualifications and requirements of the position as and when required.

### **Supervision Received**

Works independently while under the general direction and guidance of the Manager of payroll.

### **Supervision Given**

Supervises ten clerical staff. Participates in the hiring and manages the training, performance, development and evaluation of staff. Utilizes strong supervisory and team skills to foster a cooperative and respectful working environment.

### **Consequence of Error/Judgement**

Failure to detect and correct errors could result in serious consequences such as a breach of a collective agreement, financial penalties from Canada Customs and Revenue Agency, fines pursuant to the Employment Insurance commission Act and Employment Standards Act, law suits from employees and fines and penalties. Errors could result in incorrect payments to employees and external parties.

### **Qualifications**

Undergraduate degree in a relevant discipline, Two years of post-secondary education in financial management and Completion of three years in an accredited accounting program (CGA or CMA or CA). . Minimum of three years experience or the equivalent combination of education and experience. Relevant working experience in a payroll department of a similar size, large unionized employer. In-depth knowledge of Payroll processes, including working familiarity with computerized payroll systems, preferably PeopleSoft and legislative requirements for payroll. Knowledge of accounting, internal controls and systems-oriented environment. Ability to effectively manage staff and workflow to meet changing priorities and deadlines. Ability to work and communicate effectively with colleagues in other departments and at all levels of the University administration. Ability to interact effectively and tactfully with both internal and external clients. Ability to maintain accuracy and attention to detail. Ability to effectively recruit, train, supervise, and motivate employees. Ability to explain, assign, and monitor work. Ability to





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analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to manage complex financial matters.

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funds. The Endowment Policy supports goals, investment climate, and ensures compliance with legal regulations, is approved by the Board of Governors.

### Financial Reporting

1. Manages and oversees the preparation of financial statement and related note disclosures including the review of working papers for the University's related organizations and foundations. These organizations include the Killam Trust, UBC Foundation, American Foundation, UK Foundation, Hong Kong Foundation, Peter Wall Corporation, Rick Hansen Trust Funds, Neighbours Fund, and Society for the Education of Young Children. These statements account for approximately \$100 million in assets with yearly revenue in excess of \$7 million. The financial statements are approved by the individual organization's Board and are also presented to the University's Board of Governors.
2. Accountable for understanding Board and management delivery dates for each of the related organizations and ensuring that a top quality product is delivered within those timelines.
3. Responsibility for audit liaison and formulating audit responses for both internal and government audits for the UBC Foundation and assigned sections of the UBC financial statements. Audit results are communicated to Senior Management and to the Board of the applicable organization.
4. Provides guidance in relation to the accounting of complex transactions. Keeps abreast of Generally Accepted Accounting Principles (GAAP) to ensure changes in GAAP are accurately reflected in the financial statements.
5. Performs complex analytical assignments requiring thorough understanding of the University's financial information and its relationships to the accounting standards. These assignments are prepared through collaboration with key personnel including, but not limited to, research of the industries best practice, scenario modeling and market trend interpretation. Provides recommendations to management for decision-making.

### Information Systems

1. Identifies improvements and implements Board mandated changes by redesigning the effected areas of the endowment management system. Coordinates with the systems group to carry out approved plans. Oversees PeopleSoft system modifications through the design, implementation, and testing phases. Communicates changes to campus community and ensures their compliance and understanding.
2. Develops and delivers training seminars of PeopleSoft reporting tools and nVision reports to campus-wide personnel.

### Management

1. Recruits, trains, supervises and evaluates unit staff. Optimize the efficiency of workflow of unit staff by planning, organizing and directing assignments to meet monthly, quarterly and yearly deadlines.

### Other

1. Other duties projects as assigned.

### Supervision Received

Supervision is minimal. Performance is reviewed periodically by the Director, Financial Reporting.

### Supervision Given

Supervises one M&P Financial Analyst. The supervision given includes specific daily instructions and continuous review of all work performed.

### Consequence of Error/Judgement

Failure to ensure that the Related Organization, Endowment and Investment accounting records are accurate and appropriate could result in inaccurate reporting in the University's financial statements. Such inaccuracies would be difficult to discover during a review, therefore if the incumbent does not satisfactorily perform these duties the University's executive and the Board of Governors reputation could be compromised. Such adverse publicity could negatively impact the University's ability to attract funding and faculty staff. Incorrect recommendations could result in poor internal controls, inefficient workflow as well as under



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utilization of human resources.

### **Qualifications**

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). University degree in a relevant discipline, Commerce preferred, with completion of a recognized professional accounting designation (CA, CGA, CMA). A minimum of 8 years of experience or the equivalent combination of education and experience. Minimum of eight years of related experience, or an equivalent combination of education and experience. Related accounting experience in preparation of financial statements. Knowledge of accounting and internal controls in a systems-oriented environment. Thorough knowledge of the Financial Management System (FMS) at the University. Knowledge of Board reporting deadlines and the ability to work within them. Familiarity with systems and software applications required to prepare reports, specifically nVision. Good oral and written communication skills. Effective interpersonal skills. Ability to work independently with a high degree of accuracy. Ability to demonstrate a well organized approach to problem-solving.

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## Job Posting

**Job ID:** 12901  
**Location:** Vancouver - Other  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level A      **Business Title:** Research Administrator  
**Department:** Ctr-Molecular Med&Therapeutics  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-18  
**Job End Date:** 2013-06-17  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-15      **Available Openings:** 1

### Job Summary

To oversee financial and personnel activities of a research laboratory related to the day-to-day research and financial operation of the lab. Major responsibilities include forecasting, managing and overseeing laboratory budgets; preparing budget reports and summaries. Reviewing and authorizing expenditures and purchases; assessing staffing requirements and needs. Drafting reports and other documentation for funding agencies; monitoring research project grant budgets from initiation to end; forecasting resource requirements for budgetary reports; ensuring project completion on budget. Maintaining complex financial records and overseeing all laboratory expenditures; acting as liaison within the research group and with the outside academic and research community on behalf of the principal investigator; overseeing and planning international research conferences (if required).

### Organizational Status

This position reports directly to the faculty supervisor, but the nature of the work requires independent action and judgement. In the absence of the faculty supervisor, matters of a critical nature can be discussed with the lab manager and or departmental Administrator.

### Work Performed

1. Draft and prepare documentation for funding agencies, annual reports on supervisor's activities for various research organizations and grant applications for both the supervisors and graduate and postgraduate students. Must deal independently in this area. Knowledge of research funding process and experience in dealing with funding agencies is essential.
2. Administers and controls research laboratory finances, authorizing and reviewing expenditures, reconciling monthly statements, resolving discrepancies, budget forecasting, preparing statements of financial status, directing the transfer of funds as necessary. (Current combined annual budget in excess of \$1,000,000.) Responsible for ensuring that all laboratory purchases are made in a timely and cost-saving manner and that lab personnel observe the administrative policies, practices and procedures within the lab
3. Ensuring maintenance of project files.
4. Negotiate research space expansion and maintenance with centre and building managers.
5. Supervision of lab personnel on all financial matters (purchasing of supplies, reconciling of invoices, budgeting of finances for the different laboratory projects, etc.). Laboratory personnel currently consists of the faculty supervisor, a lab manager, research assistants and volunteer students.
6. Develop and implement administrative policies, practices and procedures to be observed by the graduate students, staff and



post-doctoral fellows in the Labs. Supervise staff to ensure compliance with policies.

7. Ensures that website is modified and maintained

8. Develops and transforms ideas into lay text, and responsible for editing manuscripts. Scientific background an asset.

9. Develop and implement administrative policies, practices and procedures to be observed by the graduate students, staff and post-doctoral fellows in the Labs. Supervise staff to ensure compliance with policies.

10. Manage human resource functions of the laboratory which include hiring, disciplining, and terminating staff.

11. Responsible for hiring processes and participating in recruitment, selection and evaluation, and orientation.

12. Manage documentation process and related procedures concerned with applications, appointments, probation, leaves, performance evaluation, terminations and salaries. Maintains leave records for all laboratory employees and trainees.

13. Acts as laboratory representative in a liaison capacity with other research laboratories and other academic units

14. Liaison with various UBC departments such as Research Services, Industry Liaison, Health Safety & Environment, Financial Services, Graduate Studies, etc. to investigate and resolve various difficulties which arise within the research laboratory.

15. Draft materials for presentations and on the Internet or as portions of scientific manuscripts.

16. Liaison with outside agencies and other institutions, American universities, industrial companies, etc.

17. Special projects as required.

18. Other related duties.

### **Supervision Received**

Works under very limited supervision and sets own priorities based on work load.

### **Supervision Given**

Manages laboratory personnel on financial and purchasing matters.

Manages human resource functions of the laboratory which include hiring, disciplining, and terminating staff.

### **Consequence of Error/Judgement**

Failure to manage the laboratory financial resources could result in over-expenditure of the project grants that could compromise future funding requests. Poor fiscal management could also result in the termination of positions within the laboratory to make up the budget shortfall. Failure to ensure compliance with laboratory policies and procedures could result in large fines from organizations such as the WCB, etc. Errors by this employee could have severe negative impacts on funding, employment and education.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. At least two years experience working in a scientific research group as an administrative aide or scientific manager.

Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to work effectively independently and in a team environment. Ability to exercise tact, discretion and judgement. Confidentiality essential. Effective oral and written communication, interpersonal and organizational skills. Effective problem-solving, multi-tasking and supervisory skills. Knowledge and experience with scientific research, research budget management, hiring, task prioritization, project management, as well as a thorough knowledge of university systems, policies and procedures are strong assets. Familiarity with the research funding process and experience in dealing with funding agencies is necessary. Experience working with FMIS 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:** 12911  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level A      **Business Title:** U-Pass Operations Manager  
**Department:** CampusCommPln-Transportation  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2012-06-01  
**Job End Date:** 2013-06-01      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-22      **Available Openings:** 1

### Job Summary

The position will be responsible for managing the operations and setting the policies and procedures related to the administration of the U-Pass BC program at UBC Vancouver. The U-Pass Agreement sets out the legal framework for the program, including general provisions regarding eligibility, etc. However each institution is responsible for establishing its own system for administration and card distribution. The position ensures that operational policies, systems and processes comply with the terms and conditions of the UPass BC Agreement and ensures compliance with the contract in all front line operations. The position manages staff and is responsible for hiring, discipline, evaluation and termination of staff involved in administration of the U-Pass program. This position will assist with other transportation planning initiatives as required. This position may require work outside regular hours.

### Organizational Status

The U-Pass Operations Manager reports to the Manager, Transportation Programs, and works with other staff within the Transportation Planning Department and Campus and Community Planning. The position will regularly interact with staff from UBC Parking and Access control, the UBC Bookstore, Campus Security, and UBC Enrolment Services. This position will communicate regularly with counterparts at TransLink.

### Work Performed

- Responsible for managing the operations related to the U-Pass BC program at UBC Vancouver, a program that represents critical service provision to 40,000 students, including management of the shipping receiving and handling of stock, and management of manual and automated operations at Point Grey and other and other locations within Metro Vancouver.
- Manages staff and is responsible for hiring, discipline, evaluation and termination as well as training in U-Pass distribution processes and procedures
- Plays a key role in planning and developing the policies and procedures related to the next version of the U-Pass BC contract that will take effect in less than one year
- Makes decisions related to exemption management, eligibility
- Investigates and resolves complaints, malfunctions
- Detects and manages attempts to abuse the system or contravene the terms of the contract (e.g. with respect to eligibility, number of passes)
- Assesses requests for and develops and manages special distribution arrangements



- Develops policies, systems and processes as required to manage distribution and reporting requirements of the U-Pass program that are consistent with and ensure compliance with the UPass BC Agreement, sometimes in consultation with other institutions.
- Produces reports for internal and external stakeholders related to U-Pass BC distribution
- Responds to requests for information from Internal Audit and revises systems based on feedback from internal audit
- Provides ongoing communication regarding the U-Pass Program, and works with the C&CP communications team to update and maintain the U-Pass website.
- Represents UBC, as required, on technical and other advisory committees established by TransLink or the Public Sector Institutions to advise TransLink.

### **Supervision Received**

The Manager, U-Pass BC Operations will receive general direction from the Manager, Transportation Programs. The incumbent will be required to operate without a lot of direct supervision and make day to day decisions within the scope of the position's responsibilities independently.

### **Supervision Given**

This position manages:

- .5 FTE in carding office (carding clerk)
- Part-time U-Pass operations staff at Robson
- backup staff for the carding office
- Temporary staff hired to handle monthly high volume periods during the fall and winter as well as temporary staff hired to handle special projects.

### **Consequence of Error/Judgement**

This position is responsible for a critically important and high-profile program with implications for virtually all 40,000 students at UBC. Errors in fact will affect reporting and payments related to the program, and may represent substantial liabilities (both financial and legal) for UBC.

Errors in judgement would be expected to have broad financial consequences for students, damaged relationships with external partners, and substantial liabilities for UBC. They could also result in significant reputational loss for UBC and conflict between UBC and its students and or between UBC and TransLink.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Experience managing high-value workflows, dealing with valuable inventory and inventory control, financial reporting, and or performing or responding to financial or inventory audits. Experience in developing policies, processes and procedures and managing for compliance designed to implement with regulations, legal agreements or other instruments. Must have highly developed organizational, analytical and problem-solving skills, with excellent attention to detail. Experience dealing with sensitive information and an understanding of privacy and freedom of information legislation and requirements. Position demands versatility. Interpersonal, organizational and analytical skills should be evident. Candidate should have supervisory ability, high degree of judgement and initiative, and skills necessary for handling confidential information. Ability to communicate well in a customer service role and to manage and problem solve potentially challenging conflict situations in a calm, firm, diplomatic manner are also essential. Ability to work under pressure and meet deadlines is critical.

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:** 12880  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level B **Business Title:** Administrative Manager Project Seahorse  
**Department:** Fisheries Centre  
**Salary:** \$51,099.00 - \$61,343.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-15  
**Job End Date:** 2013-06-14 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-19 **Available Openings:** 1

### Job Summary

Project Seahorse ([www.projectseahorse.org](http://www.projectseahorse.org)), is an interdisciplinary and international alliance based at the University of British Columbia, Vancouver, Canada and at the Zoological Society of London, UK. Our team is committed to conservation and sustainable use of the world's coastal marine ecosystems and has won significant awards for its unusual blend of research and management at scales ranging from community initiatives to international accords. Project Seahorse collaborates with a wide range of stakeholders and partners to build capacity for conservation by developing conservation policy, managing marine populations and fisheries, undertaking biological research, monitoring and adjusting consumption of marine life and educating and promoting awareness. Project Seahorse is particularly active in the Philippines, where it partners with the national Project Seahorse Foundation for Marine Conservation.

The Administrative Manager is responsible for ensuring that Project Seahorse is managed professionally, efficiently and effectively in accordance with Project Seahorse policies, systems and guidelines, and respecting the requirements of its international host partner institutions, donors and funders. The Administrative Manager participates in policy development, systems development and on-going fundraising planning, utilizing well-developed problem solving and analytical skills. The Administrative Manager develops, implements and evaluates systems necessary to deliver on organizational priorities. S he will provide leadership in all aspects of financial planning, administration, human resources, and management for all teams and all funding sources, and internal external communications. From time to time flexible working hours may be required as our team operates in various countries and time zones.

### Organizational Status

The Administrative Manager reports to the Project Seahorse Director. S he will also work closely with senior team members, and UBC staff members and students as needed. S he will provide guidance and supervision to other team members as appropriate with regard to financial, human resources, administrative and strategic issues. Liaises with university departments including the Faculty of Science Dean's Office as well as externally with business, government, and funding agencies.

### Work Performed

Financial Management

- Provides overall accounting and financial management for PS in Canada and internationally
- Develops organizational and project budgets, financial statements, forecasts and reports (according to agreed schedule) for PS Director and other senior staff



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- 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



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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:** 12927  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level C      **Business Title:** Manager, Administration and Finance  
**Department:** Fisheries Centre  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-17      **Available Openings:** 1

### Job Summary

The Manager, Administration & Finance works with the Director in the fiscal and administrative management of the Fisheries Centre. Works closely with the Director on all matters of strategic planning and direction, financial management and research administration. Participates as part of the leadership team in developing and designing effective administrative processes for human resources, administration, financial management, facilities management, space planning, and the graduate program. Responsible for the full accounting cycle from budget preparation and submission to fiscal year end closing and reporting. Manages the day-to-day operation of the Centre.

### Organizational Status

Works independently, reporting to the Director of the Fisheries Centre. Works closely with the Administrator in the Institute for Resources, Environment & Sustainability (Admin, Level B). Works with senior management within the Centre and other units such as the Dean of Science Office, Human Resources, Financial Services, UILO, Building Operations, Campus Planning, Supply Management, and various other campus units. Supervises administrative staff and provides counsel and guidance to faculty members on human resources, administrative and financial matters. Liaises externally with government agencies.

### Work Performed

General Management Responsibilities:

- Works closely with the Director on all matters of strategic planning and direction, financial management and research administration.
- Provides leadership and direction for all administrative activities.
- Participates as part of the leadership team in developing and designing effective administrative processes for human resources, administration, financial management, facilities management, major construction initiatives, space planning, workplace safety and environmental and sustainability initiatives which support all units within the Centre.
- Establishes innovative programs and practices to improve the day-to-day and long term quality and efficiency of all services.
- Advises, counsels and provides authoritative information to the Director, faculty, managers and staff on human resources, facilities planning, grant and finance administration, and administrative issues ensuring compliance with University policies and practices.
- Develops Centre policies and procedures for administrative practices.



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- Generates long-term financial plans for the Centre that form the basis for decisions relating to the Centre functions (e.g. hiring of faculty and staff).
- Develops business plans and performs risk benefit analysis for income-generating and cost recovery services run by the Centre.
- Develops and reviews contractual agreements on behalf of the department for consulting, and research agreements on behalf of the researcher.
- Ensures that Animal Care Certificates are in place before research is started.
- Plays key role to facilitate the achievement of Centre goals.
- Acts as a senior advisor and counsel by providing direction, leadership and mentoring to multiple interdisciplinary lab units consisting of researchers, unit management staff, non-union, and unionized technical and administrative clerical positions.
- Anticipates, adapts and manages financial and physical requirements to accommodate current and future needs, as well as ensure the smooth operation of this multi-faceted Centre.
- Serves as a member of the Centre Executive Committee, which advises the Director with regards to all operational issues. Primarily responsible for informing the Executive Committee about budget issues.
- The incumbent represents the Director and or Centre or acts independently on Centre and University committees.

### Key Financial Responsibilities:

- Manages annual operating budget from all funds to all units (including, the Aboriginal Fisheries Research Unit, Project Seahorse, Sea Around Us project, Marine Mammal Research Unit, Policy and Ecosystem Restoration in Fisheries Group, the Global Change Biology and Fisheries Research Unit, the Quantitative Fisheries Group, Nereus, and the Fisheries Economics Research Unit) at the Fisheries Centre totaling \$4.2M . Provides oversight on financial administration for the Institute for Resources, Environment and Sustainability (IRES).
- Manages the departmental budget by planning, implementing and preparing budget submissions, forecasts and summaries.
- Identifies and recommends potential revenue based funding opportunities.
- Prepares budget forecasts for the Director on all areas of Centre financial activity.
- Prepares University budget requests for annual budget submission.
- Liaises closely with key Centre Committees.
- Oversees and conducts preparation of interim financial statements for expenditures and ensures account holders are expending funds in compliance with funding guidelines; works closely with researchers to ensure that CIHR, NSERC and other agency funding is properly accounted for and that budget anomalies are brought to their attention-with guidance for resolution; monitors financial progress of research and contract accounts to ensure funds are expended during the contractual agreements.
- Implements departmental cost-recovery programs for services provided by technical and departmental staff.
- Develops expenditure plans for GPOF, Special Services and Fee for Service & Endowment accounts and ensures that fiscal year-end procedures are followed.
- Oversees US Federal grants and ensures that those grants are in compliance.
- Ensures that Research and Trust accounting submit statements on time.
- Oversees the expenditures on grants and contracts to ensure that deficits are not incurred; and if they are, develops solutions to rectify the problem.
- Provides leadership, training and administering of the P-Card program, authorizes all card requests and is fully responsible for the accountability of this program.

### Human Resources:

- Leads change initiatives with respect to human resources and employee relations, staff recognition and development, succession planning, compensation and other areas, as applicable.
- Oversees and manages human resources administrative process, including development and updating of job descriptions, recruiting, hiring, training, developing, evaluating, and terminating personnel.
- Responsible for staff performance management. Performs probationary assessments and annual reviews.
- Appraises and improves workflow procedures and staff utilization.
- Interprets, applies and provides advice on collective agreements.
- Oversees maintenance of confidential staff records, including salary, vacation and sick time for all staff.
- Represents the Centre at grievance hearings in the event of a Labour dispute.
- Provides direction to faculty regarding human resource management and employee relations.



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- Oversees the periodic review schedule (promotion and tenure) of all full-time faculty members in the Centre as outlined in the UBC Agreement on Conditions of Appointment for Faculty.
- Provides advice and direction regarding conditions of appointment for tenure track and non-tenure track faculty.
- Administers and oversees the processing of all confidential documentation relating to faculty appointments, reappointments, promotion and tenure; leaves; and faculty salary increases.
- Resolves issues regarding the appointments of tenure and non-tenure track faculty.

### **Supervision Received**

Works independently under the broad directives from the Director. The position requires strong decision making ability, leadership and demonstrable judgement and discretion.

### **Supervision Given**

Manages Centre staff. Supervises research staff indirectly through supervisors (faculty, M&P staff) on issues relating to training and performance, and directly when dealing with disciplinary matters.

### **Consequence of Error/Judgement**

Effective planning and management of Centre operations, specifically in the areas of financial responsibility, labour relations, leadership and facilities, is critical to maintain the Centre's financial and operational effectiveness. Failure to anticipate change and develop a resource plan could have a detrimental impact on Centre operations. US Federal grants that are not in compliance could result in cessation of funding, termination of grants, or requests to return spent funds. Failure to provide accurate and useful advice in hiring practices could have serious financial implications for research and operational funds as well as for Centre morale.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree in business administration preferred. A minimum of 5 years of experience or the equivalent combination of education and experience. Experience in financial and human resource management. Knowledge of University policies and procedures, financial record systems, collective agreements, human resources policies and procedures preferred. Proficiency with MS Office applications (Word, Excel). Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Effective organizational, team-building and supervisory skills. Ability to exercise a high degree of judgement and initiative in matters concerning departmental management including resource allocation, staffing, budget forecasting and financial management.

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:** 12906  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Athletics & Recreation  
**Classification Title:** Athletics&Recreation, Level A                      **Business Title:** Events Coordinator  
**Department:** Athletics and Recreation  
**Salary:** \$37,559.00 - \$45,090.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-25  
**Job End Date:** 2013-06-25                      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-05-19                      **Available Openings:** 1

**Job Summary**

This position will work directly with the UBC REC Intramural programs unit to provide cutting-edge sport and recreation events for the UBC community including students, staff and the public. This individual will be responsible for the planning and implementation of 10-15 sport events and tournaments including Lace Up and Storm the Wall. Responsible for the co-supervision of 24 UBC REC event student staff, this individual's responsibilities includes all aspects of event management: staff training and development, event scheduling, registration process coordination, marketing coordination, site management, risk management, equipment coordination, route planning, permit acquisition and evaluation. As an integral member of the UBC REC leadership team, the UBC REC Coordinator - Events will also assist in the developing, implementing, monitoring, and evaluation of departmental policies and procedures. This position will require evening and weekend work.

**Organizational Status**

Reports to the Manager, Intramural Programs. Works very closely with all UBC REC full time staff, facility and field coordinators throughout the campus. Manages over 32 volunteer student staff, and other event volunteers. Interacts with UBC REC full time staff and with facility and field coordinators throughout the campus. Works with local municipal contacts to coordinate permits for events that run outside of University property.

**Work Performed**

Plans, implements and manages all aspects of 10-15 sport events and tournaments including Gladiator Team Challenge, Ice Wars, Lace Up and Storm the Wall, amongst others. Responsible for the development, preparation and execution of all pre to post event components.  
 Oversees sport event promotion in conjunction with the Marketing Coordinator by assisting with the delivery of materials, and conception of themes and promotional strategies.  
 Organizes the booking of all venues and equipment, and ensure that they meet appropriate risk management standards  
 Assists in recruiting, interviewing, selecting, training, scheduling, supervising and evaluating student event staff (24 staff)  
 Writes Administrative Manuals for each event  
 Reviews and resolves officially submitted protests and complaints  
 Researches, recruits and hires contracted event officials and other event management personnel as appropriate for each event.  
 Trains, schedules, supervises, mentors and evaluates the UBC REC volunteer-based student event directors and assistants for events.



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Works with campus and community groups to ensure that all routes are safe and have been authorized by the appropriate governing agencies.

Prepares program evaluation tools for both administrators and participants, carries out such evaluations, summarizes the findings and makes appropriate changes as deemed necessary.

Assists with major UBC REC events including Student Staff Retreats, Day of the LongBoat, Lace Up, UBC Triathlon and Storm the Wall, as necessary.

Assists in the developing, implementing, monitoring, and evaluation of departmental policies and procedures

Plays an active role in the furthering of UBC REC's mission and vision through programming and staffing initiatives

Collects statistics and data on program activities and implements changes accordingly

Maintains fiscal accountability, assists in the preparation of budgets, and reconciles all assigned accounts on a monthly basis

Attends meetings, retreats and completes other tasks as necessary.

### **Supervision Received**

The Manager, Intramural Programs gives guidance and direction to the position, but the execution of the responsibilities are solely that of the Events Coordinator.

### **Supervision Given**

Responsible for the recruiting, interviewing, selecting, training, executing and evaluating administrative staff and event officials.

### **Consequence of Error/Judgement**

Errors in training of the staff and or management of each event could result in injuries to participants potentially causing a situation that may be open to litigation. Failing to execute the logistics associated with each event could lead to participant dissatisfaction, which then could result in reduced participation and reduced revenues. The improper execution of details associated with the management of each event could result in a tarnished image of the university.

### **Qualifications**

Two year Diploma in Tourism and Event Management. University degree in Human Kinetics or Physical Education preferred. Minimum of two years of related experience including experience in the management and marketing of a variety of team and individual events, or an equivalent combination of education and experience. Computer experience required (CLASS Active Community Solutions preferred). Supervisory experience required. 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:** 12742  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Athletics & Recreation  
**Classification Title:** Athletics&Recreation, Level A      **Business Title:** UBC REC Coordinator, Tournaments and Races  
**Department:** Athletics and Recreation  
**Salary:** \$37,559.00 - \$45,090.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-25  
**Job End Date:** 2013-06-25      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-05-19      **Available Openings:** 1

### Job Summary

This position will work directly with the UBC REC programs unit to provide cutting-edge sport and recreation tournaments and races for the UBC community including students, staff and the public. This individual will be responsible for the planning and implementation of 10-14 tournaments and races including the UBC Triathlon, one of the largest indoor triathlons in North America and Day of the Longboat. Responsible for the supervision of 30+ UBC REC student staff, this individual's responsibilities include all aspects of event management: staff training and development, event scheduling, registration process coordination, marketing coordination, site management, risk management, equipment coordination, route planning, permit acquisition and evaluation. As an integral member of the UBC REC leadership team, the UBC REC Coordinator - Tournaments and Races will also assist in the developing, implementing, monitoring, and evaluation of departmental policies and procedures. This position will require evening and weekend work.

### Organizational Status

Reports directly to the UBC REC Manager, Intramural Programs. Works very closely with all UBC REC full time staff, facility and field coordinators throughout the campus. Works with local municipal contacts to coordinate permits for events that run outside of University property and works closely with triathlon associations in the coordination of the UBC Triathlon and other running events.

### Work Performed

#### PROGRAMMING

Plans and manages all aspects of 10-14 sport tournaments and races ranging in variety from various runs, racquets tournaments and Day of the Longboat to the UBC Triathlon. This includes overseeing coordination of process from event planning and participant communication to registration to event management.

Assumes primary leadership role for the UBC Triathlon and Day of the Longboat.

Oversees tournament and race promotion in conjunction with the Marketing Coordinator by taking the lead on the delivery of materials, and conception of themes and promotional strategies.

Organizes the booking of all venues and equipment, and ensures that they meet appropriate risk management standards  
 Researches, recruits and hires contracted event officials and other event management personnel as appropriate for each event, tournament or run.

Trains, schedules, supervises, mentors and evaluates the UBC REC volunteer-based student event directors and assistants for



# The University of British Columbia

## Staff Job Postings

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tournaments and races.

Works with campus and community groups to ensure that all race routes are safe and have been authorized by the appropriate governing agencies.

Prepares program evaluation tools for both administrators and participants, carries out such evaluations, summarizes the findings and makes appropriate changes as deemed necessary.

Ensures measures are in place to ensure a safe and risk free experience for program participants.

### OTHER

Assists with major UBC REC events including Lace Up for Kids and Storm the Wall, as necessary.

Assists in the developing, implementing, monitoring, and evaluation of departmental policies and procedures.

Plays an active role in the furthering of UBC REC's mission and vision through programming and staffing initiatives.

Collects statistics and data on program activities and implements changes accordingly.

Maintains fiscal accountability, assists in the preparation of budgets, and reconciles all assigned accounts on a monthly basis.

Attends meetings, retreats and completes other tasks as necessary.

### Supervision Received

The Manager, Intramural Programs gives guidance and direction to the position, but the execution of the responsibilities are solely that of the Coordinator, Tournaments and Races.

### Supervision Given

Responsible for the training, executing and evaluating administrative staff and event volunteers.

### Consequence of Error/Judgement

Errors in training of the staff and or management of each event could result in injuries to participants potentially causing a situation that may be open to litigation. Failing to execute the logistics associated with each tournament and race could lead to participant dissatisfaction, which then could result in reduced participation and reduced revenues. Moreover, the improper execution of details associated with the management of each event could result in a tarnished image of the university

### Qualifications

Two year Diploma in Tourism and Event Management, with a degree in Human Kinetics or Physical Education preferred, plus a minimum of one year of related experience, or an equivalent combination of education and experience. Experience in the management and execution of a wide variety of recreational events and activities. Computer experience is required (CLASS Active Community Solutions strongly preferred). Supervisory experience, student development experience and valid CPR certification preferred. Race direction experience an asset. Excellent oral and written communication, interpersonal and organizational skills. Demonstrated conflict resolution skills. Ability to work well 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:** 12897  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Building Maintenance  
**Classification Title:** Building Maintenance, Level D2      **Business Title:** Associate Project Manager  
**Department:** Project Services  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-01  
**Job End Date:** 2013-05-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-14      **Available Openings:** 1

Associate Project Manager

### Job Summary

The Associate Project Manager organizes, coordinates, and allocates staff, consultants, contractors, funds and time required for the planning, design and construction of specific capital projects developed by Project Services to ensure that the user's functional needs and intents have been successfully translated into a superior finished product which was delivered in the most efficient, timely and economical way possible, in keeping with the policies and guidelines of the University of British Columbia.

### Organizational Status

Reports to the Manager, Major Projects Office

### Work Performed

The Associate Project Manager is responsible for the delivery of assigned capital projects of varying complexity and size. The number of active projects assigned at any one time could be as high as 20, ranging in value from \$50,000 to \$2,500,000 (total project budget).

Upon assignment of a capital project, the Associate Project Manager is responsible for the ongoing management of the project from inception to completion including, but not limited to, the following:

1. Confirming and documenting the Client's detailed scope of work, investigating particularities of the proposed site (asbestos, environment sensitivity, location of services, space availability, etc.) and other issues that could affect the project cost, quality and timing;
2. Preparing and regularly monitoring and reporting the project budget, schedule, quality and cash flow projection to the approval of the Client. This can sometimes be with the assistance of a cost consultant or an in-house QS or estimator;
3. Maintaining accurate computerized accounting records that clearly identify variances between line items in the project budget, actual commitments and costs incurred, and forecast costs to complete;
4. Regularly preparing and distributing project status reports containing the financial, schedule, quality and changes in scope status to the Client and the Manager, Projects Office;
5. Initiating, organizing and coordinating the efforts of the Project Team, consisting of the, where necessary, the functional space programmer, Design Team, Client Representative, IT Services Representative, LBS Tech Services, UBC Media Services and, if appropriate, construction manager, to achieve the project scope, budget and schedule;
6. Coordinating and administering the design phases of the project including, but not limited to, the following:



- Coordinating the selection and retention of the project Design Team, consisting of the Project Designer (in-house or contracted-consultant), Engineers (in-house or contracted-consultant), and other consultants;
- Administering all consultant contracts;
- Coordinating, monitoring and assisting the Design Team in the development, review and approval of design and construction documents based on the project scope and budget, as well as UBC regulations and guidelines; Managing and administering the pre-construction phase of the project including, but not limited to, the following:
  - Arranging for all tentative room bookings closures swing space necessary for the project;
  - Reviewing the project to see whether all or portions of the construction are to be in-house or contracted out, preparing contracting out documentation for portions of the work not to be furnished by In-house Trades;
  - Ensuring that all necessary permits and approvals from Regulatory Services, fire, health, safety & environment, and other authorities having jurisdiction as and when required, are obtained;
  - Obtaining quotations and arranging for purchases of equipment, furnishings and long delivery time materials to be incorporated into the project;
  - Preparing tender packages for work to be contracted out, submitting packages to the Supply Management for obtaining tenders, and recommending award of contracts to construction managers, general contractors, trade contractors and equipment and materials suppliers;
  - Preparing construction documents packages for work to be performed in-house, including construction drawings and specifications, and submitting to an outside QS for cost assessment if required, the Estimator, UBC IT Services, UBC Media Group, UBC Access & Security, and the Construction Office for pricing;
  - Ensuring all bonding, insurance certificates, proofs of WCB coverage and hazard assessments are obtained;

7. Coordinating and administering the construction phase of the project, including:

- Initiating, organizing and coordinating the efforts of the project Construction Team, consisting of the Design Team, other consultants, IT Services Representative and other UBC parties that maybe required, to achieve the construction specifications, budget and schedule;
- Administering all Construction Management, General Contractor, Trade Contractor and Supplier contracts, including initiating and assessing change orders as necessary to overcome delays, design oversights and unforeseen site conditions in order to complete the work as intended;
- Monitoring the progress and performance of the work through regular construction progress meetings and present in the form of a regular monthly status report showing the financial, schedule and quality status;
- Coordinating the delivery and installation of all furnishings and equipment to be incorporated into the project, supply and installation of data and telephone cabling and hardware, security systems and building signage;
- Coordinating commissioning of building Project Design Team, Consultants, Construction Manager, General Contractor, Trade Contractors, Suppliers, Construction Office and Plant Operations staff, where applicable;
- Ensuring that Substantial Performance and Final Occupancy inspections are undertaken and approvals certificates permits issued;
- Expediting necessary action by responsible parties in the correction of deficiencies;

8. Coordinating and administering the post-construction phase of the project, including:

- Coordinating move-in by Client and managing the transition of responsibility from the Project Delivery Team to the Building Services Plant Operations Team as operators and maintainers of the completed work;
- Negotiating and resolving any outstanding claims and issues with contractors and or consultants;
- Receiving from the Design Team and or contractors, reviewing and forwarding to the Records Section, as-built drawings, operation & maintenance manuals, and other project wrap-up documentation;
- Administering and managing the enforcement of the warranties provided by the Trade Contractors and Suppliers.

In addition, the Associate Project Manager:

- a) Reviews the performance of the design and construction teams on a regular basis;
- b) Reviews performance and measuring standards and reports based on project cost, quality and scheduling, develops corrective actions to improve performance and implements and follows up on improvement initiatives;
- c) Works closely with Facility Managers, the Construction Office, Work Control, Design Assistants, Plant Operations technical and operations staff, Campus & Community Planning and other University departments for technical and customer service input to foster and maintain an atmosphere of continuous improvement relating to customer service;
- d) Meets with clients to discuss performance and conduct of project personnel; identifies and reviews problems on site, reviews with Supervisor to develop and implement corrective actions if necessary, and conducts follow-ups with clients.
- e) Acts as the department representative on assigned University committees;



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- f) Responsible for keeping up-to-date on changing building technologies and technical requirements.
- g) Negotiates, bargains, compromises, and conciliates agreements, contracts and positions, which are in the best interest of the project.
- h) Carries out other related duties as necessary and in keeping with the requirements and qualifications of the job.

### **Supervision Received**

Works to general terms of reference within broadly established policies and procedures; references superior on major decisions that may affect other decisions or departments.

### **Supervision Given**

The Associate Project Manager provides guidance to all resource people involved in a capital project. A typical breakdown of these resource people is as follows:

- Building Committee - with the PM as Chairperson;
- Prime Consultant - including his/her staff;
- Sub-Consultants;
- Construction Managers;
- General Contractor;
- Trade Contractors;
- Suppliers;
- Campus Resources - resource people from Plant Operations, Supply Management, etc.;
- Off-Campus Resources - Special Consultants, Government Departments, etc.;

### **Consequence of Error/Judgement**

Errors in the management of projects can have serious financial impact not only on the department that the work is being completed for, but for the University as a whole. The loss of funding to the University is an additional potential consequence of any such error. Other potential consequences include damage to the reputation of the University, loss of business, and significant potential for legal liabilities. Will result in significant financial and customer satisfaction consequences. Business, revenues and staffing levels will be affected. Project errors could amount to tens of thousands of dollars in damages.

### **Qualifications**

- Undergraduate degree in a relevant discipline.
- Certification as an Applied Science Technologist, Engineer, or Architect.
- A minimum of 7 years of experience or the equivalent combination of education and experience.
- Previous experience with alternative energy projects preferred.
- Specialized training and accreditation in project and/or construction management, estimating and scheduling.
- Training in financial systems and computer applications an asset.
- Good knowledge in Microsoft Word, Excel and Project.
- Experience in construction in projects of varying size and complexity including: estimating, scheduling, co-ordination, cost control and reporting, design review and take-offs.
- Experience in computerized financial accounting and scheduling systems and customer service mechanisms.
- Broad understanding of construction and trades work.
- Specialized knowledge of building systems operations and maintenance requirements.
- Good knowledge of the BC Building Code, WCB Regulations, CPM scheduling, and customer relations techniques.
- High degree of skill in planning, organizing, and managing in a team environment.
- Strong financial skills for estimating, budgeting and control.
- Effective oral and written communication, interpersonal and leadership skills.
- Ability to foresee, prevent and resolve conflicts and other project-related problems.



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Must possess a valid BC Class 5 Driver's License.

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



## Job Posting

**Job ID:** 12898  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level A      **Business Title:** Computer Systems Support  
**Department:** Chemistry  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-22      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-14      **Available Openings:** 1

### Job Summary

Provide computer support in the Department of Chemistry, including undergraduate laboratories, research lab, faculty and staff desktop and servers. Under the direction of the System Network Manager, responsibilities include all support functions for a network of heterogeneous systems.

### Organizational Status

Reports to the System Network Manager, receives work direction and general instructions as to methods and procedures from him or her.

Interacts with all those regularly using CHEM departmental IT services and hardware (including but not limited to Faculty, Staff, Undergraduate and Graduate students, Emeritus Professors and Associate Members). Works closely with the departmental shops and service staffs.

### Work Performed

Duties include, but are not limited to:

- Performing hands-on support for desktop systems, primarily consisting of installing and updating software and hardware on Windows, Linux and Mac computers as well as troubleshooting user issues. Timely communication with clients, and thorough documentation of solutions implemented. This also extends to the support, maintenance and troubleshooting of departmental computer labs and research lab HPLC computers.
- Hardware configuration of new and used computer systems.
- Performing printer trouble shooting and maintenance.
- Security checking, monitoring, and repairing. Includes, but is not limited to, anti-virus software installation and configuration, and security hot fix installation.
- Performing and monitoring system backups. Rotating tapes and ordering backup media.
- Providing user training on common applications such as MS Office, Open Office, web browsers, etc.
- Implementing and supporting various web-based and other internet technologies.
- Assisting in the development and compilation of network and systems documentation.
- Computer cloning.



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- Basic PC and network software programming when required.
- Maintaining an inventory of both hardware (systems, laptops, printers, etc.) and software (licenses).
- Assisting with network systems administration responsibilities when required.
- Assisting and supporting the senior IT staff in projects and tasks such as rebooting servers, cabling, mounting devices, setting up new servers, etc.
- Other duties as assigned.

### **Supervision Received**

This position reports to the System Network Manager for all administrative issues (resource allocation, task monitoring, vacation planning, leaves of absence, time keeping, etc .) and for technical guidance on policies and procedures.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Work will be monitored by System Network Manager. Incorrect decisions could temporarily impact teaching of labs or ability of administrative staff to work. Errors could result in serious damage to computing and networking equipment, loss of research time, computing and networking services, and or loss of all data communications to from departmental and or financial loss to the departmental operating accounts and or research grants and or unauthorized access to confidential information.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. Minimum of one year experience or the equivalent combination of education and experience. A University degree or college diploma in a relevant field is required. Technical support experience in a mixed Microsoft Windows, Mac and Linux environment is a definite asset as is related experience in computers and networking. Minimum of one year experience or the equivalent combination of education and experience. This position requires a person who can work both independently and within a team environment. They must be organized, motivated, and hard working. They should be able to multi-task, prioritize and work well under pressure to meet deadlines. They need excellent verbal, written and inter-personal communication skills. They must be able to learn and adapt to new technologies quickly.

Requirements:

- Excellent knowledge of Windows and Mac OSx operating systems and software.
- Good understanding of Linux commands and networking.
- Knowledge of various mail clients and protocols (Thunderbird, Pine, Outlook, SMTP, IMAP, POP, etc.).
- Excellent knowledge of Microsoft Office including Word, Excel and Power Point.
- Excellent knowledge of Windows file systems, security and encryption.
- Excellent knowledge of TCP IP networking and related protocols (DNS, DHCP, CIFS (samba), SNMP, etc.)
- Proficiency in network and PC troubleshooting (hardware and software).
- Proficiency in setting up network printers and mapping network drives.
- Knowledge of advanced Microsoft network operating systems and functions such as registry changes, backup applications, maintenance applications, and OS patching and updating.
- Some experience in basic programming languages such as Perl, JavaScript, HTML, and shell scripts.
- Familiarity with web authoring and content management systems such as Drupal, Wordpress, Seamonkey, and Kompozer.
- Capable of occasionally lifting and carrying up to 50 lbs.

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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:** 12875  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D      **Business Title:** Business Analyst II  
**Department:** MedIT  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-18      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-17      **Available Openings:** 1

### Job Summary

The Business Analyst II leads the assessment of client needs in an effort to align business initiatives with information technology solutions.

The Business Analyst II provides consultation services to clients to ensure effective, problem free use of collaboration technologies and related services within the Faculty of Medicine. The Business Analyst II is responsible for leading analysis of client requirements, recommending solutions, developing and enhancing processes to support client needs, and leading problem management and critical incident activities. This role is customer facing and requires highly effective and efficient analytical, communication and conflict resolution skills.

### Organizational Status

MedIT is the core IT service delivery support unit within the Faculty of Medicine, overseen by the Chief Operating Officer, within Facilities and Operations.

Reports to the Collaboration Technologies Operations Manager, MedIT.

The role works closely with other MedIT units in delivering IT services and liaises between external business units, consultants and partners that assist in delivering IT services across the province of British Columbia.

### Work Performed

Specific Duties:

- Leads and provides advice in the assessment of business processes to support strategic goals of MedIT
- Provides leadership, guidance and direction in the management of the knowledge base and other repositories for information
- Serves as project lead identifying and managing linkages between process and tasks to deliver collaborative technologies including leading the development of appropriate tools and processes to collect data, analysis and reporting.



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- Consults and advises to operating staff and client departments.
- Leads critical incident reviews and provides recommendations applying logic, analysis and business knowledge to assist support staff in mitigating error and meeting customer needs and to reduce or eliminate risk of reoccurrence.
- Plans quality assurance mechanisms to ensure real-time service delivery and leads business improvement initiatives related to service delivery.
- Ensures accuracy of event schedules, eliminating conflicts and errors.
- Leads analysis of functional, system and program specifications bridging multiple initiatives.
- Contributes to on-going strategic planning and develops methodologies for improvements.

### Core Duties:

- Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities and recommends options
  - Identifies, elicits, and documents business requirements, defines business rules and communicates requirements for the implementation of business solutions
  - Communicates with stakeholders of varying technical ability and subject matter expertise
  - Leads short-term planning sessions to implement integrated business process improvements and documents discussion and agreements
  - Provides consultative services for the development of policies and procedures
  - Analyzes metrics to ensure for client satisfaction
  - Provides input to feasibility studies for standard development projects and enhancements
  - Provides technical guidance and leadership to less-experienced individuals
  - Prepares functional, system and program specifications
  - Develops user test cases and validates test results during user acceptance testing and system acceptance testing stages.
- Typically performs functional testing
- May prepare project status reports and communicate status to client
  - Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools
  - Performs other related duties as required

### Supervision Received

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

### Supervision Given

This position does not supervise, but will be required to collaborate closely with IT AV staff and lead IT and business improvement initiatives related to service delivery.

### Consequence of Error/Judgement

Work requires judgment and initiative. Errors could have a significant impact on the delivery of the Distributed Medical Undergraduate Program's curriculum with subsequent effects on Medical School Accreditation.

### Qualifications



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

- Experience in an active customer service role, particularly dealing with demanding and busy clients.

-Experience working with enterprise collaboration technologies including video conferencing, audio conferencing, web conferencing and other associated technologies.

-Experience with process development methodologies, including process mapping, process flow diagrams, decision diagrams and other visual process aids.

-Experience in developing, interfacing and manipulating multiple databases, data sets, development of relational tables and construction of queries, particularly within an enterprise reporting tool.

-Experience with quality assurance processes within a service delivery function.

-Experience and understanding of enterprise scheduling tools.

Experience with an enterprise incident management tracking system.

-Experience in clients requirements analysis.

-Experience leading technology initiatives.

Collaboration - Actively solicits ideas and opinions from others to efficiently and effectively accomplish specific objectives targeted at defined business outcomes. Openly encourages other team members to voice their ideas and concerns. Shows respect for differences and diversity, and disagrees without personalizing issues. Utilizes strengths of team members to achieve optimal performance.

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

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

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

Business Process Knowledge - Maps full business processes and designs operational process flow. Facilitates group input and drafts proposals for process improvements. Identifies resource implications. Implements process improvement recommendations within the context of overall business processes.

Initiative - Seeks out new challenges that require risk taking. Determines the resources, team support, and technical needs



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necessary to enable success and procures them. Keeps responding to the challenge in spite of obstacles and setbacks.

Strong analytical skills. Ability to visualize, articulate and solve complex problems and concepts and make decisions or recommendations based on available information.

Ability to map requirements and use cases to test scripts in determining suitability of products for service offerings. Strong understanding of collaboration technologies features and functions.

Excellent oral and written communication, organizational and interpersonal skills. Ability to effectively diffuse and handle difficult customers and complaints.

Ability to lead initiatives with peers in the development of processes. Ability to mentor more junior staff in process development activities.

Ability to multi-task and prioritize work requests with little notice. Ability to work unsupervised.

Ability to make informed decisions within a framework without consultation with management. Ability to work on multiple projects and work in a fast-paced environment.

Ability to learn new skills quickly and to work in a highly fluid and sometimes ambiguous environment.

Understanding of IT Service Management frameworks, particularly incident, problem and change management processes.

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:** 12937  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D **Business Title:** Business Analyst  
**Department:** The Sauder School of Business  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-22 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-05-20 **Available Openings:** 1

### Job Summary

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

### Organizational Status

The Business Analyst reports to the Portfolio Manager in the Sauder School of Business - Strategic direction is provided by the Sauder IT Governance Committee and the Deans Office. Day-to-day direction is given by Portfolio Manager on assigned projects. Works daily with a project team typically made up of a project manager, developers, functional experts, and other project specialists, internal or external from the Faculty. Works closely with a broad range of stakeholders, including management and staff of Sauder, clients from administrative and academic units, and external entities including vendors, regulatory agencies, and partner institutions.

### Work Performed

Project assignments include but not limited to work on Faculty wide systems such as the Faculty's website, CRM, registration, alumni and payment systems.

HR, Finance, Identity and Access Management (IAM), Learning Management (LMS), UBC e-Payment, Email, and Networks.

Project types include but not limited to software development, ERP and COTS implementation, infrastructure transformation, ITIL and ITSM, BPI BPR, vendor analysis & selection (RFI, RFP). Ensures solutions are consistent with the overall technical and business architecture of the Faculty and university and complies with UBC IT and university policies, as well as governmental legislation and other external entities' compliancy requirements on security, privacy, and accessibility.

Analyses the impacts of proposed changes to technology services and or processes for the Faculty.

May perform data analysis and data modeling as required.

Acquire and maintain a working knowledge of the Faculty and University's technical and business environment. Have a high-level overview of the services delivered by Sauder IT.

Understands key technical environments to effectively identify integration, security, scalability, and performance requirements.



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Build and maintain good working relationships with project teams, business analyst peers, Sauer and UBC IT colleagues, and client stakeholders.

Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities and recommends options.

Identifies, elicits, and documents business requirements, defines business rules and communicates requirements for the implementation of business solutions.

Communicates with stakeholders of varying technical ability and subject matter expertise.

Leads short-term planning sessions to implement integrated business process improvements and documents discussion and agreements.

Provides consultative services for the development of policies and procedures.

Analyzes metrics to ensure for client satisfaction.

Provides input to feasibility studies for standard development projects and enhancements.

Provides technical guidance and leadership to less-experienced individuals.

Prepares functional, system and program specifications.

Develops user test cases and validates test results during user acceptance testing and system acceptance testing stages. Typically performs functional testing.

May prepare project status reports and communicate status to client.

### **Supervision Received**

Works under the general direction of the Portfolio Manager and daily direction of a Project or Program Manager on assigned projects in the Sauder School of Business. Must be able to work in

### **Supervision Given**

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

### **Consequence of Error/Judgement**

Sauder IT provides technology solutions to the Business School. May supervise work of other business analysts or UBC IT staff on a project, 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 the Business School and UBC.

### **Qualifications**

Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Undergraduate degree, with regular professional development in business analysis and related disciplines. Formal certification from a recognized professional organization or professional development provider is an asset. Minimum 5 years of experience as a business analyst in the information technology sector, or the equivalent combination of education and experience. Experience in at least one of the following areas of IT is required: software development, ERP implementation, infrastructure, and ITIL ITSM. Experience in a higher education environment is an asset.

Proven knowledge and continuous learning of business analysis discipline and best practices. Demonstrated contributions to the continuous improvement of business analysis practices, methodology and implementation.

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

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

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

Working experience on enterprise-wide projects.



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Knowledge of business process re-engineering improvement.

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

Actively solicits ideas and opinions from others to efficiently and effectively accomplish specific objectives targeted at defined business outcomes. Openly encourages other team members to voice their ideas and concerns. Shows respect for differences and diversity, and disagrees without personalizing issues. Utilizes strengths of team members to achieve optimal performance.

Ability to work effectively independently and in a team environment.

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:** 12893  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D **Business Title:** Systems Administrator II  
**Department:** UBC IT - Academic Systms Sprt  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-14  
**Job End Date:** 2013-04-14  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-14 **Available Openings:** 1

### Job Summary

The Systems Administrator II designs systems hardware and software solutions, defines systems scope, and provides recommendations for all systems supported infrastructure as part of regular operations.

### Organizational Status

The Academic Systems Support team within Academic Systems is responsible for the suite of applications including; Student Service Centre, Faculty Service Centre, the Awards Module, Consolidated Billing Module, Application System along with a number of third party provided modules. The team has a gatekeeper role to ensure that all promotions to the production environment are tested and that information has been transitioned to allow the team to support the changes.

Reports to the Manager, Academic Systems Support. Works independently and jointly within the Academic Systems Support Team. Provides leadership depending on the current assignment. Collaborates with management and staff from all sections of UBC Information Technology, other administrative and academic offices, and faculty to coordinate systems development and enhancement projects.

### Work Performed

#### Specific Duties:

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



Managers' objectives and goals.

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

Core Duties:

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

### **Supervision Received**

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

### **Supervision Given**

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

### **Consequence of Error/Judgement**

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

Decisions and actions taken by the Systems Administrator will have a direct impact on how efficiently and effectively the systems will perform and function. Errors in judgment, poor development, or failure to act decisively could have a detrimental effect on these systems. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of Information Technology and UBC. This could adversely impact the University community, including the large majority of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue.



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### Qualifications

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

A minimum of four years in a systems support capacity in the software development organization

Experience running applications in a virtual environment and using backup and recovery tools (VMWare preferred.)

Experience designing, developing and implementing medium to large scale application development projects.

Experience with databases, programming languages, security.

Expert ability to work in all areas, and troubleshoot Java, Linux , Windows, and VM (Virtual Machines).

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

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

Ability to prepare complete, concise, and understandable technical documentation. Ability to communicate effectively verbally and in writing.

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

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

Knowledge of unified communications systems.

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

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

Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems.

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

Collaboration - Actively solicits ideas and opinions from others to efficiently and effectively accomplish specific objectives targeted at defined business outcomes. Openly encourages other team members to voice their ideas and concerns. Shows respect for differences and diversity, and disagrees without personalizing issues. Utilizes strengths of team members to achieve optimal performance.

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



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

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

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

**Initiative** - Seeks out new challenges that require risk taking. Determines the resources, team support, and technical needs necessary to enable success and procures them. Keeps responding to the challenge in spite of obstacles and setbacks.

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



## Job Posting

**Job ID:** 12756 (Repost)  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** Advisor, Sustainability  
**Department:** UBCO - Sustainability  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-28  
**Job End Date:** 2013-05-31  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2012-05-17      **Available Openings:** 1

### Job Summary

This position will provide support to the Director, Sustainability Operations to advance UBC Okanagan campus' vision to be a sustainability leader through the development and implementation of sustainability strategies and programs led by the Okanagan Sustainability Office. The position will provide ongoing support, resources and advisement to the campus community in alignment with the Academic Plan, The Sustainability Strategy, the UBC Okanagan Campus Sustainability Working Group and the Okanagan Campus Sustainability Institute to help integrate all aspects of sustainability values and practices into the campus culture.

### Organizational Status

Reports to Director Sustainability Operations.

Provides advisement regarding sustainability programs, initiatives and communication. Prepares reporting and performance monitoring.

Works closely with Administrative Heads of Units, Department Managers and Supervisors, faculty members, staff and students.

### Work Performed

1. Provides support to the Director, Sustainability Operations by:
  - Identifying, expanding and leveraging existing sustainability initiatives and providing support to implement new sustainability goals, programs and practices across academic and administrative units.
  - Building awareness and supporting the development of sustainable practices within the campus community in all areas of sustainability including social, economic and ecological sustainability.
  - Providing sustainability program organization and coordination, including the Social, Economic, Ecological Development Studies (SEEDS) program.
  - Monitoring sustainability indicators and data and providing program development, reporting, objectives and action plans.
  - Preparing and implementing communication materials, reports, promotion and marketing plans to raise the profile of sustainability activities and successes across the campus and within the community to help advance awareness of the UBC Okanagan campus' commitment to and action on sustainability.
  - Providing support in building alliances and partnerships with community groups, other academic institutions, and municipal governments.



2. Performs other related duties as assigned.

**Supervision Received**

Reports directly to the Director Sustainability Operations

**Supervision Given**

None

**Consequence of Error/Judgement**

Error in strategy, diplomacy and communication will result in unsatisfactory results in achieving intutional objectives, loss of stakeholder and community support and funding sources. Image and profile of Okanagan Sustainability Office could be impacted.

**Qualifications**

Undergraduate degree in a relevant discipline. Emphasis on education, social or environmental sciences or a related field of study with four years of relevant experience, or an equivalent combination of education and experience. Knowledge in the areas of ecological, economic and social sustainability. Minimum of four years experience or the equivalent combination of education and experience. Experience in planning, reporting and experience working in the academic or education sector is an asset. Knowledge in the areas of ecological, economic and social sustainability. Requires analytical and strategic planning skills, project management and coordination, report and proposal writing, group facilitation, consensus building and professional development skills. Ability to work independently and collaboratively. Ability to work effectively with all constituencies in a diverse institution. Demonstrates a respect for and understanding of the University's culture and environment. Excellent oral and written communication, presentation, problem solving, interpersonal and organizational skills. Ability to meet deadlines, work under pressure and prioritize work. Computer literacy required. Demonstrates commitment to sustainability.

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### Job Posting

**Job ID:** 12920  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level B      **Business Title:** Communications and Public Relations Manager  
**Department:** Peter Wall Ins For Adv Studies  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-04  
**Job End Date:** 2015-06-03  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-22      **Available Openings:** 1

### Job Summary

The Communications and Public Relations Manager is responsible for the development, implementation and management of a full range of communications and public relations projects and strategies to enhance reputation of The Peter Wall Institute for Advanced Studies (PWIAS) at local, provincial, national, and international levels, as well as for internal initiatives to improve and manage communication systems and products. The role ensures accuracy and consistency of the PWIAS messaging and visual identity on all applications.

The Communications and Public Relations Manager is also responsible for researching, writing and editing extensive print and electronic materials, has oversight of public relations and communications with internal and external stakeholders, and coordination of media exposure opportunities for the Institute. The Communications Manager is expected to communicate the broad range of innovative research undertaken at the Institute.

The Communications Manager must develop and maintain an up-to-date knowledge of UBC academic units, research developments, interdisciplinary activity, and both campus-wide and local community plans, as well as manage the translation and mobilization of research undertaken by Associates of the Peter Wall Institute in research projects and collaborations across a broad range of scientific, medical and social areas of scholarship.

### Organizational Status

The Peter Wall Institute funds a series of community, university-wide, national and international programs and partnerships as part of the core mandate of the Peter Wall Institute for Advanced Studies. These programs provide mechanisms for UBC researchers to address societal challenges by engaging with each other and with community partners, and using innovative research to develop new advanced research and outcomes. The mission of the Peter Wall Institute for Advanced Studies (PWIAS) is to create collaborative, interdisciplinary, basic and advanced research programs for UBC faculty scholars. PWIAS faculty researchers have explored many important global issues, from developing sustainable human-natural systems to understanding global capitalism; deconstructing narratives of disease, disability, and trauma; and modeling the complex computations, sensing, and actions required for visual and motor control.

The Communications and Public Relations Manager will report to the Assistant Director, and will work closely with the Director of the Institute in managing a broad range of communications matters. The Communications and Public Relations Manager will also work with the Institute's Program Managers, Distinguished Professors, Distinguished Scholars, and other staff as required, and will have a working relationship with more than 350 Institute Associates.

The Communications Manager will be located in Vancouver at the Institute on the Point Grey Campus, UBC. This position may require



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flexibility in working hours in order to meet submission and reporting deadlines and to participate in events and meetings held with scholars at UBC.

### **Work Performed**

1. Plans, implements, evaluates, revises and maintains all marketing and communications strategies and systems that are in line with the PWIAS general strategic direction and meet the needs of its various audiences and stakeholders.
2. Researches and writes articles showcasing the research activities and outcomes of Institute scholars; designs, plans, and edits publications for both print and electronic media (i.e. the Peter Wall Institute magazine); manages the hiring and work of contract contributing journalists.
3. Coordinates production of new and existing publications and promotional materials (i.e. event poster templates; bookmarks; handbooks; annual reports; promotional brochures and flyers, etc). Ensures that these publications and materials are regularly updated and meet continued needs; identifies and evaluates distribution methods.
4. Facilitates external communication between PWIAS, UBC departments, media, and external local, national and international institutes for advanced study, universities, not for profit and community organizations, and governmental and policy making organizations.
5. Develops and maintains a PWIAS public profile, ensures consistency and appropriate use and recognition of PWIAS and its visual identity.
6. Develops PWIAS communications policies, in consultation with the Director and Assistant Director; responsible for monitoring and ensuring that communications policies are adhered to.
7. Develops effective communications with PWIAS Associates, including Faculty Scholars, and national and international partners, as well as a broad range of external stakeholders in similarly situated institutes and universities.
8. Provides specific consultative services and overall direction on communication strategies and initiatives to PWIAS awardees, producing as needed or overseeing the production of print and online promotional materials.
9. Is responsible for managing and updating key organizational information on the Peter Wall Institute website, including recent announcements, news and event highlights.
10. Is responsible for setup and management of, and updates to, multiple PWIAS program websites.
11. Monitors and updates contact management within PWIAS databases, and implements systems to maintain up-to-date listservs and subscriber lists for online publications and mailings.
12. Identifies publicity opportunities; researches and prepares news stories to highlight PWIAS innovative research, events, special visitors, member achievements and activities to the campus community and local media.
13. Is responsible for audio and video podcasts, and other electronic communications of the Institute.
14. Is responsible for the usage of new social media technologies, e.g. Twitter, Facebook, and blogs, as required.
15. Develops and maintains a PWIAS library of photos, videos and audio files.
16. Maintains activities with allocated budget for all communications expenses; provides budget projections and makes recommendations regarding expenses and service contracts.
17. Responds to day-to-day media calls and requests for information from media. Exercises judgment regarding media requests, and is responsible for timely and thorough follow-through with the appropriate parties.
18. Builds and maintains relationships with international and national media outlets.

### **Supervision Received**

The Communications and Public Relations Manager reports to the Assistant Director, and works closely with the Director of the Peter Wall Institute for Advanced Studies.

### **Supervision Given**

Supervises contract employees and contributing journalists, as well as contributing scholars and other authors, consultants and design professionals assigned to the holder of this position.

### **Consequence of Error/Judgement**





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This position will exercise judgment and initiative in establishing priorities and carrying tasks through to completion, and must demonstrate tact and discretion. Error in performing duties or inappropriate disclosure of confidential information may adversely affect the reputation of the Peter Wall Institute, Faculty Scholars and Associates, staff and the University.

Situations or problems that would require exercising judgment include, for example, public events and interviews with media representatives that involve the Director of the Peter Wall Institute, the President of the University (Chair of the Board of Trustees), the Trustees, Distinguished Peter Wall Professors, Institute Scholars, or Distinguished International Visitors.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in marketing, communications, journalism preferred. A post-secondary certificate in graphic design, web design, or publishing would be an asset. Minimum of five years experience or the equivalent combination of education and experience. Experience in conceptualization and management of communications and public relations. Proven experience in developing, implementing and managing communications strategic and action plans, project management, web development, and graphic design.

Experience required in combination of publishing, print and electronic communications management, graphic design, digital photography, multimedia, website development (CMS) and maintenance. Experience in a University or public broadcasting or media setting and its environment preferred. Ability to conduct needs analyses, plan, implement, manage, and evaluate wide range of marketing and communications projects and systems within allocated time and resources. High degree of proficiency with publishing and graphics programs (Adobe Creative Suite) and office productivity tools (MS Office 2010); knowledge of HTML. Ability to use spreadsheet, database, e-mail and other office software. Demonstrated ability to maintain accuracy and high attention to detail. Strong skills in working both independently and in a team environment. Highly effective written and verbal communications, with ability to write for various audiences, settings and tones. Ability to break down complex information to non-technical language. Proven multi-tasking skills, the ability to work effectively under pressure, to prioritize and to meet deadlines. A high level of tact, diplomacy, discretion and sensitivity, including proven negotiation skills. Proficiency working with budgets and managing service contracts. Strong interpersonal skills. Capacity for innovation and creativity, research, analysis, and strategic thinking.

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lab and simulation budget).

- Provides budget projections for equipment acquisitions.
- Maintains and actively seeks alternate sources of funding (rentals, foundation office events, funding proposals, etc.)
- Oversees use of lab and simulation space for all groups, including non-nursing and non-UBC groups.

### 2. Leads Nursing Practice Placement Supports

- The Practice Education Lead manages the Nursing Practice Placement Assistant.
- In the role of Comprehensive Practice Committee Chair, leads the development of policy, guidelines, and handbooks related to practice placements.
- In collaboration with the SoN Undergraduate Curriculum Committee interprets BSN curriculum practicum objectives to determine the appropriateness of practice sites for the various levels of student experiences.
- Represents UBC Okanagan School of Nursing on Interior Health committees to advise and consult on school policy related to practice placement issues and evaluation data.
- Acts as a key liaison with IHA administrative and academic personnel, students, and community partners to support practice education.
- Monitors the quality and content of practice placement experiences through analysis of evaluative feedback from students, teaching faculty and community partners.
- Identifies and develops new opportunities for practice education in collaboration with faculty, teachers, and other stakeholders.
- Conducts annual visits to all practice sites to provide information on upcoming program developments and share evaluation feedback regarding student experiences.
- Participates on the Undergraduate Curriculum Committee to provide perspectives on practice placement curriculum issues.
- Responsible for and works with the assigned office support person for the initiation and currency of affiliation agreements between UBCO and local, provincial, national and international agencies.

### 3. Supports Nursing Practice Education

- Participates in orientating and mentoring of practice teachers in the BSN program.
- Is a member of the SoN Team Leaders and SoN CPE Team Leaders committees.

### 4. Teaches within the undergraduate BSN program as assigned by the Associate Director

#### **Supervision Received**

This position works independently and in collaboration and reports to the Associate Director of the School of Nursing.

#### **Supervision Given**

This position leads the Practice Education for all students in the School of Nursing Undergraduate Program managing the Nursing Lab and Human Patient Simulator Assistant, Nursing Practice Placement Assistant, Team Leaders, and teachers in the School of Nursing.

#### **Consequence of Error/Judgement**

The Practice Education Lead ability to work both independently and collaboratively is required to ensure overall organization, implementation, and evaluation of excellence in Practice Education in the BSN programs in the School of Nursing. All practice experiences are integral to nursing students completing course work, meeting the required competencies of a graduate nurse, and becoming safe practicing nurses.

The Practice Education Lead has access to all internal student files as well as SISC and uses this information to make informed decisions about student placement.

Judgment, reliability, accuracy, and skilled communications are required to ensure that student placements are secured in a timely fashion. Judgment is required for the arrangement of clinical groups, particularly in placing students who have experienced



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challenges in the practice setting. Judgment, accuracy and skilled communications are required in responding to the multiple student requests for particular placements or when students are requesting alternate placements. Judgment is also required in balancing the needs of the students against the requests of the teachers. Judgment is required in prioritizing the multiple and varied placements required.

Consequences of inappropriate judgments, unreliable performance, inaccuracy, or miscommunications, may include inappropriate practice placements, tensions and frustrations for both students and teachers, and may jeopardize relationships with practice partners and tension within the School of Nursing.

### **Qualifications**

Undergraduate degree in Nursing and Registered Nurse Certificate. Relevant Master's preparation preferred. Current registration with CRNBC required. Minimum of five years of nursing and three years of administrative experience. Preference for leadership experience and or acute care experience within the Interior Health Authority. Leadership and management experience. Demonstrated quality teaching. Recent teaching and or practice experience. Credibility with the practice community. Ability to obtain and disseminate information effectively and diplomatically. Understanding of UBC Okanagan BSN curriculum and program. Demonstrated familiarity with and or develop familiarity with human patient simulation theory and technology would an asset. Related experience with health-related academic programs, working with health professions and practice educators, and interprofessional education and curriculum would be an asset. Demonstrated effective communication skills necessary to facilitate the interaction of several diverse groups (i.e. students, teachers, preceptors, agency managers and directors, and support staff). Proven ability to exercise confidentiality, sensitivity, tact and discretion. Effective oral and written communication for the creation of policies, guidelines and preceptorship handbooks. Demonstrated organizational, analytical, and problem-solving skills. Ability to take initiative, exercise good judgment, and work in a team environment. Demonstrated ability to prioritize work under pressure to meet deadlines in a fast-paced environment. Computer experience required including word processing, database, web-based, spreadsheet software. Demonstrated familiarity with and or develop familiarity with HSPNet.

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## Job Posting

**Job ID:** 12940  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** Clinical Research Assistants Manager (Hem/Onc/BMT)  
**Department:** Paediatrics  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-11  
**Job End Date:** 2013-05-10  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-18      **Available Openings:** 1

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

### Job Summary

This position is the functional interface between the CRA group and the Director Principal Investigators in the Division of Hem Onc BMT. This position will be responsible for managing the CRA group.

In addition to areas of the hospital, outpatient visits are performed in the clinical offices and research recording and communications occurs with the research office. Attendance at clinical rounds and study meetings occur frequently. Travel to international conferences and study meetings may occur. The manager attends study and other meetings along with, or on behalf of, the Director of Clinical Research (or Director of Research in the absence of the Director of Clinical Research).

### Organizational Status

Partners with clinical study management and supervises the CRA group to manage all data for clinical trials. The CRA Manager works collaboratively and closely with the Clinical Research Manager.

### Work Performed

- Responsible for the overall management and support of the CRA group; prioritization and assigning of work for all studies.
- Responsible for the hiring, oversight and evaluation within the CRA group.
- Responsible for continuing quality improvement within work systems.
- Develops and implements methodologies, policies, procedures and standards.
- Identifies scope of research.
- Mentors department personnel in data management within Oncology Hematology BMT.
- Manages all data related activities of the various studies.
- Supervises the pre-site and site initiation and monitoring of all study activities for assigned protocols.
- Prepares and submits CREB documents for specific protocols under the direction of responsible PIs
- Monitors and assists the accuracy of Informed Consent Documents and related regulatory documents for studies assigned to the group as per protocol.
- Prepares regulatory documents to be sent to Sponsors.
- Creates project management schedules timelines.
- Facilitates operational linkages within and among co-investigators, clinic directors, physicians and other health care



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professionals within the hospital and medical community.

- Reviews study progress (incl. keeping of status lists, control of data entry) and initiation of necessary actions.
- Ensuring training to align with GCP (Good Clinical Practice).
- Supports clinical trials ensuring that trials will be conducted according to legal and ethical requirements.
- Supervises and documents individual subject's participation while involved in assigned protocols (study activities).
- Writes, prepares and amends ethics applications and other regulatory documents required by Health Canada and the FDA.
- Interprets protocol to detail and organizes study activities.
- Demonstrates communication and general behaviour which facilitates positive attitudes toward participation in clinic research.
- Maintains accuracy, accessibility, and confidentiality of study records and reports.
- Assists in the resolution of all queries specific to subject data.
- Ensures quality of clinical data by reviewing printouts and maintenance of the official study file.
- Attends meetings and conferences and performing other related duties.

### **Supervision Received**

The CRA Manager administratively reports to the Director of Clinical Research (or Director of Research in the absence of the Director of Clinical Research). The CRA Manager also reports directly to the COG-PI, DVL-PI, PBMTTC PI, TACL, PI and other study PIs to support the work related to that cooperative group or study.

### **Supervision Given**

The CRA Manager advises and directly supervises all the Clinical Research Assistants (Non Union Techs) involved in data collection for clinical trials. The current compliment of CRA's is 7.

### **Consequence of Error/Judgement**

The most important feature of a research group is its reputation. It is the responsibility of the CRA manager to be vigilant to ensure the reputation of the research group is preserved by conducting trials according to standards set out by the ethics committee, as well as standards of the ethical and international guidelines regulating the conduct of the clinical trials.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Computer knowledge with advanced skills in database development and statistics. Effective written, communication and interpersonal skills. Advanced organizational skills and ability to manage multiple projects at various stages of development and organization. Ability to maintain relationships with both clinical and technical staff. Ability to work both independently and within a team environment.

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## Job Posting

**Job ID:** 12766  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Scientific Engineering  
**Classification Title:** Scientific Eng., Level C **Business Title:** Assistive & Sensorimotor Technologies Research Eng  
**Department:** Inst. for Comp,Info&Cogntv Sys  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-07  
**Job End Date:** 2013-05-31 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-30 **Available Openings:** 1

### Job Summary

The purpose of the position is to provide engineering support to the laboratories in ICICS particularly related to research involving the recent CFI LEF equipment acquisitions for the Assistive Technology and Sensorimotor Systems groups. The candidate is responsible for the planning, design, specification, installation, integration, interfacing and maintenance of new, highly advanced, scientific research equipment, supervision of graduate students and postdocs working with this equipment, as well as providing coordination and advice to those constructing components or equipment.

### Organizational Status

This position reports to the Directors of the CARIS Laboratory and the Sensorimotor Systems Laboratory. Works closely with researchers, postdocs, and graduate students. Interacts with UBC departments and units including IT Services, Supply Management and Plant Operations, as well as with relevant off-campus organizations (eg. various equipment suppliers, etc.).

### Work Performed

WORK PERFORMED CARIS LAB - Assistive Technology Theme (50% Time)

Working in the CARIS lab and in support of the researchers in the Assistive Technology Theme, the Research Engineer (RE) will recommend set up, test, integrate and support robotics and sensing equipment purchased through the ICICS CFI LEF. The RE will support researchers and students in the deployment, integration, and maintenance of this equipment as both an engineering consultant and an implementer. They will be responsible for the planning and commissioning of large equipment setups and installations related to the ICICS CFI LEF.

The robotics platforms supported and maintained by the RE include the Willow Garage PR2 robot, Phantom haptic device, and Barrett robot grippers hands, METI patient simulators, as well as automated wheelchairs and robot arms yet to be purchased. Sensors supported include ATMI force plates, Organic Motion capture system, and ladybug cameras. As needed, and in conjunction with researchers, the RE will support the set up and integration to these robotics platforms, or as integrated systems, a wide range of sensors including those for kinematic measurements: e.g. linear and rotational encoders, potentiometers, accelerometers, magnetic sensors and GPS units, for force torque measurement: e.g. force plates, multi axis sensors and strain gauges; spatial sensing: including cameras, infrared, laser; for physiological measurement: e.g. heart rate, skin conductance, respiration, blood volume pressure, electromyogram, electroencephalography.



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As needed, the RE will recommend, specify and order (where cost effective) and or design and commission specialized parts, power systems, data acquisition systems, controllers and computer interfaces that support and maintain these systems. Where appropriate and feasible, they will assist and support students in these projects as related to their research. These activities will include electrical and electronic design and implementation and low level computer interfacing code.

The RE will specify, design and generate drawings as needed for mechanical support systems, casings, jigs and fixtures related to the ICICS CFI robotics and sensing equipment. Where appropriate and feasible, they will supervise graduate students in these tasks as related to their research. The RE will coordinate the manufacturing of systems in the Mechanical Engineering Machine shop through the job request system.

The RE will manage technical maintenance documentation on setups, systems, code, etc. under their purview. The majority of this documentation will be stored on the lab wiki, but may also be requested to provide documentation for technical reports and research papers.

The RE will attend the business portion of the weekly CARIS lab meeting.

### WORK PERFORMED SENSORIMOTOR SYSTEMS THEME (50% Time)

The requirements and activities of the Sensorimotor Systems theme are similar to that of the Assistive Technologies theme. Supported robots include hands (Barrett hand and one other), haptic devices (PHANToM, Butterfly), and an arm exoskeleton (Kinarm). In addition, the RE will support the operation and maintenance of sensors and measurement systems, including a Vicon motion capture system, a 256 channel high density EMG system, eye trackers (Chronos and Eyelink).

Two specific and important aspects of work in this theme are listed below.

The RE will design and fabricate custom instrumentation and fixtures for conducting experiments with human subjects using the CFI equipment (e.g., to mount sensors on the skin, to stabilize the head in front of a monitor, etc.). The RE will communicate well with researchers to elicit the requirements of this instrumentation. The RE must be proficient in rapid prototyping techniques.

Operation and customization of cable driven robots is an important aspect of the RE's task. The robots include robot hands (Barrett, and one other tbd), haptic devices (PHANToMs), and an eye. The tasks include design of improved capstan drive systems, low friction cable sheaths, and novel motor drives. The RE will also implement the low-level real time control of the motors using Matlab and XPC Target.

### Supervision Received

Works independently; position reports directly to the Directors of the CARIS and Sensorimotor Systems laboratories. Assignments given in terms of functional requirements and research project objectives. Work is reviewed against requirements objectives.

### Supervision Given

Supervises activities of graduate students and undergraduate research assistants for short-term projects related to set up of research equipment.

### Consequence of Error/Judgement

This position is responsible for managing and supporting research equipment valued in excess of \$3M. Work is expected to be at a high level of professional quality to avoid damage to valuable equipment, personal harm, and delays in research. Errors could cause serious consequences for researchers. Decisions on purchases must show sound and practical resource management.

### Qualifications





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Undergraduate degree in Engineering or Applied Science. Mechanical, mechatronics or electrical engineering bachelor's degree with demonstrated experience in instrumentation with five or more years of related experience. A Master's degree in one of these areas is highly desirable. A minimum of 5 years of experience or the equivalent combination of education and experience. Experience selecting and setting up DC motors, including associated power supplies and servo controllers.

Experience in instrumentation setup and debugging of faults in electromechanical systems.

Basic machine shop and related fabrication skills. Experience with rapid prototyping a plus.

Familiarity with CAD, including SolidWorks or similar.

Experience with writing low level software firmware for real time control and device drivers.

Experience with National Instruments Labview systems and Matlab, instrumentation interface hardware software tools.

Hands on circuit design, fabrication and debugging experience, with particular attention to power electronics for electromechanical systems. Ability to familiarize him herself with new technologies quickly, both to work with existing equipment at our facility, and to be able to make purchasing recommendations to students and faculty members.

Effective interpersonal and problem solving skills.

Ability to learn new skills and rapidly adapt to new situations.

Ability to work effectively independently and in a team environment.

Ability to exercise judgment, take initiative, and work under pressure to meet deadlines.

Ability to manage time and prioritize duties.

Ability to be thorough, accurate, and have a high level of attention to detail.

Must be sincerely interested in working with faculty and students in a multidisciplinary teaching and research environment.

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



## Job Posting

<b>Job ID:</b>	12923		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Security		
<b>Classification Title:</b>	Security, Level C	<b>Business Title:</b>	Operations Manager
<b>Department:</b>	Security Services		
<b>Salary:</b>	\$64,369.00 - \$77,274.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2012-06-15	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2012-05-16	<b>Available Openings:</b>	1

### Job Summary

The Operations Manager is responsible for the effective administrative and operational management of the patrol staff, emergency response, security and communication services of the department.

### Organizational Status

The Operations Manager reports to the Director and manages a unit of approximately 110 employees, full-time, part-time and on-call, through a line of unionized supervisors and an Assistant Operations Manager.

### Work Performed

- . Works with the Director in developing the strategic plan, annual budget and organizational performance objectives. The Operations Manager develops operational plans to ensure fulfillment of the aforementioned.
- . Oversees the daily operation of the unit including scheduling, managing expenditures to budget (including staff levels, overtime, etc.), and ensures appropriate level of security services for the campus is maintained.
- . Manages human resources at the unit level, including recruitment, orientations, performance evaluations, training, employee empowerment and engagement, discipline and labor relations. Ensures the department provides a professional and exceptional security service to the campus by creating staff development programs, updating departmental policies and procedure and keeping staff informed of requirements and expectations.
- . Regularly consults with and provides operational expertise to university departments and external agencies and coordinates the delivery of services, responding to changing circumstances and monitoring client satisfaction.
- . Ensures campus security practices and procedures adhere to all regulatory guidelines.
- . Investigates or oversees investigations of complex security issues referred from an operational unit, coordinating departmental investigations with external agencies, including the RCMP, security agencies, emergency services and other law enforcement agencies.
- . Develops services proposals for specific departmental security requirements and negotiates terms of agreement, providing effective management of deliverables and client satisfaction.
- . Assesses risk and develops effective security protocols in specialized areas of the university including the Museum of Anthropology, Life Sciences Building, Sauder School of Business and IK Barber Library. Provides expertise to department across campus to help plan security needs for special events, including dignitary protection, conferences, sporting events, emergency preparedness and business continuity.



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. Serves as Acting Director in his her absence.

### **Supervision Received**

The Operations Manager works independently under the direction of the Director of Campus Security. Work is reviewed in terms of achievement of operational targets and long-term strategic goals.

### **Supervision Given**

The Operations Manager directs the work of the Assistant Operations Manager and together they direct the work of all unionized personnel in the unit, including Patrolpersons, Communications Operators and Museum Attendants.

### **Consequence of Error/Judgement**

The incumbent is expected to act independently and to make decisions with limited consultation on matters. 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 including irreplaceable artifacts and antiquities and sensitive or dangerous materials. Actions have direct impact on the reputation of the university and the morale of staff. Consequences of error rest with the incumbent who has to rectify his her own errors.

The incumbent must effectively manage complex situations through the deployment of the appropriate resources of the department, ensuring compliance with regulations and legislation. Precedents and procedures are not always present in the role. While a portion of each task is documented, many unique or exceptional circumstances occur which have to be proactively resolved. It is in these situations where the incumbent must utilize excellent problem solving skills to complete the task. A key ability will be the mobilization of staff and other partners for the delivery of services in both emergency and non emergency situations in a 24 7 environment.

### **Qualifications**

- . University degree in a related field, or related training, plus a minimum of six years of pertinent experience, or an equivalent combination of education and experience.
- . Proven experience managing and leading people, preferably in a union environment.
- . Completion of the Justice Institute of BC Security Officer's certificate or a professional designation as a security or protection professional is an asset.
- . Working knowledge of the Criminal Code of Canada, BC Motor Vehicle Act, BC Highways Act, Charter of Rights, Rules of Evidence, operation and monitoring of electronics intruder alarm systems preferred.
- . Exceptional leadership skills with emphasis on decision making, problem solving and the ability to foster a motivating and respectful environment.
- . Ability to explain, assign and monitor work. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support.
- . Ability to foster the long-term learning and development of staff through coaching, managing performance and mentoring. Ability to manage staff performance by establishing standards and goals, performance evaluation, providing feedback and taking corrective action.
- . Proven record of excellent customer service and client satisfaction. Excellent interpersonal skills including the ability to establish effective relationships with a variety of stake holders, including unions, students, faculty, staff groups, community groups and university administration.
- . Ability to make thoughtful, informed and thorough decisions and recommendations involving highly complex issues or situations that fall outside the scope of established policy. The ability to anticipate problems and issues and plan ahead.
- . Strong administrative skills with the ability to maintain accuracy and attention to detail. Ability to identify, obtain and effectively manage organizational resources (e.g. people, materials, assets, budget).
- . Demonstrated ability to communicate effectively verbally and in writing.
- . Ability to recognize potentially dangerous situations and take appropriate action. Ability to remain calm, decisive, effective and safe in emergency or crisis situations.



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- . Ability to identify and respond to contentious or politically sensitive issues with discretion.
- . Ability to assess training requirements and develop, coordinate, lead and evaluate training,
- . Ability to administer human resource policies and procedures, such as collective agreement provisions.
- . Ability to develop and implement strategic plans, policies and procedures and manage projects through to completion.
- . Ability to effectively lead committees and plan meetings.
- . Sound working knowledge of Microsoft Office.
- . Valid BC driver's license is required.
- . Ability to work evenings and weekends as may be 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:** 12915  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level A      **Business Title:** Development Associate, Annual Giving  
**Department:** Development Office  
**Salary:** \$37,559.00 - \$45,090.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-17      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-15      **Available Openings:** 1

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

#### Job Summary

This position works on specific development related tasks in support of the University's fundraising mandate at the Annual Fund level this includes taking donations, providing donors with additional information regarding which fund suits the donor impact they seek to make and sharing information about active campaigns through social media. The incumbent is also responsible to provide back-up coverage for the Online Fundraising Coordinator.

#### Organizational Status

Reports to the Director of Annual Giving. Works independently according to general direction and or guidance by the Manager.

Works with: UBC staff involved in fundraising, faculty volunteers, IT, Communications and Public Affairs staff, and Finance staff.

Contact with: Donors, Alumni, Social Media Online Community

#### Work Performed

- Supports the coordination of the Peer-to-Peer online fundraising system (Artez) individual page activity
- Acts as a contact and helpdesk to individual Peer-to-Peer online fundraisers' queries and assists with use of the application-Promotes online fundraising campaigns by inserting and sharing giving pages links in appropriate online community's webpages and social media.
- Identifies fundraising messaging opportunities within the University and makes requests to social media leaders to have these included in their messaging when appropriate.
- Maintains up-to-date knowledge of all online fundraising systems to serve as a back-up for Online Fundraising Coordinator and after hour support when necessary.
- Maintains & tracks online giving & provides notifications to respective beneficiaries.
- Works directly with donors accepting their gift online, over the phone or in person at the office.
- Provides additional information for donors when undecided what fund to give to or want to understand the detailed impact of a gift.
- Screens, selects, assembles, refers and or prioritizes incoming materials and inquiries;
- Liaises with other UBC units to make them aware of specific donor wishes or requests and follows up to ensure such individual



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requests were processed appropriately.

- Prepares analytic reports for complex campaigns, financial impacts, budgets and BBEC (database) specific reports for benchmark monitoring.
- Drafts and prepares correspondence for donors, alumni and campaign leader contacts.
- Maintains donor contact activity in the donor and alumni database (BBEC).
- Supports the work of the Director as it pertains to interacting with the Faculty partners.
- Oversees online membership processing for Annual Giving: remittances, tax receipting and donation tracking.
- Oversees complex mail outs to donors and potential donors.
- Responds to general and specific University inquiries.

### **Supervision Received**

Reports to the Director of Annual Giving. Works independently according to general direction and or guidance by the Manager.

### **Supervision Given**

NA

### **Consequence of Error/Judgement**

Programs conducted by the Development and Alumni Engagement portfolio on behalf of the University are very public. The financial and moral responsibility of the University and to donors is significant. The interactions of this position with donors and others external to the University can have serious implications for the Development and Alumni Engagement portfolio. Poor judgment could lead to the alienation of donors, embarrassment to UBC and its senior administration and can result in the loss of the significant financial support of the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. Education: The ideal candidate will have a university degree or an equivalent combination of experience or education in a related discipline. Minimum of up to 1 year of related experience or the equivalent combination of education and experience. Experience: Minimum of up to one year of experience, or the equivalent combination of education and experience. Exceptional interpersonal skills required in relating to internal and external customer, donors and high level officials. Ability to communicate effectively in writing. Ability to maintain accuracy and an attention to detail. Ability to provide quality service to customers, donors and volunteer fundraisers in a courteous, patient manner. Ability to do basic budgeting.

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## Job Posting

**Job ID:** 12912  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level B      **Business Title:** Development Coordinator, Annual Giving  
**Department:** Development Office  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-15      **Available Openings:** 1

### Job Summary

To coordinate specific development related duties in support of the University's fundraising mandate. The Development Coordinator is responsible for providing program support to develop, implement and coordinate development programs and services. This position is instrumental in the delivery of programs and services designed to facilitate a lifelong relationship with UBC donors, alumni and students. Participates in on-going fundraising planning.

### Organizational Status

Reports to the Director of Development. Works independently according to general direction and or guidance by the Manager.

### Work Performed

- Manages and resolves donor complaints and concerns
  - Identifies trends in donor issues and develops strategies to resolve at macro level
  - Implements solutions and tracks effectiveness
  - Provides advice and support on tracking, analysis and reporting for Annual Giving campaigns
  - Develops unit analytical reports
  - Identifies trend information in regards to phone pledges, mailings, online & special appeals;
  - Oversees donation and membership processing for Annual Giving: remittances, tax receipting and donation tracking in partnership with Donations Processing;
  - Scans cheques and manages donations handover tracking system for the Annual Giving designated requirements
  - Responds to general and specific University inquiries & specific donor questions
  - Maintains & tracks online giving using software bespoke to the vendors for the various channels
  - Acts as key contact with Records department, leading tracing needs and ensuring donor updates related to deceased donors, name changes, address changes, etc. are correctly handed over and confirming completion
  - Participates in on-going fundraising planning and practice and process development
  - Writes donor prospect materials and correspondence as require
  - Works across all departments to ensure compliance with donor bill of rights standards and internal policies and procedures for gift allocation and accurate ROI tracking
- Produces complex donor reports for families & faculties using BBEC;
- Performs other related duties or special projects as required.



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### **Supervision Received**

NA

### **Supervision Given**

Programs conducted by the Development and Alumni Engagement portfolio on behalf of the University are very public. The financial and moral responsibility to the University and to donors is significant. The interactions of this position with donors and others external to the University can have serious implications for the Development and Alumni Engagement portfolio. Poor judgment could lead to the alienation of donors, embarrassment to UBC and its senior administration and can result in the loss of significant financial support to the University.

### **Consequence of Error/Judgement**

Reports to the Director of Annual Giving. Works independently according to general direction and or guidance by the Manager.

### **Qualifications**

Undergraduate degree in a relevant discipline. The ideal candidate will have a University degree or an equivalent combination of experience or education in a related discipline. Minimum of one year experience or the equivalent combination of education and experience. Minimum one to two years experience in development or related field. Excellent verbal and written communication skills. Strong organizational, analytical, problem solving and interpersonal skills. Effective computer skills. Proven ability to interact effectively and positively with staff, managers and donors. Ability to work independently and exercise judgment, tact and discretion.

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





## Job Posting

**Job ID:** 12913  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D      **Business Title:** Alumni Relations Mgr, Faculty of Pharm Sciences  
**Department:** Development Office  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-15      **Available Openings:** 1

### Job Summary

The Manager of Alumni Relations works closely with the Director of Development and the Senior Director, Alumni Engagement in the development and implementation of the alumni relations program in the Faculty. The role will be instrumental in developing and managing priority alumni relationships in the Lower Mainland, across British Columbia and in national and international markets, in order to advance the Faculty's strategic goals through building relationships, enriching the lives of alumni and ensuring ongoing and consistent communication. The optimal goal is the development of a lifelong meaningful relationship between the Faculty and its alumni.

Working in collaboration with the Faculty of Pharmaceutical Sciences(FoPS) DAE Office and FoPS Communications & Marketing Office and UBC Alumni Affairs, the successful candidate works closely with the Director to ensure strategic identification, cultivation and stewardship of relationships with key alumni leaders, which may include; leveraging existing alumni and institutional relationships, identifying and creating volunteer opportunities to engage alumni, building connections to respond to alumni interests, engaging academic units and facilitating fundraising opportunities, and organizing special activities and or events that further such objectives.

### Organizational Status

Reports to: Director of DAE, Faculty of Pharmaceutical Sciences and Senior Director, Alumni Engagement, UBC.

Works with: This position is a member of the Faculty of Pharmaceutical Sciences Dean's Office and UBC Alumni Affairs; works closely with the faculty, staff and student leadership; student and alumni groups representing the Faculty; and colleagues in the Office of Alumni Affairs.

May involve the President's Office, Vice-Presidential Offices, Ceremonies, Public Affairs, and other senior administrators, as appropriate.

Contacts: Alumni, volunteers, donors, external community and professional organizations

### Work Performed

MAJOR RESPONSIBILITIES



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### 1. Strategic Alumni and Community Relations

- Works closely with the FoPS DAE Office and FoPS Communications & Marketing Office to develop strategic plans, in collaboration with Faculty and University partners, to leverage alumni and community engagement, knowledge of alumni, interaction with students, alumni networks and strengthen Faculty partnerships with identified priority alumni communities such as Young Alumni.
- Identifies and builds connections with key individual alumni to develop and implement a comprehensive strategy to mobilize alumni to be ambassadors.
- Develops and maintains external relationships that contribute to strategic alumni relationship management, including those with professional organizations and community organizations.
- Identifies opportunities with strategic internal and external communities to build relationships of institutional value and engage high-level alumni to advance those relationships within their respective communities.
- Plans and executes a series of high impact events with strategic communities to develop and engage strategic partnerships for the Faculty.

### 2. Volunteer Management

- Supports the efforts of alumni volunteers within the Faculty (as needed and when deemed appropriate by the Faculty leadership team).
- Partners with faculty members and staff to integrate and promote alumni participation in existing and expanding volunteer opportunities within the Faculty.
- Assists in building volunteer capacity within the Faculty to foster a stronger sense of community amongst alumni and students.
- Ensures that alumni volunteer activities are strategic, sustainable, and aligned with institutional priorities.
- Develops and implements volunteer recognition opportunities.

### 3. Fundraising

- Working closely with the Director of DAE and Associate Director of DAE (whose prospect portfolio is alumni), ensures plans and strategies are well integrated with overall Development plans.
- Working closely with FoPS DAE Team, collaborates on plans to cultivate prospective major and planned giving alumni donors.
- Working closely with the FoPS DAE Team, collaborates on strategic fundraising appeals for alumni donors.

### 4. Communications

- Works closely with the DAE Office and Communications & Marketing Office to develop communication strategies for alumni communities.
- Works with the FoPS Office of Communications & Marketing to develop content for alumni communication materials such as newsletters, Trek Magazine, e-mail marketing campaigns, departmental communications, the Faculty's website and other collateral materials.
- Articulates Faculty aspirations and needs to UBC Alumni Affairs group to ensure alignment and maximum impact of resource investments.
- Maintains accurate alumni profiles and program information in the University's database in a timely, accurate and appropriate manner.
- Oversees collection and reporting of alumni points to ensure annual Alumni Engagement goals are met
- Works with the FoPS Office of Communications & Marketing to develop and maintain alumni content for the Story of Medicines interpretive centre.

### 5. Event Management

- Working closely with UBC Alumni Affairs and the Faculty of Pharmaceutical Sciences, oversees, coordinates and executes a series of high impact events associated with milestone events and activities.
- Works closely with the DAE Office and Communications & Marketing Office to anticipate strategic institutional and Faculty milestones and integrates these activities into a strategic alumni management strategy.
- Serves as contact point for groups planning Class Reunions

### 6. Student Relations

- Connects students with alumni, celebrating student success, and leveraging existing student affinity and leadership groups.



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- Creates a culture of "alumni-in-residence" within the Faculty's student population
- Creates awareness of alumni responsibilities within Faculty's student population

### 7. Data Management

- Ensures the timely and accurate transfer of information into the database
- Ensures the accuracy and thoroughness of alumni data
- Develops and maintains a deep understanding of the University Information Management System
- Initiates external research to ensure alumni outreach is personalized as appropriate
- Generates reports and lists as required

### WORK PERFORMED

- Works in partnership with Faculty of Pharmaceutical Sciences Dean's Office to facilitate strategic alumni relationships to maximize student, alumni and community engagement and support of the Faculty.
- Participates in developing and implementing a comprehensive plan for identifying, cultivating, engaging, and stewarding high-level student and alumni leaders.
- Participates in developing and implementing strategies to identify alumni needs then connect them with appropriate opportunities and partnerships within the University.
- Works closely with FoPS DAE Team to ensure appropriate recognition, acknowledgment and stewardship programs are implemented for identified student, alumni and community leaders.
- Works closely with the FoPS DAE Team in developing and implementing a program of assessment and evaluation to monitor and measure progress.
- Assist development staff in creating a comprehensive plan for identifying, cultivating, engaging and soliciting donations in support of the Faculty.
- Maintains accurate information management of alumni and integrates data collection and data mining into work plan.
- Performs other related duties as required (especially those related to the planning and execution of special events and or activities).

### Supervision Received

Works independently with general direction from the Director of DAE and the Senior Director, Alumni Engagement. Reports to Director of FoPS DAE and Senior Director, Alumni Engagement; establishes performance goals and expectations in consultation with same.

### Supervision Given

N A

### Consequence of Error/Judgement

The successful candidate will oversee many of the Faculty of Pharmacy's most visible interactions with alumni, thus errors in judgment could have far-reaching and long-term financial and non-financial consequences. For example, the successful candidate will help identify and nurture relationships with influential alumni who may be approached by the Faculty for key leadership roles.

### Qualifications

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. Minimum three years experience at a post-secondary education institution, including significant alumni relations and or advancement experience and or experience in fundraising. Experience in budget development and control required. People management experience. Proven leadership abilities. Experience in program development, delivery, and management. Experience in



strategic planning, implementation, and communications, or the equivalent combination of education and experience. Excellent interpersonal and relationship-building skills. Outstanding verbal and written communication skills. Ability to effectively manage time and to work well under pressure. Excellent attention to detail. Excellent organizational skills. Agility in team environment and in working with a wide range of people. Ability to lead initiatives and projects involving senior colleagues and volunteers. Ability to manage multiple priorities, complex tasks, and to meet deadlines. Creative thinking and problem-solving abilities. Customer service and solutions-oriented. Comfort with consultative processes. High-level understanding of University advancement issues and environment.

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### Job Posting

**Job ID:** 12916  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D3      **Business Title:** Manager of Development  
**Department:** Development Office  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-25  
**Job End Date:** 2013-05-24  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2012-05-15      **Available Openings:** 1

### Job Summary

The Manager of Development works in partnership with Senior Management to facilitate maximum public and private sector support for student awards. This fundraiser position is responsible for managing a defined development program and resource development activity at a \$2 million plus level, with administrative responsibilities as required to achieve the defined financial and activity goals.

The Manager of Development develops and implements fundraising and stewardship strategies for the annual student award fundraising program; identifies, cultivates, solicits and stewards a portfolio of 60-100 major gift prospects and donors; manages relationships with over 700 annual award donors and contacts; oversees the financial management of over 700 annual award funds; and makes 20-25 major gift solicitations.

The Manager of Development manages the student award creation process, including: providing guidance and expertise to other development and alumni engagement portfolio units; working directly with senior university administration to seek approval for the awards; and managing complex relationships with multi-unit stakeholders.

### Organizational Status

Reports to: Director.

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

Contacts: Donors and outside community groups and organizations.

Supervises: May supervise Development Officers, Development Coordinators and or support staff.

### Work Performed

- Works closely with Senior Management to facilitate maximum private and public sector support for the University, with a specific individual annual dollar goal.
- Oversees daily operations of the annual award program, including: development and implementation of strategies for closing major



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gift solicitations; coordinating staffing for major gift solicitations; and liaising with multi-unit stakeholders to ensure a smooth award adjudication process.

- Oversees administrative functions of the annual award program, including: developing and implementing individual plans for identifying, cultivating, soliciting, and stewarding major gift prospects and donors; developing and implementing annual fundraising strategy; overseeing implementation of appropriate donor recognition; ensuring acknowledgement and stewardship programs are in place; and financial management of over 700 annual award accounts.
- Manages the student award creation process, including: providing guidance and expertise to other development and alumni engagement portfolio units; working directly with senior university administration to seek approval for the awards; and managing complex relationships with multi-unit stakeholders.
- Develops and manages a personal portfolio of 60-100 major gift prospects making 60-100 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).
- Manages relationships with over 700 annual award donors and contacts.
- Develops proposals and works with donors to generate gifts for priority projects, 20-25 of which are at the major gift level.
- Manages the donor pipeline, ensuring that appropriate strategies are in place and acted on.
- Mentors and develops fundraising staff, including working with them to develop strategy for donor cultivation and solicitation, "making the ask".
- 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.

### **Supervision Given**

May supervise Development Officers, Development Coordinators and or support staff.

### **Consequence of Error/Judgement**

The position is a critical point of contact for donors and university staff in relation to development activities. The Manager of Development is expected to make decisions and recommendations impacting the overall development program of the unit. 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 Manager of Development is responsible for a portfolio of donors and prospects. 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. Minimum of an undergraduate degree in an applicable discipline; and 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. Proven experience in Major-Gift fundraising and skilled in strategy development. Thorough knowledge of the university



environment and academic structure is preferred. 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 environment, Microsoft Office preferred. Experience working with a centralized fundraising system 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:** 12905  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Business Operations Mgmt  
**Classification Title:** Business Operations, Level B      **Business Title:** Facilities Coordinator, Thunderbird Park & Stadium  
**Department:** Athletics and Recreation  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-04      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-05-20      **Available Openings:** 1

### Job Summary

To manage all events associated with Thunderbird Park and Stadium including: staff and facility management. To coordinate Varsity, UBC REC and external bookings for Thunderbird Park Thunderbird Stadium to ensure successful programs and revenue from rentals programs. Provides support for sustainability initiatives including developing and implementing sustainability measures and working with the campus sustainability office. Also, provides additional facility support for Thunderbird Park Thunderbird Stadium including facility coordination, venue setup, varsity events, occasional custodial work and maintenance. All large events concerts at the Doug Mitchell Thunderbird Sports Centre will also require event and operational support. This position will require evening and weekend work.

### Organizational Status

Reports to the Associate Director, Facilities. On select job duties reports to Facilities Manager, Athletics. Supervises select work-study student employee.

### Work Performed

#### Events:

Responsible for ensuring all events at Thunderbird Park and Thunderbird Stadium are well planned and executed through sound staff management, facility coordination, venue set up and liaison work. Events include: Varsity events, UBC REC tournaments and programs, sports camps and external events. Large events concerts at Doug Mitchell Thunderbird Sports Centre will require support during the event including, but not limited to: venue conversion, event setup and venue liaison responsibilities.

#### Personnel:

Responsible for hiring, training, scheduling and supervising a small team of part-time student staff for facility supervision and for all varsity home games and events. Ensures all UBC and Canadian Interuniversity Sport (CIS) game management policies and procedures are strictly followed and enforced. Ensures custodial staff meets prescribed cleaning standards in Thunderbird Stadium Thunderbird Park

#### Financial:

Responsible for revenue generation through programs and rentals including identifying new revenue opportunities. Responsible for cash and bill collection for rentals and bookings for both contracted and non-contracted users. Responsible for accounts





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receivable through class booking systems. Assists in the preparation of the annual budget.

### Operational:

Ensures the integrity of the facility and provides a safe and secure environment. Liaises with appropriate facility rental personnel and communicates with partners potential customers in rental of Thunderbird Park facilities. Inputs all rental bookings via class booking system. Liaises with Plant Operations when required and Campus Security.

### Facility:

Meets the operational needs of the facilities utilizing university systems for personnel, purchasing and reporting, including providing a written record of significant issues, remedies, actions and recommendations.

Recommends to the Associate Director, Facilities the need for any upgrading, maintenance and implementation of policies and procedures for the facility.

Coordinates scheduling for all Athletics & Recreation department use at Thunderbird Park including practices, varsity games and special events (clinics, camps, tournaments) in compliance with University and Department policies.

Coordinates emergency repair and cleaning at Thunderbird Park; maintains equipment inventory records, proper storage and repairs.

Ensures the facility is safe for all staff, participants and the public before, during and after an event including training of all staff in emergency procedures (e.g. evacuation procedures) as well as conducting building safety inspections.

Attends meetings, seminars, workshops and events as required by the Associate Director, Facilities.

Coordinates all non-department events at Thunderbird Park including organizing facility use, coordinating staffing needs and directing set-up take down requirements; liaises with facility renters regarding rental agreements and bookings at Thunderbird Park. Ensures that users receive a full schedule of information including layout, access, use, scheduling fees, charges and limitations.

### **Supervision Received**

Reports to the Associate Director, Facilities. On select job duties reports to Facilities Manager, Athletics. Supervises select work-study student employee.

### **Supervision Given**

4 to 9 part-time student staff. Responsible for recruiting, interviewing, selecting, training, supervising, and evaluating the student staff. Insures established procedures are followed.

### **Consequence of Error/Judgement**

The Department of Athletics and Recreation could lose significant income, damage the University's reputation and have a negative impact on clients as well as the student and residential community population.

Equipment not properly and installed and building fixtures not properly maintained can create a hazard and cause harm to users of Thunderbird Park and Stadium.

Inadequately trained staff could compromise the safety of the participants or the public if they do not perform tasks properly, thereby becoming a liability to the Department and the University and it could also affect the outcome of game or match resulting in a protest.



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### Qualifications

Undergraduate degree in a relevant discipline. University degree and at least 3 years of related experience in sport event or facility management or an equivalent combination of education and experience. Strong financial, organizational, and time management skills required. A basic knowledge of accounting procedures is required.

Excellent communication, interpersonal, customer service, facility management, business and systems development skills and supervisory skills are required; first aid training an asset. Demonstrated self-starter. Strong oral and written communication, interpersonal and conflict resolution skills required.

Familiarity with sports facility and equipment and strong computers skills essential including working knowledge of Microsoft Office Suite. Working experience with CLASS software (The Active Network) is an asset. Minimum of three years 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:** 12885  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level C      **Business Title:** Go Global Coordinator, Group Study Programs  
**Department:** Go Global: Internl Lrng Prog  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-07-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-28      **Available Openings:** 1

### Job Summary

Go Global, a systems-wide program, provides international learning opportunities for UBC and partner university students. UBC graduate and undergraduate students have the opportunity to study, research and complete service learning placements around the world and learn from incoming partner students at UBC. Partner university students have an opportunity to studies and or research at UBC via student mobility partnerships. Working with UBC academic programs, Go Global creates partnerships with post-secondary organizations, non-government agencies and communities to provide these opportunities.

The Group Study Program (GSP) Coordinator manages all aspects of the established group study programs, including program development, budgets and awards, coordination with the teaching faculty member, design and facilitation of pre-departure and return activity and advising and selection of students. The GSP Coordinator works directly with faculty members and staff in Faculties in the development and implementation of programs. The GSP Coordinator will have strong project management skills, experience within an educational context and will be an exceptional communicator in a complex network of partners. This position also provides occasional support to the International Services Learning Program.

The Office is at International House. Evening and weekend work may be required.

### Organizational Status

The GSP Coordinator is a member of Department of Go Global, a unit within Student Development and Services. Reporting to the Manager, Safety and Learning Abroad the incumbent will primarily interact closely with faculty members, UBC students and partner organizations, other Go Global and VP Students staff, UBC departments and staff at international partner organizations. Additionally, where Group Study Programs have an international service learning component, the incumbent will work closely with the ISL team.

### Work Performed

This position manages all aspects of the established group study programs in multiple UBC Faculties, managing program development, program budgets, awards and coordination with teaching faculty, the shaping of the learning experience and advising of students. This position also provides occasional support to the International Services Learning Program in some of the same areas listed below.



### Program Development

1. Develops multiple programs each year with the teaching faculty member to shape the student learning experience abroad
  - i. Works with faculty members to integrate course learning goals and objectives that draw from international education and experiential education approaches.
  - ii. Manages the program budgets including budget development with faculty members, application of relevant awards to program, approved use of program funds, and funds management across multiple programs with a view to developing programs that are accessible to students and sustainable for departments and faculties.
  - iii. Liaises with the Manager, Safety and Learning Abroad to ensure that students and faculty conduct risk assessments and develop a risk mitigation plan.
  - iv. Where applicable:
    - a. Coordinates in-country study arrangements; in-country travel and living arrangements.
    - b. Supports the implementation of international service learning into Group Study Program curriculum.
2. Designs, implements and analyzes program evaluation
3. Writes final program reports.
4. Maintains collaborative working relationships with faculty and department partners, service providers, and partner organization staff.
5. Maintains ongoing communication with all stakeholders regarding the logistical and learning program elements.
6. Liaises with Student Financial Assistance and Awards and other funding opportunities (e.g. Arts Research Course Abroad Awards Program).

### Student Recruitment and Selection

1. Develops and implements student recruitment and selection strategy.
2. Develops networks within Faculties and across campus units to ensure that students get consistent and accurate information about group study programs.
3. Recruits potential participants through presentations, information fairs and marketing materials.
  - a. Facilitates and documents students' application and acceptance into programs.
4. Coordinates and participates in the student selection and admission.
5. Coordinates and participates in adjudicating of student awards.
6. Details and follows through on key dates and timelines for individual programs.

### Student Advising:

1. Advises students on suitability of program options in consideration of their academic program focus and learning goals.
2. Advises students on financial planning to aid program participation.
3. Designs and facilitates pre-departure and return session learning sessions
4. Supports students prior, during and post project through team and individual meetings as well as referrals to campus resources as needed.
5. Liaises and advocates with UBC staff, faculty and partner universities on behalf of students.
6. Develops and integrates student leadership into programming.

### Coordination and maintenance of program documentation

1. Ensures that information about the program is current and appropriately positioned to the different audiences including faculty, staff and students at UBC and partner universities.
2. Drafts web information and resources.
3. Revises and edits the program handbook.
4. Maintains information on financial awards and assistance available through the program.

### Administration:

1. Hires and supervises student staff: priorities, schedules, defines roles, leads work
2. Manages information within the Go Global database including program offerings, updating application forms, accepting students, reporting on student activity and coordinating other data processes within the database.
3. Manages GSP program registration and program payments via the Application database and Go Global internal systems.
4. Contributes to the development of Group Study yearly program budget.



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5. Represents Go Global on university project teams and committees.

### **Supervision Received**

Reports to Manager, Safety and Learning Abroad, Go Global. Makes decisions in accordance with established goals and objectives of the unit; provides input into program direction and planning. Overall Group Study Program oversight is provided by the Manager, Safety and Learning Abroad and decisions about future program direction and planning will be made by the Manager, Safety and Learning Abroad, in consultation with the Group Study Program Coordinator.

### **Supervision Given**

Manages student staff and is responsible for hire, discipline, evaluation, and termination. Supervises student staff and volunteers on various projects. Provides direction specific to GSP tasks to the Student and International Program Staff (SIPS). Works collaboratively with other Go Global staff and staff within the university. Responsible for timely evaluation of student staff. Will provide input into evaluation of other Go Global staff.

### **Consequence of Error/Judgement**

Error will have a strong negative effect on student experience and UBC's ability to maintain high performance international relationships with Faculty partners and external university relationships. Incorrect or incomplete information and or inappropriate communication with UBC departments will significantly damage Go Global' reputation and student opportunities.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. - Demonstrated experience communicating with a broad range of stakeholders. Experience working with faculty members a considerable asset.

- Experience providing student advising.
- Demonstrated experience in project management.
- Experience with budgeting, financial systems and resource coordination.
- Experience with curriculum development and or international service learning an asset.
- Previous experience in an academic international learning experience is a considerable asset. Excellent communication skills (listening, written and verbal), to effect positive student-community placement relations, group facilitation and conflict management skills, organization and time management, and presentation skills. Interpersonal skills and cross cultural sensitivity. Ability to use these skills and sensitivity in working with students, staff, faculty and community partners throughout all stages of the program. Professional attitude, demonstration of integrity, confidentiality and excellent work ethic. Ability to manage a wide range of responsibilities and prioritize tasks within these areas. Ability to manage multi-faceted projects with input and development from a wide range of stakeholders. Proven expertise in designing and facilitating educational workshops and information sessions. Ability to work as a member of a team who will take initiative and support others in their initiatives.

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



### Job Posting

**Job ID:** 12928  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level C      **Business Title:** Academic Advisor  
**Department:** Science, Dean's Office  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-17      **Available Openings:** 1

### Job Summary

Science Academic Advisors are responsible for developing, providing, evaluating and assessing academic advising services and programs for the Faculty of Science in order to support the academic success, personal development and retention of approximately 6000 domestic and international undergraduate students. Advisors also help prospective students in high schools and in other post-secondary programs and institutions make appropriate academic choices, and participate in the evaluation of admission applications.

### Organizational Status

Advisors report to the Director, Student Academic Services. Incumbents work independently, with initiative and considerable autonomy under general supervision of the Director and the Associate Dean, Student Services. The position contributes to the development of policy and priorities of the unit. Advisors interact regularly and consult with Science Advising personnel, faculty and university members, departmental advisors, work-study students and student service personnel elsewhere on campus. Advisors assist in the hiring, orientation, training of other office staff and advisors. A wide latitude of decision making is required.

### Work Performed

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

#### 1) General Global Responsibilities

- Contributes to the day-to-day operation of the Science Information and Advising Centre through regular student advising and consultation with other staff.
- Develops and enhances relations with faculty and staff in Science as well as other Faculties and campus units.
- Participates in the advancement of academic advising through presentations at conferences and workshops and maintains membership in academic advising organizations such as the National Academic Advising Association (NACADA), British Columbia Academic Advising Association (BCADA), and National Association of Student Personnel Administrators (NAPSA).
- Represents the Faculty on university and external committees and at public functions.
- Manages special projects assigned by the Director or the Associate Dean or Dean's Office.
- Performs other tasks related to the support and development of student advising and the operation of the Science Information



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Centre.

### 2) Academic Advising

- Advises undergraduate students with academic planning, admission procedures, and option and elective selections. Provides interpretation of University and faculty policy.
- Has knowledge and understanding of complex requirements and policies; makes appropriate responses and offers advice based on individual assessment of each situation.
- Investigates and resolves complex student program issues surrounding specializations, course options, exemptions etc. requiring in-depth knowledge of program and departmental requirements.
- Assists in the planning and execution of Faculty of Science advising events designed to improve the undergraduate experience of new and continuing students in the Faculty of Science. Evaluates current programs and makes recommendations for improvements.
- Participates in advising and orientation events for other campus units.
- Identifies students in crisis, either personal or academic, and advises on available academic options and personal support services. Makes referrals to appropriate campus units including Counselling Services, Student Health Services, Access and Diversity, tutoring and mentoring.
- Annually reviews the academic performance of Faculty of Science undergraduate students to ensure they meet promotion and continuation requirements and promotes students in the BSc and BCS programs. Evaluates and authorizes student eligibility for future sessions.
- Collaborates with the Student Development Coordinator to develop the framework, implement, analyze and provide recommendations that support the process of checking in with new students after term one about their transition to UBC and their academic experience.
- Advises students, departments, and faculty on University and Faculty of Science regulations regarding attendance, academic performance, withdrawals, appeals and academic concessions.
- Investigates and evaluates discrepancies in student records (e.g., missing grades, year levels, program specializations, changes in registration, credit loads). Authorizes changes where appropriate.
- Bi-annually evaluates approximately 1500 student records to determine graduation eligibility and standing.
- Assists in the evaluation of Broader Based Admission applications. Assesses non-academic factors pertaining to the evaluation and admission of applicants that fall under this category.
- Contributes to, interprets and applies University and Faculty of Science admission policies related to undergraduate programs and adjudicates internal transfer, readmission and continuation appeals via the Science Admissions, Adjudication, and Appeals Committee

### 3) Recruitment and Outreach

- Recruits prospective students to the Faculty of Science through participation in education career fairs and on-campus recruitment, liaison and outreach events for prospective students, high school counsellors, college counsellors and parents. Occasionally participates in student information events off campus.
- Educates secondary school and college counsellors about Faculty of Science academic and program requirements as well as admission criteria.
- Advises undergraduate Science students about other Faculties Schools at the University in support of university-wide recruitment and retention strategies.
- Works collaboratively with the Student Development Coordinator and the International Student Coordinator in support of UBC Place and Promise vision to recruit and retain excellent undergraduate students and to promote their academic success.

### 4) Promotion of UBC Faculty of Science

- Consults and collaborates on the design, development, and editing of promotional materials.
- Plans and prepares multimedia materials for publicity initiatives to promote academic programs at recruitment and orientation events, (e.g., Poster displays, Power Point presentations, information brochures)
- Evaluates promotional planning strategy on a regular basis with the Director and the Associate Dean.

### 5) Information Technology

- Is responsible for reviewing and maintaining web information for Science undergraduate students.
- Participates in the ongoing development of University-wide student information systems and services and contributes to the



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ongoing development of UBC's e-administration vision as it pertains to advising services in the Faculty of Science.

- Participates in the development of a degree audit program for the Faculty of Science.
- Reports on applied information technologies pertaining to Science Advising to evaluate the usage, functioning and communication success of technologies in student recruitment, retention and development.

### **Supervision Received**

Advisors report directly to the Director, Student Academic Services and work collegially with the Director, the International Student Coordinator, the Student Development Coordinator and the Associate Dean, Student Services.

### **Supervision Given**

This position assists the Director in the supervision of the office staff.

### **Consequence of Error/Judgement**

Decision-making is based on a thorough knowledge of the policies and procedures of the University and the Faculty of Science. The incumbent exercises considerable judgment and must demonstrate tact and discretion. Consequence of error is high and poor judgment and or lack of cross-cultural sensitivity would compromise the integrity of the Science programs as well as jeopardize the reputation of the Faculty of Science and the university thereby affecting the recruitment and retention of students.

### **Qualifications**

Undergraduate degree in a relevant discipline. BSc. or related field required. Minimum of three years experience or the equivalent combination of education and experience. Exceptional interpersonal skills (creative, diplomatic, inter-culturally Ability to deal with a diversity of people in a calm, courteous, and effective manner. Exceptional communication skills both oral and written. Excellent time management and organizational skills. Ability to analyze problems, identify key information and issues, and effectively resolve. Good decision-making abilities. Ability to make thoughtful, informed, and thorough decisions. Ability to work independently (with initiative) and within a team environment. Ability to handle stress within a multi-faceted work environment. Ability to travel outside UBC. Information technology skills, including word processing, spreadsheets, report design, experience managing web site content, communications (www and email). Knowledge of SISC 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:** 12910  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 1                      **Business Title:** Research Asst/Tech 1  
**Department:** Physical Therapy  
**Salary:** \$36,122.00 - \$37,889.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-15  
**Job End Date:** 2013-06-14                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-15                      **Available Openings:** 1

### Job Summary

To assist in participant recruitment, data collection and data entry for a research study.

### Organizational Status

Reports directly to the program Director (Teresa Liu-Ambrose).

### Work Performed

- Recruiting participants; liaising with research participants to develop relationships
- Assisting to coordinate timelines on deadline driven research projects
- Assisting with the management and creation of analytical data research files
- Assisting to coordinate experiments
- Collecting data under direct supervision
- Running preset experiments
- Liaising with measurement staff and part time contractual research staff
- Entering data from questionnaires using computer software into a database under direct supervision (minimal role)
- Performing other related duties as assigned

### Supervision Received

Works under the direct supervision of the program director.

### Supervision Given

This position does not supervise others.

### Consequence of Error/Judgement

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



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Inappropriate judgement would compromise research success and affect the credibility of the Principal Investigator.

### **Qualifications**

High School graduation. University degree in a relevant discipline preferred. Minimum of 1 year of related experience or the equivalent combination of education and experience. A minimum of one year related experience in a university health research laboratory or office, or an equivalent combination of education and experience. Laboratory maintenance and development experience preferred. Demonstrated ability to work independently and in a team environment. Excellent oral and written communication skills. Excellent organizational skills including the ability to manage multiple tasks. Demonstrated ability to meet deadlines. Ability to maintain accuracy and attention to detail. Discretion, tact and confidentiality. Basic proficiency using various word processing software, spreadsheet programs and internet.

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:** 12899  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 1                      **Business Title:** Research Asst/Tech 1  
**Department:** Animal Care Services  
**Salary:** \$ 18.52 - \$ 19.43 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2012-05-07  
**Job End Date:** 2013-05-05  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-05-14                      **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 Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

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

### Organizational Status

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

### Work Performed

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

Duties include:

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



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Shipping and receiving of animals

Operation of rack and tunnel washers

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

General Housekeeping, including:

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

Assemble clean caging units

Perform minor maintenance tasks on facility related equipment

Performing other related duties.

### **Supervision Received**

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

### **Supervision Given**

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

### **Consequence of Error/Judgement**

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

### **Qualifications**

High School graduation. . Minimum of 1 year of related experience or the equivalent combination of education and experience.

Completion of a Veterinary Office Assistant program or equivalent preferred. Experience in an animal care facility preferred.

Required skills include: Ability to communicate effectively verbally and in writing; Ability to listen actively and attentively, and obtain clarification as required; Ability to work effectively independently and in a team environment; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to deal with a diversity of people in a calm, courteous, and effective manner; And the physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.

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:** 12935  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Neuroscience Research Asst/Tech 2  
**Department:** Medical Genetics  
**Salary:** \$38,116.00 - \$41,769.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-28  
**Job End Date:** 2013-05-27                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-17                      **Available Openings:** 1

### Job Summary

Dr. Farrer, Director of the Centre for Applied Neurogenetics(CAN) at the Brain Research Centre and within the Department of Medical Genetics at the University of British Columbia seeks applications for a Research Assistant Technician Level 2 position to study the genetics factors and neurobiology of disease. The position is for one year with possibility of extension.

The successful applicant will be joining a dedicated, experienced and highly motivated team of neurogeneticists and neurobiologists. The work and environment is fast-paced and exciting, at the cutting edge of molecular insights into this devastating disease. Work is focused on the identification and validation of novel genetic factors involved in neurodegeneration through familial studies as well as large series of cases and control from all over the globe. This work is then translated to therapeutic development, presently focused on alpha-synuclein and leucine-rich repeat kinase 2, the two most prominent proteins implicated in Parkinson's disease, and novel yet unpublished genes.

Applicants will be expected to think creatively in the design and execution of the research projects, therefore maximizing the resources for the successful discovery of novel genetic causes of disease.

### Organizational Status

The successful incumbent will report to a Research Associate who reports to Dr. Matthew Farrer. Reporting status: Dr.Farrer - Research Associate- Technician

### Work Performed

The successful applicant will be part of the genetic neuroscience team. Their objectives are the organization and preparation of samples, and performing sequencing and genotyping towards the identification of known and novel mutations resulting in Parkinson's disease and related neurological disorders. They will join a laboratory with ongoing research and expertise in: a) the human genetics of neurologic disease, and; b) recombinant mouse modeling and neuroscience research. A working knowledge of the etiology and neuropathology of neurodegenerative disease is desirable.

### Supervision Received

The applicant will work as a part of a team that includes Graduate students and Technicians (Level 2 and 3), Research fellows and



Research Assistants. They will report directly to the Research Associate, who will report to Dr Farrer. Where required, or desirable, training in advanced techniques will be provided that will help in career advancement.

### **Supervision Given**

The applicant will work as part of a team. They will be supervised by senior technicians and research associates.

### **Consequence of Error/Judgement**

The successful applicant will be directly responsible for errors in their work, for reporting problems and mistakes in a timely way, and for correcting those errors. Aspects of the research will be jointly reviewed by Senior Research Fellows, other Research Associates and Dr. Farrer.

### **Qualifications**

High School graduation. The successful candidate will hold a B.or B.Sc. in a scientific field. Minimum of 2 years related experience or the equivalent combination of education and experience. Minimum of 2-3 years of work experience in a scientific research laboratory. -Communication of results in lab meetings. The applicantwill be expected to read, summarize and present relevant literature at journal clubs.

-Expected to provide hands-on assistance to trainees. Moleculargenetics and related technologies. Knowledge of sequencing, genotyping and expression assays in a wide range of platforms would be advantageous.

-Isolating and quantifying DNA, RNA and protein from blood, eukaryoticcells and tissues.

-Maintaining a laboratory notebook, including a record of all procedures and protocols.

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:** 12908  
**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:** Nursing, School of  
**Salary:** \$ 19.55 - \$ 21.42 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2012-06-01  
**Job End Date:** 2013-05-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-18                      **Available Openings:** 1

### Job Summary

A Research Assistant position is available on an MSFHR-funded study, 'Fostering Cultural Safety in Nursing Practice with people who Use Drugs'. The purpose of this project is to generate new knowledge that will foster understanding of what constitutes safe nursing care in acute care settings for people who use substances and are experiencing social disadvantage (e.g., low income, insecure housing). The target audience for this research will be practicing nurses who provide care to people who use drugs, as well as health care administrators, nursing leaders, and policy makers.

The Research Assistant will assist in compiling data from literature searches and will assist in data entry and analysis.

### Organizational Status

Will report to the Project Manager and will be accountable to the Nominated Principal Investigator and other Investigators for the completion of tasks assigned.

### Work Performed

- Assist with literature searching, retrieval and maintenance of a literature database
- Assist with data entry and data analysis, using MS Excel and NVivo.
- Assist with the planning (particularly local logistics, e.g. venue, catering) for a knowledge translation forum.
- Participate in research team meetings and contribute to the interpretation of the data, as required.
- Contribute to the development of knowledge translation materials, including potential opportunities to participate in publications arising from the project.
- Work in co-operation with other members of the research team and communicate verbally and or in writing regarding work progress.
- Other research duties as assigned by the Investigators and Project Manager.

Work will be performed at the research unit, School of Nursing, and at times clinical partner sites.

### Supervision Received

Work will be carried out independently, with indirect supervision and direction by the Project Manager and Investigators.



# The University of British Columbia

## Staff Job Postings

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### **Supervision Given**

This position has no supervisory responsibility.

### **Consequence of Error/Judgement**

The research assistant's work will be checked by the Project Manager and or the Principal Investigator.

### **Qualifications**

High School graduation. Bachelor's degree in health or social science discipline preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. The RA will be a current student engaged in graduate studies in nursing or social sciences and will have an interest in the topic areas.

- Previous experience and knowledge in health of marginalized populations, poverty, mental health, or substance use would be an asset.
- Has an understanding of the research process, particularly qualitative research; experience with knowledge translation strategies preferred. The RA must demonstrate comfort and efficiency with Windows and common computer software such as Word, PowerPoint; e-mail and the internet; experience conducting library searches and using information systems; experience with NVIVO Software preferred. Excellent interpersonal, organization and communication (oral and written) skills; ability to work independently and to be self-directed.

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## Job Posting

**Job ID:** 12926  
**Location:** Vancouver - Other  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Research Asst/Tech 2  
**Department:** Ctr-Molecular Med&Therapeutics  
**Salary:** \$38,116.00 - \$41,769.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-18  
**Job End Date:** 2013-06-17  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-17                      **Available Openings:** 1

### Job Summary

This position will provide basic technical support to the CanEuCre and Aniridia Multi projects. The successful candidate will engage in day-to-day activities supporting the mouse colony maintenance and breeding efforts of the projects.

The mouse facility is on site. Wearing of specialized clothing and daily use of an air shower for decontamination are required. Importantly, occasional weekend work will be expected.

### Organizational Status

Supervised by Dr. Elizabeth M. Simpson, the candidate would work closely with other senior persons in the lab.

### Work Performed

- Maintenance of a quality assurance program and strict computerized record-keeping of a database of experiments and results
- Molecular biology techniques such as PCR
- Setting up natural and timed pregnancy matings
- Checking for plugs
- Weaning mice and collecting ear samples
- Harvesting mouse tissues (fresh and fixed)
- Taking photos of harvested tissues
- Harvesting embryos
- Injections - Intraperitoneal (IP), subcutaneous, temporal vein
- Monitoring health of mice
- Packing and shipping mice
- Perform literature searches and keep up with current literature in the field
- Weekend work as required
- Presentation of results at, and participation in, weekly lab meetings; and
- Other related duties such as chemical solution preparation, lab chores and ordering, will be required.

### Supervision Received



# The University of British Columbia

## Staff Job Postings

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Supervised by Dr. Elizabeth M. Simpson, the candidate would also be expected to report to and accept guidance from senior laboratory members.

### **Supervision Given**

The position has no supervisory responsibility.

### **Consequence of Error/Judgement**

The work follows well established protocols and techniques. The position does not require significant innovative analysis. All important decisions will be checked by the PI or head technician who leads the project. Errors will likely be non-critical to work in progress and will simply require performing the task again correctly.

### **Qualifications**

High School graduation. Animal health technologist diploma and RLAT (or RLATR) certification are assets. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience working with a mouse colony an asset. Ability to effectively manage multiple tasks and priorities. Ability to work effectively independently and in a team environment. Effective oral and written communication. Ability to prioritize and work effectively under pressure to meet deadlines. Effective organizational skills as well as the ability to plan and complete work assignments. Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel)

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## Job Posting

**Job ID:** 12902  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Evaluation Assistant  
**Department:** Evaluation Studies Unit  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-04                      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-14                      **Available Openings:** 1

### Job Summary

The Evaluation Assistant is responsible for the implementation of assigned mapping and evaluation activities on time and within established standards. She he will support the Evaluation Studies Unit (ESU) in the mapping of geographic information, the development of data collection instruments, the collection and analyses of quantitative and qualitative data, and the completion of reports for medical education program stakeholders.

### Organizational Status

The Evaluation Assistant reports to the Evaluation Studies Specialist. She he will interact and work with other members of the Evaluation Studies Unit. She he will also interact with faculty and staff from the Dean's office and attend and participate in committees, working groups and planning meetings as assigned.

### Work Performed

GIS:

- Identify geographic data sources (e.g. administrative boundary files)
- Collect create geographic data
- Undertake data cleaning procedures and follow up
- Conduct descriptive analysis of geographic data using ArcGIS software
- Create maps of physician and resident distribution using ArcGIS software

Evaluation:

- Contribute to the development and application of program evaluation designs and methods
- Assist in the coordination and implementation of work plans for assigned evaluation activities
- Conduct literature searches and summarize relevant medical education and evaluation literature
- Assist in the preparation of ethics applications
- Assist in the development of data collection instruments and procedures
- Contribute to the development and improvement of processes procedures for the implementation of evaluation activities
- Collect a range of data (e.g. surveys, focus groups, interviews, administrative data) from multiple sources
- Oversee the collection of survey data through on-line survey system(s)
- Implement evaluation activities in compliance with ethical requirements



- Conduct qualitative (e.g. thematic) and quantitative (e.g. descriptive, inferential) data analysis
- Interpret results and write evaluation reports and recommendations, memos, and summaries for use by policy and decision makers
- Participate in monitoring the uptake of recommendations
- Participate in the preparation and delivery of presentations for decision makers (e.g. committees, planning meetings, etc.) and professional and lay meetings
- Contribute to manuscripts, reports, etc. for external publication
- Respond to student, staff and faculty inquiries related to assigned evaluation work
- Coordinate and or contribute to work groups and or projects aimed at increasing the efficiency and effectiveness of ESU
- Perform other duties as required to ensure the successful completion of evaluation projects

### **Supervision Received**

The Evaluation Assistant will receive direction or task assignment from the assigned Evaluation Studies Specialist. She he will set priorities and perform most duties independently with minimal supervision occasionally consulting the Evaluation Studies Specialist with reference to new or complex problems.

### **Supervision Given**

The Evaluation Assistant may oversee and direct the work of temporary staff or employees (as needed) in which case they are responsible for the accuracy of the work produced.

### **Consequence of Error/Judgement**

The Evaluation Assistant is responsible for assisting with the implementation of assigned evaluation activities. She he is accountable for the timely delivery and reliability of their work. Poor decisions could delay timely completion of the evaluation, cause financial loss and be damaging to reputation of the Director, the UBC Medical School, the Faculty of Medicine and the University of British Columbia. In addition, the impact, if an error occurred, would be misinterpretation of results in information disseminated to decision-makers, the public, and academic audiences. The consequences could lead to inappropriate policy and decision-making related to medical education.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 3 years related experience or the equivalent combination of education and experience. Previous experience using GIS software and applying mapping principles in research or evaluation required. Strong ability to effectively use MS Word, Outlook, Powerpoint and Excel at an advanced level Excellent command of the English language with a strong ability to communicate effectively both verbally and in writing Ability to effectively use ArcGIS, SPSS, and NVivo at an intermediate level High level of thoroughness, accuracy, and have attention to detail Ability to identify and correct missing and incomplete data. Ability to analyze and interpret quantitative and qualitative data, determine implications, and provide recommendations Strong ability to compose correspondence, reports, presentations, and other written materials using clear and concise business English Ability to accurately proofread for spelling, grammar, and punctuation Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines Ability to research and compile information from various sources Ability to exercise tact and discretion Ability to anticipate problems and issues and plan ahead Ability to exercise sound judgment Ability to work independently and demonstrate initiative Ability to work in a fast-paced team environment Ability to develop and maintain cooperative and productive working relationships internally and externally Flexibility in work hours periodically required

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## Job Posting

**Job ID:** 12909  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3 **Business Title:** Clinical Research Assistant  
**Department:** Pacific Parkinson's Rsrch Ctr  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-15  
**Job End Date:** 2013-05-14 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-15 **Available Openings:** 1

### Job Summary

The position is for a full time Clinical Research Assistant to assist in the creation and maintenance of a bio-library. The individual must be knowledgeable and mindful of the research enterprise ongoing. They will be required to obtain informed consent from patients and their families, and collect blood samples for genetic studies in Parkinson's disease and other movement disorders. They will perform some clinic assessments surveys and some telephone interviews. They will be responsible for database entry (Plexia, Progeny) and further development for the Pacific Parkinson's Research Centre (PPRC) and Centre of Applied Neurogenetics (CAN). They must ensure: 1) patient confidentiality and safety; 2) clinical data reliability and quality. The applicant will play a role in writing and maintaining applications for ethic approval.

### Organizational Status

The incumbent will work closely in a multidisciplinary team environment, and have access to electronic medical records and a genetic laboratory. S he will report directly to Dr. Cresswell when in the Clinic, at PPRC. Otherwise s he and otherwise will report to the Principle Investigator of CAN.

### Work Performed

In the Clinic the successful applicant will liaise with patients to inform them about ongoing research. Subjects will largely include patients with Parkinson's disease and other neurological conditions, related family members and unrelated individuals. The applicant will perform a consent process, and subsequently obtain clinical and genealogic data from participants. The clinical data will help document the extent of movement disorder, using a series of questionnaires, scales, cognitive-behavioral testing and interviews as well as chart reviews. The successful applicant will be responsible for routine phlebotomy, and occasionally may be asked to obtain other body tissues fluids for which training will be provided. They may be required to pre-process (de-identify) samples and transport them to the genetic laboratory.

The applicant will participate in the ongoing design and maintenance of databases at the PPRC and CAN. They will help develop and update tools such as electronic questionnaires for data collection. They will enter data collected into the database, and ensure data quality and safety. They will participate in preliminary analyses of the data and summary reporting, typically on a monthly basis. They will monitor, plan and trouble-shoot computer resources, and perform literature searches when required. They will participate in group meetings, patient support group meetings, scientific seminars, and conferences, assist in the preparation of abstracts, manuscripts, presentations and educational materials as well as applications and amendments for ethical approval.



# The University of British Columbia

## Staff Job Postings

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The applicant should plan their day around clinic hours to maximize potential recruitment. On occasion there will be a need to work on a weekend, typically less than 7 weekends year. Very occasionally there may be a need to stay overnight, for which expenses will be paid.

### **Supervision Received**

The research assistant will work closely with clinical and genetic investigators, clinicians, clinical fellows and nursing staff at the PPRC as well as geneticists and laboratory-based researchers with CAN and the Department of Molecular Genetics. Overall supervision will be provided by the Principal investigators, and direct training provided by existing study coordinators.

### **Supervision Given**

None. S he will work closely with the public, patients, clinical and nursing staff, scientific and laboratory staff.

### **Consequence of Error/Judgement**

Poor decisions errors in judgment may compromise the results of the research, breech the trust and confidentiality of study subjects and may result in financial loss to the Principal Investigators, the Centres and the University. Even simple typographical mistakes may result in distress to study subjects, and be damaging to the program and the reputation of team and Principle Investigators. They may influence the ability of the PIs to meet critical deadlines and affect funding applications and ongoing program obligations.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A bachelor's degree in Biology or a related science is preferred. Computers skills: Word Processing, Internet (PubMed), and database (Progeny and or Access, Excel) experience. Basic venipuncture is required for the job, but training can be provided.

We require a self-motivated team member with passion and enthusiasm for disease-oriented medical research. The desire to make a positive difference in the lives of patients and their families and this research enterprise is essential. The applicant must enjoy working as part of a large multidisciplinary team. However, they will also have the ability to work independently (albeit under the supervision of clinician scientists scientists) once they have demonstrated the ability to show initiative.

After a probationary period they will be expected to step up and take an active role in project planning and support. Past experience in a clinical and or busy hospital laboratory environment would be advantageous, as would prior experience in clinical trials.

Experience in genealogy, pedigree drawing and some rudimentary knowledge of medical genetics would be helpful. Minimum of 3 years related experience or the equivalent combination of education and experience. The need for accuracy in reporting, and attention to detail also cannot be overstated. Working between the public and University academics presents some communication challenges. Hence, the applicant must be adept in written and verbal English. Standard Level First Aid and CPR C is an asset Organizational skills are important, including the ability to prioritize their workload. The applicant must have the ability to effectively manage multiple tasks and priorities, and the flexibility to adjust to changing work plans, schedules and deadlines.

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## Job Posting

**Job ID:** 12864  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Research Asst/Tech 3  
**Department:** Nursing, School of  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2012-05-15  
**Job End Date:** 2014-05-14  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-14                      **Available Openings:** 1

### Job Summary

The primary purpose of the Research Assistant position is to provide support to the Principal Investigator and members of an investigative team to undertake a research study designed to investigate the physical and organizational contexts as factors affecting vulnerability to HIV infection among men and women working in the off-street sex industry. This Research Assistant Position will have specific responsibilities pertaining to recruitment of study locations and study participants and in facilitating team meetings including meetings with advisory committees.

### Organizational Status

The Research Assistant will report directly to the Principal Investigator overseeing the project (V. Bungay).

### Work Performed

- Under supervision of the PI, conduct a systematic search of the existing catalogue of commercial venues to retrieve appropriate sources to be used in the analysis phase of the project.
- Under supervision of PI conduct an analysis of the catalogue to stratify according to location, gender, and type of business.
- Maintain and update catalogue database.
- Assist in preparing reports to be used by members of the investigative team to inform their analysis of the catalogue.
- Organize and participate in meetings with the investigative teams.
- Organize and participate in meetings with the project advisory committees.
- Participate in selection and recruitment of study sites and participants.
- Maintain detailed record keeping of site selection and recruitment activities.
- Participate in preparing materials for meetings (e.g., power point presentations; manuscript preparation).
- Perform other related duties as required.

Computer workstation in shared office; Travel expenses approved for community meetings will be reimbursed.

### Supervision Received

#### 6. Supervision Received

The Research Assistant works under the direct supervision of the Principal-Investigator in accordance with detailed oral or



written instructions. The research assistant will be provided with an orientation to the project.

### **Supervision Given**

The Research Assistant will provide supervision to one other research assistant who will assume responsibility for collecting contact information for research recruitment sites.

### **Consequence of Error/Judgement**

The Research Assistant must possess understanding of the policies and guidelines of CIHR and have comprehensive and experiential research procedural knowledge. Understanding of complex multidisciplinary team-work is essential. All problems will be reported directly to the Principal Investigator. Errors or incorrect decisions could delay the submission of grant application.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University level education in Health or Social Sciences discipline preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. - Excellent literature search and retrieval skills - Computer proficiency (using SPSS, MSOffice, Refworks, use of library services, use of internet) - Excellent writing skills  
- Excellent communication and interpersonal skills - Demonstrated experience of working and providing leadership with multidisciplinary teams - Demonstrated experience working with confidential and sensitive material  
- Demonstrated experience working with vulnerable groups  
- Demonstrated knowledge and experience with knowledge synthesis including literature synthesis, research interpretation and translation

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## Job Posting

**Job ID:** 12925  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Research Asst/Tech 3  
**Department:** Nursing, School of  
**Salary:** \$ 20.61 - \$ 22.48 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2012-06-12  
**Job End Date:** 2013-06-10                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-25                      **Available Openings:** 1

### Job Summary

We are seeking a highly motivated, experienced Research Assistant for a multi-year CIHR Programmatic Grant in Health and Health Equity.

This Programmatic Grant, titled Equity-Oriented Primary Healthcare Interventions for Marginalized Populations: Addressing Structural Inequities and Structural Violence, includes three inter-related studies conducted in two provinces: BC and Ontario.

The overarching goal of the research program is to contribute new knowledge about innovative primary healthcare interventions to mitigate the effects of structural inequities and structural violence for marginalized populations, and the policy environments needed to support such programming.

The Research Assistant will be based in our Research Unit (Critical Research in Health and Healthcare Inequities <http://www.nursing.ubc.ca/CRIHHI>) at the UBC School of Nursing in Vancouver, BC. The Research Assistant will work closely with a multi-disciplinary team and will contribute to the overall success of this research project by creating comprehensive profiles of several clinical sites, participating in the collection, coding, and analysis of quantitative and qualitative data at multiple sites, and developing written literature reviews and reports. The Research Assistant will need to travel to Prince George and Victoria, BC for data collection at clinical sites located in those two cities.

### Organizational Status

This position reports directly to the Research Manager and the Principal Investigators of the project, and will also collaborate with other co-investigators and community members.

### Work Performed

- o Participate in the collection, coding, and analysis of quantitative and qualitative data at three busy primary healthcare clinical sites by;
  - (a) Conducting interviews with patients and clinic staff as per outlined study procedures, and enter data directly into SPSS using Computer-Assisted Data Entry (CADE) software
  - (b) Conveying sensitivity and relating with patients in a highly respectful way during the data collection process
  - (c) Carrying out informed consent and safety procedures in conjunction with data collection



(d) Creating a comprehensive profile for several clinical sites, by collecting, compiling, and summarizing data from Electronic Medical Records (EMRs) and publicly-available reports and statistics

- o Participate in research team meetings and contribute to the interpretation and analysis of literature and research data, as required
- o Develop written reviews of literature needed to support specific projects
- o Work collaboratively with the research team to develop various reports, academic papers, policy papers, press releases, and presentations
- o Work in cooperation with other members of the research team and communicate verbally and or in writing regarding work progress
- o Perform other related duties as required

The Research Assistant will be located at the School of Nursing Research Unit (Critical Research in Health and Healthcare Inequities) at Koerner Pavilion, University Hospital, UBC-Vancouver campus. Frequent travel to Prince George and Victoria will be required, and will involve staying in Prince George and Victoria for several consecutive days during intensive data collection periods.

### **Supervision Received**

This position will report to and be supervised by the Research Manager and the Principal Investigators of the project. They, in conjunction with the investigative team will provide direction to the incumbent.

### **Supervision Given**

This position has no supervisory responsibility.

### **Consequence of Error/Judgement**

The Research Manager and or Principal Investigator will monitor the work of the incumbent. Errors or incorrect decisions could potentially result in delays in completing the project or seriously compromise the quality of the research. In addition, if established protocols related to privacy, confidentiality, and safety are not followed confidentiality about sensitive information related to patients' personal health and experiences could be breached.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Undergraduate degree (Master's preferred) in health or social sciences field. Post-graduate training and experience in quantitative and qualitative research methods preferred, working with software such as SPSS and NVivo preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Due to the complexity involved in working on three inter-related studies in several busy primary healthcare clinical sites across two provinces, and with community-based partners, we require a Research Assistant with excellent communication skills, experience working in busy clinical environments, experience working with interdisciplinary research teams, and who brings a solid grounding in both qualitative and quantitative research methods.

- o Experience working with healthcare organizations or agencies.
- o Excellent interpersonal skills are essential for relating with patients in a respectful way, and collecting data in busy clinic environments.
- o Excellent oral and written communication skills.
- o Ability to work with people of diverse backgrounds, including members of the community, marginalized populations, healthcare providers, and policy makers.
- o Ability to be self-directed, and to work both independently and within a team environment.
- o Ability to exercise confidentiality, tact and discretion.
- o Expertise and comfort with varied types of computer software (Word, Excel, SPSS) .
- o Demonstrated familiarity with literature on Indigenous peoples' health, marginalized populations, and health inequities.

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## Staff Job Postings

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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:** 12921  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Research Asst/Tech 3  
**Department:** Animal Care Services  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-21                      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-05-16                      **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

Major responsibilities include performing care and maintenance of laboratory animals including changing, washing and processing cages; performing daily health monitoring; collecting, culturing and freezing embryos and sperm; performing minor surgeries; administering treatments and injections; maintaining breeding colonies; setting up timed matings; assisting with pathogen testing including blood collection and tissue biopsies; ensuring maintenance of detailed files and records including databases and spreadsheets; assisting with the orientation and training of new staff and visitors; preparing solutions and media; performing facility and equipment maintenance and troubleshooting; writing and reviewing facility SOPs; participating in staff meetings and conferences; processing and receiving facility supplies and equipment; performing other related duties. Some evening, stat holiday and weekend work required. Ability to work at multiple locations at UBC's Point Grey Campus required.

### Organizational Status

Reports to the Manager of the Facility.

### Work Performed

1. Care and maintenance of laboratory animals
2. Collect, culture and cryopreserve sperm and embryos
3. Administer treatments and perform injections
4. Colony maintenance & management
5. Perform daily health monitoring
6. Assist with orientation and training of new staff and visitors
7. Record keeping, including data entry
9. Assist with ordering of supplies and equipment
10. Prepare solutions
11. Participate in staff meetings and conferences
12. Assist with general office duties
13. Perform other related tasks

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



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

### **Supervision Received**

Reports to the Manager and Assistant Manager of the Facility.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

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

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. AHT or BSc preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience working within a barrier facility preferred. Experience with embryo collection, cryopreservation, IVF and embryo implantation. Experience with timed matings and colony management of transgenics. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to analyze problems, identify key information and effectively resolve. CALAS certification or ability to attain and maintain CALAS certification required. Ability to gather, record, and organize information. Ability to maintain accuracy and attention to detail. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to lift and carry materials up to 25kg and perform repetitive duties. Ability to work weekends, statutory holidays and occasional evenings. Ability to work at more than one location on campus if needed.

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## Job Posting

**Job ID:** 12933  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Research Asst/Tech 3  
**Department:** Pathology  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Part-Time (53%)  
**Desired Start Date:** 2012-09-05  
**Job End Date:** 2013-09-04  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-18                      **Available Openings:** 1

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

### Job Summary

This technician will be responsible to perform and carry out experiments to determine metabolism, function, and structure of the healthy and diseased heart. Duties will include cell culture of primary cells and cell lines; molecular and cellular biology techniques (protein extraction lysates and Western blots; ELISAs; measurement of enzyme and kinase activity; analysis of cell metabolites); histochemical and histological analysis; and with small animal investigation for in vivo studies. Usual duties will also include the maintenance of lab stocks and supplies.

### Organizational Status

The person will report to the Senior Research Technician and the Principal Investigator.

### Work Performed

**Experimental:** Will assist in experiments based on the projects of the laboratory. This will include the described techniques including cell culture of primary cells and cell lines; molecular and cellular biology techniques (protein extraction lysates and Western blots; ELISAs; measurement of enzyme and kinase activity; analysis of cell metabolites); histochemical and histological analysis; and with small animal investigation for in vivo studies. Perform spreadsheet calculations, data analysis, and statistical analysis. Responsible for appropriate use and maintenance of equipment. Maintain detailed records of experiments and prepare and present data as requested in a timely manner.

**Instructional:** Introduce new students to the laboratory environment, including protocols, and provide instruction and supervision.

**Administrative:** Interact regularly with other members of the laboratory to discuss intra-and inter-laboratory issues as needed. Assist in grant and manuscript preparation where experiences permit.

### Working Conditions

The technician will work within the James Hogg Research (iCAPTURE) Centre laboratories, which are located in the Burrard Building of St. Paul's Hospital. Hazardous chemicals including radioisotopes will be utilized. However, all safety regulations of the university and Workers' Compensation Board will be followed.



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### **Supervision Received**

The Senior Research Technician and the Principal Investigator will provide supervision. It will consist of detailed instructions on assignments, troubleshooting and implementation of new duties and, thereafter, only on new and or unusual problems. The quality and progress of work will be monitored at weekly laboratory meetings.

### **Supervision Given**

The technician will introduce new students to the laboratory environment, including protocols, and provide instruction and will assist in scheduling the operations of experiments assigned to them. This is to ensure education, quality of work, and data collected.

### **Consequence of Error/Judgement**

All decisions will be subject to review by the Senior Research Technician and the Principal Investigator. Errors could seriously jeopardize outcome of experiments and safety of work environment.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. UBC Chemical, Radioisotope and Biohazard Safety Courses is an asset. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience in cell culture, molecular biology research, small animal experiments, and statistical analysis is required. Ability to communicate effectively verbally and in writing. The applicant must have the ability to manage and monitor operations to effectively resolve problems, challenges or issues. Organizational skills are essential as well as a demonstrated ability to complete assignments in a timely manner to meet departmental requirements. Ability to work effectively independently and in a team environment. Strong word processing, spreadsheet and statistical skills.

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## Job Posting

**Job ID:** 12907  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3 **Business Title:** Clinical Research Assistant  
**Department:** Pacific Parkinson's Rsrch Ctr  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-05-15  
**Job End Date:** 2013-05-14 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-15 **Available Openings:** 1

### Job Summary

The position is for a full time Clinical Research Assistant to assist in the creation and maintenance of a bio-library. The individual must be knowledgeable and mindful of the research enterprise ongoing. They will be required to obtain informed consent from patients and their families, and collect blood samples for genetic studies in Parkinson's disease and other movement disorders. They will perform some clinic assessments surveys and some telephone interviews. They will be responsible for database entry (Plexia, Progeny) and further development for the Pacific Parkinson's Research Centre (PPRC) and Centre of Applied Neurogenetics (CAN). They must ensure: 1) patient confidentiality and safety; 2) clinical data reliability and quality. The applicant will play a role in writing and maintaining applications for ethic approval.

### Organizational Status

The incumbent will work closely in a multidisciplinary team environment, and have access to electronic medical records and a genetic laboratory. S he will report directly to Dr. Cresswell when in the Clinic, at PPRC. Otherwise s he and otherwise will report to the Principle Investigator of CAN.

### Work Performed

In the Clinic the successful applicant will liaise with patients to inform them about ongoing research. Subjects will largely include patients with Parkinson's disease and other neurological conditions, related family members and unrelated individuals. The applicant will perform a consent process, and subsequently obtain clinical and genealogic data from participants. The clinical data will help document the extent of movement disorder, using a series of questionnaires, scales, cognitive-behavioral testing and interviews as well as chart reviews. The successful applicant will be responsible for routine phlebotomy, and occasionally may be asked to obtain other body tissues fluids for which training will be provided. They may be required to pre-process (de-identify) samples and transport them to the genetic laboratory.

The applicant will participate in the ongoing design and maintenance of databases at the PPRC and CAN. They will help develop and update tools such as electronic questionnaires for data collection. They will enter data collected into the database, and ensure data quality and safety. They will participate in preliminary analyses of the data and summary reporting, typically on a monthly basis. They will monitor, plan and trouble-shoot computer resources, and perform literature searches when required. They will participate in group meetings, patient support group meetings, scientific seminars, and conferences, assist in the preparation of abstracts, manuscripts, presentations and educational materials as well as applications and amendments for ethical approval.





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The applicant should plan their day around clinic hours to maximize potential recruitment. On occasion there will be a need to work on a weekend, typically less than 7 weekends year. Very occasionally there may be a need to stay overnight, for which expenses will be paid.

### **Supervision Received**

The research assistant will work closely with clinical and genetic investigators, clinicians, clinical fellows and nursing staff at the PPRC as well as geneticists and laboratory-based researchers with CAN and the Department of Molecular Genetics. Overall supervision will be provided by the Principal investigators, and direct training provided by existing study coordinators.

### **Supervision Given**

None. S he will work closely with the public, patients, clinical and nursing staff, scientific and laboratory staff.

### **Consequence of Error/Judgement**

Poor decisions errors in judgment may compromise the results of the research, breech the trust and confidentiality of study subjects and may result in financial loss to the Principal Investigators, the Centres and the University. Even simple typographical mistakes may result in distress to study subjects, and be damaging to the program and the reputation of team and Principle Investigators. They may influence the ability of the PIs to meet critical deadlines and affect funding applications and ongoing program obligations.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A bachelor's degree in Biology or a related science is preferred. Computers skills: Word Processing, Internet (PubMed), and database (Progeny and or Access, Excel) experience. Basic venipuncture is required for the job, but training can be provided.

We require a self-motivated team member with passion and enthusiasm for disease-oriented medical research. The desire to make a positive difference in the lives of patients and their families and this research enterprise is essential. The applicant must enjoy working as part of a large multidisciplinary team. However, they will also have the ability to work independently (albeit under the supervision of clinician scientists scientists) once they have demonstrated the ability to show initiative.

After a probationary period they will be expected to step up and take an active role in project planning and support. Past experience in a clinical and or busy hospital laboratory environment would be advantageous, as would prior experience in clinical trials.

Experience in genealogy, pedigree drawing and some rudimentary knowledge of medical genetics would be helpful. Minimum of 3 years related experience or the equivalent combination of education and experience. The need for accuracy in reporting, and attention to detail also cannot be overstated. Working between the public and University academics presents some communication challenges. Hence, the applicant must be adept in written and verbal English. Standard Level First Aid and CPR C is an asset Organizational skills are important, including the ability to prioritize their workload. The applicant must have the ability to effectively manage multiple tasks and priorities, and the flexibility to adjust to changing work plans, schedules and deadlines.

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## Job Posting

**Job ID:** 12903  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 4                      **Business Title:** Research Asst/Tech 4  
**Department:** Surgery  
**Salary:** \$46,003.00 - \$50,020.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-06-01  
**Job End Date:** 2013-05-31                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-05-14                      **Available Openings:** 1

### Job Summary

The Research Assistant Technician 4 coordinates, conducts, and develops research activities to investigate pancreas development and beta cell function. The incumbent provides technical support in the Division of General Surgery for research endeavours, primarily to assist in the daily functioning of the laboratory and to perform experiments designed to investigate pancreas development and beta cell function.

This person will join faculty, students, and staff engaged in innovative, leading edge research, education and community service on university and hospital campuses across BC. Together, we aim to create knowledge and advance learning that will make a vital contribution to the health of individuals and communities, locally, nationally and internationally. UBC offers a total compensation package designed to bring a variety of programs and benefits to support personal and professional goals.

### Organizational Status

The Research Assistant Technician 4:

- Is accountable to the principal investigator, Francis Lynn Asst Professor, Dept of Surgery, for assignment of duties
- Reports on a day-to-day basis to the principal investigator
- Reports to the UBC Department of Surgery's Director of Administration & Finance regarding overall management of performance
- Interacts and collaborates with other labs and individuals within the CFRI and UBC
- Provides guidance, instructions and feedback to students and Fellows working in the lab.

### Work Performed

The incumbent will work under minimum supervision from the Principal Investigator in performing a wide range of responsibilities for the Lab, including:

- Designing, modifying and performing complex research experiments using advanced procedures;
- Tracking research budgets and financial accounts in coordination with UBC financial officers, reconciling expenditures;
- Overseeing the progress of projects and participates in complex research activities;
- Developing and writing novel protocols and safety procedures;
- Providing instruction and training in the use of specialized techniques and equipment;
- Managing day-to-day operations of the laboratory including maintaining cell lines, generating transient and stable cell lines, transfecting siRNA or plasmids, extracting protein, DNA and RNA, and performing western blotting, ELISA, radioimmunoassay,



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immunoprecipitation, FACS analysis, RT-PCR, qPCR, antibody staining, gene cloning, immunofluorescence staining and microscopy, mouse colony maintenance and management, general care and husbandry of mice, glucose homeostasis measurements and islet isolation,

- Maintaining computerized records, performing statistical analysis of data, writing reports and manuscripts;
- Ordering, tracking, recording and maintaining equipment, reagents and supplies;
- Reconciling expenditures, training staff, students and Fellows; and
- Performing other related duties as required.

### **Supervision Received**

Once sufficient training has been received, this person will work largely independently. Informal reports will be made as necessary to the Principal Investigator. More formal presentations of results will be made to the rest of the group at lab meetings.

This person will be responsible for managing the lab group when the Principal Investigator is absent and will be expected to share expert technical knowledge and teach techniques to others in the lab.

The UBC Department of Surgery's Director of Administration & Finance provides functional supervision of this position.

### **Supervision Given**

This person will be responsible for supervising, in assigning and reviewing the work of, undergraduate and graduate students, postdoctoral fellows and visiting scientists and for occasional management of their experiments.

### **Consequence of Error/Judgement**

This person must be willing to pay attention to details, be aware of pitfalls and willing to repeat tasks if necessary. Most of the procedures will require following a protocol already in place; however, there will be the occasion for protocol development and there is room for innovative thinking to improve upon existing protocols and to provide input into the direction of the project.

Errors in judgment may result in insufficient progress of research projects, thereby adversely affecting funding for studies and the scope of students' learning experiences. Inappropriate handling of interactions and communications can create embarrassment for the Lab and Department in dealings with faculty, students, University, affiliated hospitals, patients, business affiliates, and the public.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. MSc in Biology, Biochemistry, Molecular Biology, Physiology, Developmental Biology or relevant discipline is preferred. Minimum of 4 years of related experience or the equivalent combination of education and experience. Experience in planning, designing, modifying, performing and trouble-shooting beta cell biology experiments is essential. Knowledge of molecular biological techniques and mouse colony management and advanced techniques for studying glucose homeostasis in vivo are necessary assets. Computer experience required (data analysis and database programs preferred). Effective oral and written communication, interpersonal, organizational skills and lab management skills required. Ability to work effectively both independently and within a team environment is required. Ability to work a flexible schedule and additional hours occasionally on weekends, evenings and early mornings, as required.

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