



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:28-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

INTERNAL APPLICANTS

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

EXTERNAL APPLICANTS

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

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

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

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

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

VIEW OUR CAREER OPPORTUNITIES WEEKLY

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

VIEW YOUR APPLICATION STATUS

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

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

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

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



Job Posting

Job ID: 12990
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Clerk IV **Business Title:** Clerk IV
Department: UBCO - Facilities Management
Salary: \$34,812.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

Job Summary

The Facilities Assistant will provide support to the Director and Managers of Facilities Management and to the staff of the department. This position will also provide Facilities operational support for Faculty, Staff, Students and general public. It will be responsible for the on-going administrative operations of the department, under the direction of the Director of Facilities Management including accounting functions, human resource management, records management, and special projects.

This position is responsible for the efficient and effective operation of the Facilities Management office. It will provide front line enquiry support for Faculty, Staff, and Students and administrative support to the Director and Managers of Facilities Management. It will ensure the operation of all office functions, from the complex to the routine, such as general enquiring for Facilities maintenance and organizing resources for Facilities Staff for complex events. It will also include, accounting functions for charge backs, coding invoices for payment, identifying invoices, and receiving, recording and depositing rent receipts. It will also include administration of security related functions such as access control and keeping key index current. Also coordinates extra janitorial requirements of institution with Janitorial Contractor.

Organizational Status

Reports to the Director of Facilities Management and works closely with all Staff, Faculties and Departments.

Work Performed

1. Responsible for the handling, processing and monitoring of work orders by:
 - Generating work orders for Facilities staff.
 - Receiving and prioritizing work order requests from Faculties, Departments, Staff and Students and generating charge back or invoices as required.
 - Acting as liaison with IT Services on Work Orders as required.
 - Identifying chargeback and forwarding to relevant departments.
 - Creating and maintaining accounts receivable register and invoices for chargebacks.
 - Following up on outstanding accounts and creating and maintaining filing system for paid invoices.
 - Preparing and completing deposits upon receiving payment for invoices according to University policy.
2. Maintains department web page by:



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- Taking applicable Campus photos.
- Making necessary updates to web site.
- Collecting data and news stories to advertise on web site and newsletters.
- Keep up to date with social media such as face book and Twitter.
- Working with Customer Satisfaction Survey.

3. Assists with central dispatching by:

- Communicating with Facilities staff over radio as required.
- Receiving and distributing incident reports from Security.

4. Offers support in preparing financial documentation by:

- Processing time sheets, journal vouchers, travel claims and requisitions
- Acting as a liaison with Accounts Payable Clerk for salary, wages, and amendments.
- Printing, distributing and applying account codes to purchase card transactions. Forwards finalized documents to P-card coordinator for final review.
- Co-ordinating payment of invoices for work performed requisitioned by Purchase Orders.

5. Offers support in preparing and maintaining Staff records by:

- Recording and tracking sick, vacation time and other absences.
- Completing all types of staffing forms.
- Keeping up-to-date on changes on policy and procedure as set by the institution.

6. Providing other administration duties by:

- Maintaining inventory and ordering and distributing office equipment and supplies.
- Taking meeting minutes as required.
- Calling service providers for service requests and following up to ensure work has been completed.
- Generating reports as required for Facilities Manager(s).

7. Performs other related duties as required.

Supervision Received

This position reports to the Director of Facilities Management.

Supervision Given

This position does not directly supervise any staff.

Consequence of Error/Judgement

Errors in judgment could result in damage to buildings and or equipment unnecessary over time, delayed or cancelled events. Errors in dealing with security and or emergency calls could lead to increased risk of injury or property damage.

This position exercises extensive judgment and decision making with respect to daily operational matters such as prioritizing importance of Work Requests and allocating required work to Facilities Staff, prioritizing notification of incident reports to the Director, Facilities Management, and deciding who to call and developing content for web site news updates and stories. Within set policies, this position will also decides if work orders are chargeable.

Qualifications

Completion of Grade 12 or equivalent plus one year post-secondary training (Office Administration). Minimum of one to two years related experience. Ability to type at least 50wpm. Ability to effectively use Word, Excel, Outlook and Office at an



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intermediate level. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide excellent customer service. Effective oral and written communication skills. Effective problem solving, interpersonal and organizational skills. Ability to maintain accuracy and attention to detail. Ability to work both independently and within a team environment. Ability to prioritize, multi-tasking and meet deadlines. Ability to exercise a high level of tact and discretion. Ability to exercise good judgement and diplomacy. Ability to independently apply a broad knowledge of policies and procedures.

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: 13007
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst I **Business Title:** Support Services Asst I
Department: UBCO-StudentRecruitmentAdvsng
Salary: \$38,604.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-11 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-01 **Available Openings:** 1

Job Summary

This position is responsible for supporting the overall operation of the Student Recruitment and Advising office. Provides administrative support to the Student Recruitment and Advising team. Oversees all office functions related to financial systems and procedures, manages employment data systems, office resources, logistics, and helps supports the front line service and advising.

Organizational Status

Reports to the Associate Director while working closely with the Student Recruitment and Advising team.

Work Performed

1. Provides administrative support to the Student Recruitment and Advising team by:
 - Establishing and coordinating office administration and procedures.
 - Maintaining general knowledge of UBC's academic programs, minimum admission requirements, application deadlines and procedures, student services, etc. and providing accurate and clear information about admission and awards to the public, students, staff and the university community.
 - Contributing to reports and evaluations regarding Student Recruitment and Advising services and programs.
 - Assisting with scheduling of off campus recruitment trips and on campus bookings.Researching and booking venues, catering and services for meetings and special events both on and off campus.
 - Arranging travel and accommodations, maintaining travel itineraries and facilitating communication between travelling staff.
 - Preparing and organizing information packages and materials for meetings and special events; drafting agendas, records and transcribing meeting minutes when required.
 - Creating complex and routine statistical reports for internal and external uses.
 - Preparing and developing ad hoc reports, as required.
 - Assisting with communication initiatives to external target audiences such as counselors, teachers, parents and community members. Providing follow-up and summary of communications as required.
 - Acting as liaison and collaborating with other Enrolment Services and Student Services units.
 - Maintaining and monitoring event registration and supporting development of events and facilitation.

2. Assists with financial processes by:



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- Preparing requisitions and purchase orders as required for approval and signature of the Associate Director.
- Reconciling purchase card, internal payments, student fees, Journal Vouchers, travel claims. Tracking and processing recoverable expenses for approval and signature.
- Collecting and analyzing financial data for various staff members including reporting on events or travel expenditures.
- Overseeing maintenance and development of operational and travel budgets (by geographic market) for Associate Director.
- Monitoring contracts with external vendors to ensure financial obligations and commitments are adhered to.

3. Provides support with human resources processes by:

- Preparing and maintaining personnel forms and records for staff.
- Ensuring hourly student staff prepare their timesheets for signature of the Associate Director.
- Providing monthly summaries for staff vacation, time off in lieu, sick time and appointments as required.

4. Performs general office duties by:

- Maintaining and compiling accurate contact and mailing lists as required. Distributing unit information to campus partners.
- Developing and maintaining various databases for internal purposes and maintaining University record systems and data management.
- Importing and exporting data, maintaining accurate and current filing systems and procedures.
- Researching and making recommendations on equipment purchases.
- Monitoring service contracts for office equipment such as copier, fax, computer equipment, etc. Contacting equipment service providers as required.
- Maintaining inventories of publications and office supplies.
- Shipping of publications and resources on an accurate and timely basis.

5. Performs other related duties with respect to office coordination and administration as required.

Supervision Received

Works independently, under supervision from the Associate Director. Sets priorities and performs most duties independently, consulting and or referring to the Student Recruiter-Advisors for complex advising or admissions problems.

Supervision Given

May supervise work-study students and student assistants. Although formal supervisory responsibilities are not part of the job, the job may involve coordinating and scheduling the day-to-day work of other staff in the department, monitoring output and task delegation.

Consequence of Error/Judgement

Clerical errors or incorrect decisions could result in academic consequences for prospective students, direct costs, lost opportunities, compromised operational objectives, ineffective public events, and delays for other staff, and the inability of Student Recruitment and Advising to fulfill its mandate. Damage to the unit's and to the University's reputation may occur if the incumbent does not deal tactfully and helpfully with students, parents, faculty members and others.

Qualifications

College diploma from recognized post secondary institution or equivalent combined work experience with focus on accounting procedures and practices, customer service and administration preferred. Good understanding of university environment and experience with young adults and families an asset. Minimum one to two years of related experience. Computer experience at an intermediate level required (Word, Excel, Access, Powerpoint, web, SISC, Admissions systems preferred.) Knowledge of UBC Student Recruitment and Advising and UBC policies and procedures preferred. Excellent customer service skills are essential. Able to multi-task and deal with a high volume workload. Ability to prioritize work and meet deadlines. Effective oral and written communication, interpersonal, problem solving and organizational skills. Ability to exercise tact and discretion while handling sensitive of confidential issues. Ability to work both independently and within a team environment. Ability to type 60 words per



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minute and to operate a normal range of office equipment.

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Job Posting

Job ID: 13032
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst II
Business Title: Administrative and Special Projects Coordinator
Department: UBCO-Office of Research Services
Salary: \$41,364.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-04
Available Openings: 1

Job Summary

Under the direction of the Manager of the Office of Research Services (ORS) and the Associate Director of UILO, this position provides complex and confidential administrative support for the Associate Director, Okanagan, University Industry Liaison Office (UILO) as well as coordinates the programming of events, workshops, seminars and one-off projects for ORS. A high level of independent judgement, initiative and problem solving skills are required.

Organizational Status

Provides special projects coordination for ORS and administrative coordination for the UILO Associate Director. Also liaises with academic and administrative offices, government agencies, granting agencies, faculty, students, staff, and the general public to provide information on research projects and events. The position will report to the Manager of ORS and to the Associate Director of UILO.

Work Performed

1. With respect to the Office of Research Services
 - Programming a comprehensive calendar of ORS Projects and Events to support research productivity on the Okanagan campus.
 - Organizing and executing ad hoc, weekly, monthly and or annually ORS sponsored or co-sponsored events (e.g., research workshops, seminars, conferences and symposiums).
 - Logistical Coordination of Events: preparing and distributing announcements notices; maintaining distribution lists, responding to inquiries, receiving and processing registrations, arranging venue and catering, arranging IT technician support to facilitate teleconference webcasts, preparing workshop conference materials, preparing and managing budgets for events, onsite event coordination, volunteer coordination and follow-up including compiling participant feedback and preparing brief reports of the event (e.g., for website social media).
 - Financial and activity reporting for events.
 - Performing other related duties as assigned.
2. With respect to the University Industry Liaison Office Associate Director:
 - Assisting the Associate Director to develop, execute and maintain research contracts and agreements; assists faculty with applications for funding that will result in a contract or agreement with industry and or the university. Liaises with the UILO office on the Vancouver campus to review and track account set up. Liaises with University Industry partners to monitor existing



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and pending contracts and agreements.

- Developing and maintaining UILO record systems for contracts and agreements, , organizing and scheduling meetings with faculty and or industry partners, compiling and disseminating information including transcription and distribution of meeting minutes; coordinating travel arrangements. May assist with UILO workshop event coordination.
- Preparing statistical documentation for the UILO as required. Financial activity reporting for special projects.
- Maintaining the UILO office expense reports, processing q-requisitions and journal vouchers.
- Filing and archiving materials; shredding documents; photocopying materials; typing correspondence and reports. Ordering and maintaining UILO office supplies
- Performing other related duties as assigned.

3. Performs others related duties as assigned.

Supervision Received

Works under the supervision of the Manager of ORS and the Associate Director of UILO.

Supervision Given

Supervisory responsibilities are not required.

Consequence of Error/Judgement

The Administrative and Special Projects Coordinator will exercise judgement and initiative in handling matters of a routine and sometimes non-routine nature and will be exposed to and have access to information of a highly confidential and sensitive nature. She he must be able to recognize the sensitivity of issues and constantly maintain the strictest confidentiality.

Professional and courteous conduct is required at all times. Confidentiality of all research records is essential, as is the confidentiality of all information seen or heard in the Office of Research Services UILO. Must be able to work under pressure and meet deadlines. Multi-tasking and effective prioritization is required. Effective oral and written communication, interpersonal, problem solving, and organizational skills are required.

Clerical errors or incorrect decisions could result in direct costs, lost opportunities, compromised operational objectives, ineffective public events, embarrassment to the University and the inability of the Office to fulfill its mandate. Damage to the University's reputation may occur if the incumbent does not provide accurate information regarding application process, or does not deal tactfully and helpfully with faculty, students, staff and others.

Qualifications

High school graduation and graduation from a two year diploma program , preferably in office administration with training in secretarial and office procedures and practices, plus a minimum of three years of related experience including two years of relevant University experience is preferred, or an equivalent combination of education and experience. A financial background would be an asset. A financial background would be an asset.

- Excellent communication skills and the ability to work with others in the best interests of the office and of the University.
- Effective oral and written communication, organization and problem-solving.
- Ability to work effectively under pressure to meet deadlines.
- Ability to exercise a high level of tact and discretion in internal and external contract work, and the ability to independently apply a broad knowledge of policies and procedures.
- Ability to compose correspondence and prepare reports in clear, concise business English and to draft more complex correspondence for signature.
- Ability to establish standards of performance and resolve work problems.
- A proven ability to maintain accuracy, attention to detail and work to deadlines.
- Ability to exercise good judgement.



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- Computer proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.) is required.
- Active content Manager experience (for Website Maintenance) is desirable
- Ability to work both independently and as part of a team is essential.

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Job Posting

Job ID: 13043
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst II **Business Title:** Support Services Asst II
Department: UBCO-Ctv&CrtStud.-Dean'sOffice
Salary: \$41,364.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

This position provides a wide range of confidential administrative and secretarial support the Associate Dean - Undergraduate Studies, the Associate Dean - Research and Graduate Studies, and the Faculty Administrator.

Organizational Status

The Faculty of Creative and Critical Studies (FCCS) serves the post-secondary needs of undergraduate and graduate students, offering a wide range of programs that are in the areas of language, literary studies, cultural studies, art history, creative writing, and the visual and performing arts. The Dean's Office Assistant works closely with the Associate Deans and the Faculty Administrator, and interacts with students, staff, FCCS faculty members, and other administrative offices within the University including the AVP Academic and Research Office, Public Affairs, the Academic Governance Office, Enrolment Services and other UBC service areas and departments.

Work Performed

1. Provides secretarial and administrative support to the Associate Deans and Faculty Administrator by:
 - Handling sensitive and confidential materials and communications while exercising judgement in managing the schedules of the Associate Deans and Faculty Administrator and the daily workflow of the office.
 - Organizing and preparing materials for meetings for the Associate Deans including the compilation of background materials, briefing notes and other reports.
 - Recording changes to student records in the Student Information Services Centre (SISC) using a high-level restricted access, upon the direction and approval of the Associate Dean, such as entering Directed Studies Honours Thesis designations, Standing Deferred or Grade changes, special permissions, late withdrawals, academic probation, processing Letters of Permission, misconduct letters and standing deferred or grade change designations
 - Assisting with minute taking at faculty meetings, back-up minute taker at Executive meetings.
 - Coordinating and booking travel schedules for the Associate Deans.
 - Assisting Associate Deans with organization and election of faculty committees.
 - Initiating electronic hiring forms for staff hires.
2. Provides administrative support to the Faculty by:
 - Managing and coordinating the administration of the faculty-wide evaluation process each term.



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- Monitoring FCCS curriculum submissions to senate committees, developing and maintaining comprehensive systems to track and record progress and outcome of submissions.
- Informing faculty of grant deadlines, collecting applications for internal grants, compiling information on grants applied for, awarded to, and held by faculty, undergraduate and graduate students of FCCS. Developing and maintaining comprehensive systems for recording and tracking faculty grants and awards, and preparing reports from this data.
- Updating and maintaining websites for FCCS Graduate Studies and Summer Institute of Indigenous Studies.
- Overseeing FCCS process and procedures manual (toolkit), updating on a regular basis and coordinating updates from departmental secretaries, ensuring completeness, relevance and accuracy.
- Overseeing FCCS SALTO access database, identifying and rectifying discrepancies and tracking all access within FCCS to create and maintain a complete record.
- Creating and maintaining faculty wide department lists for posting around campus, in building directories.
- Distribution of faculty-wide emails as instructed by Associate Deans or Faculty Administrator.
- Assisting with the development of policies and procedures for improving and streamlining the day to day functions of the faculty.

3. Responsible for the coordination and preparation of meetings and events by:

- Organizing and scheduling meetings for the Graduate Admissions and Scholarships committee, Graduate Programs Planning Committee, Undergraduate Programs Planning and Coordination Committee, and other committees as directed by Associate Deans. Includes drafting agendas, distributing communications to committees, transcribing notes and preparing and distributing minutes from the meetings.
- Coordinating, organizing and overseeing faculty-wide events including scheduling and set-up, catering arrangements, soliciting volunteers, promoting events.

4. Works with Associate Deans on communications, marketing and promotion by:

- Assisting with a comprehensive marketing plan and providing guidance and support in the design, development and distribution of marketing materials.
- Preparing, reviewing and editing a variety of documents such as articles, photos, brochures, posters, newsletters, etc. in preparation for public release.
- Tracking and managing the yearly faculty promotional budget.
- Updating and maintaining files and records of promotional materials.
- Acting as the liaison and coordinator between FCCS and UBC Okanagan University Relations.
- Assisting with the coordination of FCCS updates of content for university publications, including the academic calendar.
- Assisting with the preparation and dissemination of program handouts and brochures.

5. Provides financial support by:

- Holding Purchase Card for the Dean's Office for the purpose of purchasing material for events and paying faculty invoices. Involves reconciling these transactions with online statements and generating reports.
- Preparing requisitions for payment, honorariums, journal vouchers and electronic fund transfers; reconciling these transactions in FMSnQuery.
- Assisting faculty with financial transactions posted to research accounts, including the preparation of smart forms for expense reimbursements and ePaf forms for student hires.
- Assisting faculty with professional development reimbursement claims.

6. Provides student support by:

- Screening, directing and or responding to email, telephone and in-person enquiries.
- Communicating with students regarding processes for various advising forms. Generating letters and maintaining filing systems and notification systems for student forms that stay within the Associate Deans' offices including letters of permission, cross campus registration, and standing deferred.

7. Performs other duties as required.

Supervision Received



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This position is given general direction by the Associate Deans and the Faculty Administrator; however, it is expected that the incumbent will take initiative and work will be carried out independently with minimal supervision.

Supervision Given

This position is not expected to supervise. There may be occasions when the incumbent will train auxiliary employees on a particular task or tasks.

Consequence of Error/Judgement

This employee has access to confidential student records and materials and processes information into student records in an on-line system; accuracy and confidentiality are crucial. Errors have a direct impact on student academic records. Attention to detail and adherence to dates and timelines is critical. The accurate and timely processing of curriculum and related proposals ensures efficient implementations. Delays in timing or errors in processing of curriculum items could impact the implementation of proposals. Management of the promotional budget requires attention to detail and accuracy; errors with the tracking could have financial implications to the Faculty.

Qualifications

High school graduation plus a minimum of two (2) year post-secondary program in Office Administration or equivalent. Completion of a post-secondary program in Arts, Communications or Public Relations is considered an asset. -Four (4) years related experience, preferably in a post-secondary setting, or a combination of education and experience.

-Knowledge of University policies and procedures, financial records, and UBC systems would be an asset. Ability to maintain accuracy and attention to detail. Ability to effectively use Outlook, MS Word, MS Excel, Adobe Acrobat and website maintenance at an advanced level Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to accurately create and maintain records. Ability to efficiently and effectively coordinate tasks. Ability to understand and apply policies, procedures, and instructions.

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Job Posting

Job ID:	13035		
Location:	Kelowna - UBC Okanagan		
Employment Group:	BCGEU UBC-Okanagan		
Job Category:	Research/Technical - BCGEU		
Classification Title:	Technician III	Business Title:	Technician III
Department:	UBCO-Faculty of Applied Science		
Salary:	\$38,604.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-06-18	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-06-04	Available Openings:	1

Job Summary

Provides support to the School of Engineering teaching and research facilities, including support facilities such as machine shops, welding shops and paint shops. As a function of this position the incumbent will be responsible to configure laboratory setups in advance of student usage, perform periodic maintenance on School equipment, assist the Instructors as necessary and ensure that all safety equipment is maintained. Incumbent will be responsible to perform fabrication and assembly of complex equipment and test fixtures for use in teaching and research facilities. Understands and maintains equipment and lab manuals, university safety guidelines, purchasing and receiving guidelines.

Organizational Status

This position will require the incumbent to work closely with supervisor, staff and faculty to assure projects, laboratories and research schedules are met and that all safety aspects are implemented. This position will be responsible for ordering of equipment and will require constant contact with vendors and supply management to facilitate the School of Engineering's ordering and receiving requirements.

Work Performed

Maintains and services safety equipment such as cycling eye wash stations and showers.

Verifies tools and lab equipment has proper safety guidelines in place prior to use.

Keeps first aid kits properly stocked and reorders supplies when stock is expended or expired.

Maintains MSDS (Material Safety Data Sheets) manuals as inventory are entered into each lab.

Provides support on the use of safety equipment for the School.

Understands and implements safety guidelines as provided by the university health and safety office.

Understands and follows the guidelines as provided by the WHMIS (Workplace Hazardous Materials Information System) program.



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Sets up labs to meet teaching schedules utilizing lab manuals and approved school procedures. This includes lab setup, assisting lab instructors when necessary and putting equipment in its proper place upon completion of lab sessions.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Is able to read electrical electronic schematics, troubleshoot and perform repairs to component level if necessary.

Orders replacement parts and maintains a minimal stock of expendable items.

Assembles and tests equipment prior to use in lab to verify proper operational status.

Builds or fabricates test setups as needed using sketches, schematics and functional drawings.

Understands equipment functions and usage and assisting in the instruction of the care and use of equipment to students.

Assists in equipment setup.

Assists lab personnel with ordering of equipment and supplies.

Understands the use and operation of equipment and assisting in instruction to lab personal.

Builds or fabricates test fixtures and apparatus per instructions from lab personnel.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Assists in the ordering of equipment and supplies by researching vendors for proper equipment, filling out purchase order forms and turning them in for approval.

Updates the schools inventory database, keeping accurate records of all equipment purchased and their locations within the school.

Performs periodic inventories of expendable items to maintain adequate stock for teaching labs.

Assists in the performance of an annual inventory of all school equipment.

Updates records of each labs required equipment when changes are implemented.

Performs local pick up and delivery of ordered equipment and stock using school owned vehicles.

Receives equipment and supplies, and then dispersing it to the appropriate lab locations.

Supports the vehicle maintenance program by: maintaining records of services performed on the vehicles, delivering the vehicles to dealership for maintenance and repairs, ensuring normal maintenance, such as oil changes, tire rotation etc, is performed on a regularly scheduled timetable by the appropriate service provider and performing minor maintenance such as topping off of washer fluids, checking tire pressures and fluid levels and cleaning of the vehicles.

Performs other duties as required by the Director or the Laboratory Manager of the School of Engineering.

Supervision Received

Based on schedules and lab requirements, the technician is expected to work independently with minimal supervision but will work closely with the Lab Manager to resolve technical issues and to implement changes within the labs.



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Supervision Given

The incumbent may assist in the supervision and training of employees and students in support of lab projects and teaching labs.

Consequence of Error/Judgement

Judgment requires a thorough understanding of the policies and procedures as prescribed by the University and the Faculty of Applied Science and the School of Engineering.

The incumbent will be required to work independently with minimal supervision and is expected to perform duties in a precise and timely manner.

Student and lab safety is paramount. Failure to follow safety guidelines could result in personal injury or loss of equipment. Improper time management could lead to delays in labs and adversely affect the outcomes of the labs. Poorly maintained equipment could cause injury to students or be detrimental to the outcome of experiments causing loss of time and valuable research information.

Qualifications

Post secondary diploma in electronics electrical discipline, (or comparable experience) with a desired minimum of 2 yrs experience in industrial or educational laboratory environment or equivalent combination of education and experience. Ability to work with basic electrical tools, analytical instruments and laboratory test equipment required. Effective oral and written communication is required. Excellent organizational and interpersonal skills are required. Ability to carry out complex tasks with little supervision is essential. First Aid and WHMIS (Workplace Hazardous Materials Information System) certification is an asset. Ability to work independently or within a team with minimal supervision is expected. Excellent computer skills using Microsoft Office products are required and familiarity with programs such as C, C++, Matlab and Labview is desirable.

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Job Posting

Job ID: 13040
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician III **Business Title:** Laboratory Technician III
Department: UBCO-Faculty of Applied Science
Salary: \$ 21.21 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18
Job End Date: 2013-05-24
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

Provides support to the School of Engineering teaching and research facilities, including support facilities such as machine shops, welding shops and paint shops. As a function of this position the incumbent will be responsible to configure laboratory setups in advance of student usage, perform periodic maintenance on School equipment, assist the Instructors as necessary and ensure that all safety equipment is maintained. Incumbent will be responsible to perform fabrication and assembly of complex equipment and test fixtures for use in teaching and research facilities. Understands and maintains equipment and lab manuals, university safety guidelines, purchasing and receiving guidelines.

Organizational Status

This position will require the incumbent to work closely with supervisor, staff and faculty to assure projects, laboratories and research schedules are met and that all safety aspects are implemented. This position will be responsible for ordering of equipment and will require constant contact with vendors and supply management to facilitate the School of Engineering's ordering and receiving requirements.

Work Performed

Maintains and services safety equipment such as cycling eye wash stations and showers.

Verifies tools and lab equipment has proper safety guidelines in place prior to use.

Keeps first aid kits properly stocked and reorders supplies when stock is expended or expired.

Maintains MSDS (Material Safety Data Sheets) manuals as inventory are entered into each lab.

Provides support on the use of safety equipment for the School.

Understands and implements safety guidelines as provided by the university health and safety office.

Understands and follows the guidelines as provided by the WHMIS (Workplace Hazardous Materials Information System) program.



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Staff Job Postings

Sets up labs to meet teaching schedules utilizing lab manuals and approved school procedures. This includes lab setup, assisting lab instructors when necessary and putting equipment in its proper place upon completion of lab sessions.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Is able to read electrical electronic schematics, troubleshoot and perform repairs to component level if necessary.

Orders replacement parts and maintains a minimal stock of expendable items.

Assembles and tests equipment prior to use in lab to verify proper operational status.

Builds or fabricates test setups as needed using sketches, schematics and functional drawings.

Understands equipment functions and usage and assisting in the instruction of the care and use of equipment to students.

Assists in equipment setup.

Assists lab personnel with ordering of equipment and supplies.

Understands the use and operation of equipment and assisting in instruction to lab personal.

Builds or fabricates test fixtures and apparatus per instructions from lab personnel.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Assists in the ordering of equipment and supplies by researching vendors for proper equipment, filling out purchase order forms and turning them in for approval.

Updates the schools inventory database, keeping accurate records of all equipment purchased and their locations within the school.

Performs periodic inventories of expendable items to maintain adequate stock for teaching labs.

Assists in the performance of an annual inventory of all school equipment.

Updates records of each labs required equipment when changes are implemented.

Performs local pick up and delivery of ordered equipment and stock using school owned vehicles.

Receives equipment and supplies, and then dispersing it to the appropriate lab locations.

Supports the vehicle maintenance program by: maintaining records of services performed on the vehicles, delivering the vehicles to dealership for maintenance and repairs, ensuring normal maintenance, such as oil changes, tire rotation etc, is performed on a regularly scheduled timetable by the appropriate service provider and performing minor maintenance such as topping off of washer fluids, checking tire pressures and fluid levels and cleaning of the vehicles.

Performs other duties as required by the Director or the Laboratory Manager of the School of Engineering.

Supervision Received

Based on schedules and lab requirements, the technician is expected to work independently with minimal supervision but will work closely with the Lab Manager to resolve technical issues and to implement changes within the labs.



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Staff Job Postings

Supervision Given

The incumbent may assist in the supervision and training of employees and students in support of lab projects and teaching labs.

Consequence of Error/Judgement

Judgment requires a thorough understanding of the policies and procedures as prescribed by the University and the Faculty of Applied Science and the School of Engineering.

The incumbent will be required to work independently with minimal supervision and is expected to perform duties in a precise and timely manner.

Student and lab safety is paramount. Failure to follow safety guidelines could result in personal injury or loss of equipment. Improper time management could lead to delays in labs and adversely affect the outcomes of the labs. Poorly maintained equipment could cause injury to students or be detrimental to the outcome of experiments causing loss of time and valuable research information.

Qualifications

Post secondary diploma in electronics electrical discipline, (or comparable experience) with a desired minimum of 2 yrs experience in industrial or educational laboratory environment or equivalent combination of education and experience. Ability to work with basic electrical tools, analytical instruments and laboratory test equipment required. Effective oral and written communication is required. Excellent organizational and interpersonal skills are required. Ability to carry out complex tasks with little supervision is essential. First Aid and WHMIS (Workplace Hazardous Materials Information System) certification is an asset. Ability to work independently or within a team with minimal supervision is expected. Excellent computer skills using Microsoft Office products are required and familiarity with programs such as C, C++, Matlab and Labview is desirable.

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Job Posting

Job ID: 12835 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician III **Business Title:** Technician III
Department: UBCO-BarberArts&SciencesUnit 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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Job Posting

Job ID: 13028
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician IV **Business Title:** Technician IV
Department: UBCO-Ctv&CrtStud.-Dean'sOffice
Salary: \$ 22.73 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-25
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

The purpose of the position is to provide technical support to the Department of Creative Studies in the areas of video production, photography, digital media and web design; to maintain the equipment in working order; to assist and train students working with departmental equipment; to purchase supplies and equipment for the department; to maintain the departmental website; and to assist faculty and staff with the related operations of the department.

Organizational Status

The Department of Creative Studies is one of two departments in the Faculty of Creative and Critical Studies and consists of 17 faculty members in creative writing, performance and visual arts. The Department has 5 staff members. The Department teaches at both the undergraduate and graduate level. The technicians work primarily with visual arts students who take courses in a variety of media such as drawing, painting, sculpture, printmaking, photography, computer applications and video. Students work closely with professors and technicians and are given ample studio space and time. This position reports to the Department Head of Creative Studies and through the Head, the Dean of the Faculty of Creative and Critical Studies. The employee in this position directly works with faculty members and students on various projects and provides technical support and instruction for the studio technicians in Creative Studies, and for other Faculty of Creative and Critical Studies members as time permits. The employee also works with staff within the department and many people outside the department including suppliers, UBC Okanagan shipping and receiving, customs, post office and other UBC departments, especially IT Services.

Work Performed

Technical Support to Faculty and Students:

Technical support helps faculty and students with their research projects and classroom presentations. There are hundreds of pieces of audio, video and photo equipment in the Department which are managed and organized by the employee for the benefit of students and faculty.

- Provides instruction to faculty usually one-on-one, including demonstration for operation of equipment and software and troubleshooting.
- Provides instructional support to students usually one-on-one, including demonstration for the operation of equipment and software and troubleshooting when faculty are not present.



- Installs, maintains, and updates equipment in the darkrooms, green room, slide library and video studio.
- Purchases or fabricates new equipment.
- Ensures safety of the relevant studios and labs.
- Repairs and maintains all photo, video and audio equipment.
- Updates and manages the equipment database and inventory.
- Updates and manages the booking system for use of equipment.
- Builds and maintains the Creative Studies website.
- Provides technical support for faculty and students from other departments, as time permits, including instruction in video and audio production.
- Prepares studios and equipment for studio sessions.
- Stays in the forefront of the field by taking further training, reading, internet research, and consulting with other people in the field.
- Keeps faculty and students informed about new equipment or processes in the shop.
- Researches and prices products throughout Canada and the USA, receiving and dispersing product, and keeping records.
- Video documents selected departmental events.
- Maintains archive of video footage.

Supervision Received

This position receives minimal supervision. The employee is expected to manage time and affairs independently. Faculty members may direct the employee to purchase certain items or report problems.

Supervision Given

The employee supervises three work study positions, one for photo and two for the video studio.

Consequence of Error/Judgement

Types of Situations:

Working with students this is a key area of exercising judgement: providing instruction in the use of AV equipment and software applications. The employee must ensure the student is capable before allowing the student to independently use valuable equipment. Inappropriate judgement about how well a student can use complex equipment can lead to anger or frustration, valuable broken equipment and incompleting or failing projects.

Purchasing materials, the employee must make frequent decisions about the ordering of parts and the maintenance of tools. The employee is in charge of this decision-making, if necessary, in consultation with the Head or faculty members. Should the wrong materials be ordered, or not ordered soon enough for class work, faculty class schedule could be delayed and the curriculum might not be completed. Research needs in the department must be met for various deadlines.

Knowing how to keep up with technological change: The employee must actively and continually upgrade his or her knowledge base, because equipment, software and the web are rapidly evolving and there are constantly new problems to solve. Often professors are unable to work with many different file types in a variety of programs; without the technician to solve technology problems, students would have difficulties completing course work.

Qualifications

Completion of Grade 12 or equivalent and graduation from a two-year community college program or equivalent in a technology field. Over one year directly related experience in a fine arts or design school.



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Staff Job Postings

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Job Posting

Job ID: 13017
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary I **Business Title:** Secretary I
Department: UBCO-FacofHealth&SocialDevlmnt
Salary: \$34,812.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-02 **Available Openings:** 1

Job Summary

To provide secretarial and administrative support to all departments schools within the Faculty of Health and Social Development: School of Nursing, School of Social Work and School of Health and Exercise Sciences.

Organizational Status

Reports to the Faculty Administrator, Dean's Office

Work Performed

STUDENT PRACTICE PLACEMENT:

Provide administrative support to the 3 Schools within FHSD by means of assisting placement coordinators with:

- Preparation of legal contracts with community agencies
- Forwarding to legal department in Vancouver and follow-up for timely return and execution
- Maintain copies and postdate system for renewal

GRADUATE PROGRAMS:

Provide administrative support to the 3 Schools within FHSD by means of assisting graduate program coordinators with:

- Maintenance of student files
- Communication with students

COMMITTEES:

Provide administrative support to the Associate Deans of FHSD committees.



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- Curriculum, Research, Tenure & Promotion
- Provide admin support to Research Coordinator as needed
- Provide back up and additional support to that which the admin assistants provide (note taking for committee meetings, etc.)
- Assist with special projects (seminars, meetings, etc.) which require increased support by way of invitations, ordering material, setup, cleanup, etc.

WEBSITE:

Have primary responsibility for updating the FHSD website in areas related to the primary responsibilities.

- i.e. announcements, calendar events etc., which might be related to Student Placements, Graduate Programs.
- Backup to admin secretaries with regards to staff information changes on the website.

BACKUP:

Provide back up to reception in the Dean's office (noon hour coverage, assist primary receptionist with overflow student faculty inquiries - particular at the beginning of semester and exam time):

- Reception - assisting staff and faculty
- Ordering stationery and supplies
- Administering TEQ's
- Contact for boardroom bookings
- Equipment key operator
- Incoming outgoing mail, faxes
- IT work orders

Provide backup to admin secretaries during periods of vacation and illness
Other duties as required.

Supervision Received

General supervision and performance reviews is provided by the Faculty Administrator. Day-to-day assignments are given under the direction of the various school coordinators, and Directors, while communicating with admin assistants to the Directors.

Supervision Given

Individual does not supervise staff.

Consequence of Error/Judgement

This position provides administrative support for the Faculty's most confidential data. Failure to maintain confidentiality would impair the ongoing operation of the faculty in causing the University embarrassment and or possible appeal implications; or failure to act in a professional, tactful manner would have an adverse effect on the willingness of individuals in practice settings to provide student placement and could have an impact on the employee's continued employment.

Qualifications

Completion of Grade 12 and at least one year of post-secondary training in office procedures administration. A minimum of 2 years



office experience required or equivalent combination of education and experience. Must prepare correspondence, maintain detailed records, and work to deadlines recognizing there may be a considerable number of interruptions day-to-day. Ability to effectively manage multiple projects with varied priorities. Must have strong administrative and organizational skills. Excellent communication and interpersonal skills. Ability to work effectively with minimal supervision, both, independently and as part of a team. Must maintain confidentiality, ability to exercise tact and discretion, good judgment. Maintain effective working relationships between staff, faculty and students. Capable of prioritizing workload and identifying the need to make adjustments to the normal 7 hour per day office hours to meet deadlines. Approval to work overtime must be obtained from the Faculty Administrator. Knowledge of office practices and procedures with emphasis on business communication, and ability to maintain accuracy and attention to detail, particularly with financial document is required. Must possess a thorough knowledge of computer applications such as MS Outlook, MS Word, MS Excel; Power Point and website applications and software. An advanced skill level is an asset. Knowledge of UBC's (Okanagan campus) organization structure and policies would be an asset. Familiarity with programs in the Faculty of Health & Social Development is desirable.

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Job Posting

Job ID: 13000
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116 (Cler/Sec/Bookstore)
Job Category: Clerical, CUPE 116
Classification Title: Section Head **Business Title:** Section Head - Computers
Department: Bookstore
Salary: \$36,816.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

Job Summary

The Section Head (Computers) performs a variety of duties related to the purchasing, planning and administration for specific merchandise categories with the objective of ensuring optimum assortments to service to the needs of Bookstore customers, and facilitate the profitable operation of said categories.

Organizational Status

Reports to the Computer Department Buyer.

Work Performed

- . Works within an established OTB Budget to buy appropriate, well priced merchandise for resale;
- . Identifies 'Basic Stock', sets up min max requirements if applicable and ensures constant in- stock position.
- Works with manager supervisor to build merchandise financial plans at the class level;
- . Builds and documents merchandise assortment plans for each location to correspond with financial plans by class and manages transfer of inventory between stores;
- . Researches the market for product trends and opportunities;
- . Establishes selling prices according to established policies and procedures;
- Identifies product for mark up down and ensures appropriate action taken and proper procedures are followed;
- . Attends trade shows as necessary;
- . Works with vendors on product selection and pricing, and negotiates terms and conditions;
- Follows up on back-orders and cancels late deliveries;
- . Ensures the integrity of the SKU level information maintained in the system and updates database to ensure SKU base is current, minimizing aging inventory;
- . Manages the timely process for merchandise returns to vendor;
- . Reacts to fast slow sellers on a regular basis;
- . Reviews detailed class performance against plan monthly with supervisor and takes recommended action. Analyzes category performance;
- . Communicates with appropriate bookstore staff on marketing, promotional product and product highlights. Trains staff to develop their product knowledge;
- . Supervises and works with junior staff and assist in developing new procedures;



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

Supervision Received

Works with minimal supervision under the general direction of the Merchandise Manager and Computer Shop Buyer and carries out buying, sales and supervisory responsibilities within established guidelines and limits.

Supervision Given

May train, supervise and delegate work to staff. Oversees and provides guidance to those employees in the performance of their work.

Consequence of Error/Judgement

Responsible for the purchase of merchandise and inventory management for designated categories. Exercises judgment based on extensive knowledge of policies, procedures and guidelines and participates in making decisions regarding the planning of the department.

Qualifications

High School Graduation. Minimum of three to four years experience of buying and selling in a related product retail environment. Experience in staff training and supervision. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to type and operate a normal range of office equipment. Ability to effectively train, supervise, and motivate employees. Ability to analyze and interpret sales and buying data. Ability to perform basic retail math. Ability to use both Word and Excel at an intermediate level. Ability to maintain accuracy and attention to detail

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Job Posting

Job ID: 13057
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Engineer Technical - CUPE 116
Classification Title: Engineering Technician 4 **Business Title:** Electron Microscopy Technician IV Kabel
Department: Materials Engineering
Salary: \$54,864.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-03 **Available Openings:** 1

Job Summary

Manage and supervise the successful operation of the Department of Materials Engineering's facilities for analytical materials characterization including electron microscopy, X-ray diffraction and optical microscopy. Instruct users, repair and maintain the equipment and develop complex and novel techniques.

This position specifically manages Materials Engineering Electron Microscopy laboratory. This facility serves a central role in the research projects and undergraduate teaching within the Department of Materials Engineering. The facility is used by other researchers from across campus and by local industry, consultative services are required.

Organizational Status

This position advises and interacts directly with undergraduate and graduate students, researchers and faculty members on facilities, feasibility and practicality of components and devices required, as well as the adaptation and modification of equipment and devices for specific needs. The position interacts with industrial contacts and performs contractual work, when required. Also interacts with technical sales and company representatives related to the purchase of new equipment and servicing of existing equipment. Utilizes the Machine Shop and Electronic technicians for complex designs and fabrications.

This position reports to the Senior Engineering Technician. A high level of maturity and independence is required.

Work Performed

1. Manage and supervise the Electron Microscopy Laboratory: Advise, instruct and train users in safe operation of :

- a. Electron microscopes
- b. X-ray diffraction
- c. Sample preparation equipment

Level of instruction can vary from basic principles to practical operation. Instruction may be in the context of undergraduate laboratories or in one-on-one instruction with user.

2. Maintenance: Performs routine maintenance of the equipment and facilities including (but not limited to):

- a. Changing and cleaning electron guns and apertures



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- b. Maintaining vacuum systems including changing of oil and making seal changes
- c. Keeping the facility clean and free of hazards. As high vacuum systems are used and analytical techniques are performed in this laboratory an exceptional level of cleanliness is required in the laboratory. It is the position's responsibility to ensure that the laboratory exceeds minimum cleanliness requirements.
- d. Diagnosing and supervising the repair of instruments that need service calls to suppliers
- e. Purchasing and monitoring consumables.
- f. Maintaining computer systems (including both hardware and software)

Precision repairs performed include mechanical repairs, electrical repairs, testing circuits, testing and changing fuses, electron microscope column cleaning and aligning, pneumatic hose and Humphrey valve changing. Preventive maintenance conducted.

- 3. Design: Prepares complex designs and fabrications for new fixtures and accessories for the electron microscopes and x-ray diffractometer. Modifies and adapts equipment to meet specialized requirements. Coordinates the fabrication of these designs with the Machine Shop and Electronics Shop. Requires comprehensive technical knowledge, skills and capability.
- 4. Diagnoses fault and analyses design problems and recommends new methods or techniques to effect solution.
- 5. Evaluate Safe Operation: This laboratory has a combination of hazards including (but not limited to) x-rays and strong chemicals (acids and bases). This position must be able to develop safe operating procedures and is responsible for communicating and ensuring adherence to them
- .
- 6. Perform Analysis: Operate the electron microscopes and x-ray diffractometer for outside users. Perform routine analysis and present the results in report format. Provide consultation.
- 7. Manage Facility Access: Aside from training, this position also tracks facility usage and prepares itemized accounts for invoicing. Coordinate with the Departmental Administrator for invoicing. Develop and maintain instrument booking system.
- 8. Continuous Education: Keep current with recent developments in materials characterization technology, particularly electron microscopy and x-ray diffraction but also image analysis and digital imaging. Be prepared for training in new techniques.
- 9. Evaluation and Purchasing: Assist in gathering information (including quotes) for new equipment. Interface with suppliers and critically evaluate potential bids for new equipment.

Supervision Received

This position operates under the supervision from a faculty member and engineer technician V. This involves meeting and reporting on Laboratory activities on an infrequent basis, the number of meetings being determined by perceived need. For specific tasks (e.g. undergraduate teaching support) there will be supervision by the faculty member and or instructor in charge of the course.

Supervision Given

All users of the electron microscopes and x-ray diffractometer are supervised by the position during use. Also supervised by this position are persons using sample preparation equipment (including lab benches and fume hoods) within the laboratory. The level of supervision ranges from active, hands-on instruction (active instruction working with the user side-by-side) to being available on call for more experienced users. It is up to the position to decide the level of supervision required by each user. The position also supervises any outside workers (repair people) working within the Electron Microscopy Laboratory.

Consequence of Error/Judgement

Many research programs (both within and outside of the Materials Engineering Department) depend on the operation of this facility. Undergraduate laboratories using equipment within this laboratory require a safe and well-organized environment. Poor decisions regarding safety procedures and or poor maintenance of the facilities could prove a risk to users. Errors in this context could



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result in personal injuries, expensive repairs and unavailability of equipment needed for teaching and research.

Qualifications

Graduation from a technical college or institute or completion of a recognized apprenticeship. . Minimum 5 years of related experience or the equivalent combination of education and experience. 1.A background in metallurgy, materials engineering or materials science.

2.Research Laboratory Skills: Basics of chemical safety and laboratory skills appropriate for an electron microscopy laboratory with sample preparation facilities.

3.Experience in the operation and maintenance of electron microscopes. At a minimum this should involve the use of scanning electron microscopes (including analytical analysis such as EDX and WDX) and transmission electron microscope.

4.Experience in the operation and maintenance of x-ray diffractometers.

5.A high level of computer skill, t to be able to program booking software, install software, upgrade hardware, use software packages such as Microsoft office as well as specialized software for electron microscopy (e.g. software for scanning of images and image manipulation). Also, knowledge of the internet to be able to maintain the electron microscopy ftp server.

6.Proven ability in laboratory management including scheduling and invoicing.

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Job Posting

Job ID: 13011
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Food Services Assistant-F/S **Business Title:** Food Services Supervisor
Department: Food Services
Salary: \$ 18.62 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-07-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-03 **Available Openings:** 1

Job Summary

Oversee the operation of a single food services unit and or assist in the operation of a complex food services unit(s) supervising food service workers, participating in food service work and handling related administrative duties.

Organizational Status

Reports to unit Manager.

Work Performed

Supervises the workload of food service workers, ensuring employees meet UBC Food Services' customer service standards.
 Trains food service workers, following up to ensure an understanding of the material covered.
 Assists with and recommends scheduling options to the unit manager.
 Orders food supplies required for day to day operations.
 Monitors and reviews cost controls, such as, labour costs, food costs and waste and overhead expenses, with unit manager.
 Handles customer comments and complaints and refers to unit manager as required. Monitors customer satisfaction via surveys, comment cards, and any other types of feedback.
 Relieves and assists food service workers as operationally required.
 Ensures that the quality of product being produced and or sold is up to department standards and safety and cleanliness standards are adhered to at all times; takes action with production or makes recommendations as required.
 Participates in related day to day office administrative duties, such as, answering telephones, record keeping, filing, data entry, performing basic calculations, typing correspondence, inventory, and month end procedures.
 Ensures that systems and procedures for daily sales, cash collections controls, banking and ledger reconciliation are being followed; processes payments and deposits.
 Recommends daily specials and ongoing menu changes.
 Suggests and implements unit promotions including processing and delivering of You-Care packages.
 Ensures all kitchen equipment and point of sale systems are in working order; reports and follows up on maintenance as required.
 Contacts employees for coverage of last minute vacancies of shifts.
 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 independently under general supervision.

Supervision Given

Supervises a large number of food service workers, involving training, assigning and monitoring work.

Consequence of Error/Judgement

Makes decisions regarding the coordination and allocation of food service workers and acceptability of work performed; inappropriate decisions could result in poor quality of food and service with an impact on sales of an ancillary department.

Qualifications

High School graduation, Food Safe Level 1 Certificate and completion of Food Service Management course. . 2 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 12943
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Food Services Assistant-F/S **Business Title:** Supervisor - Point Grill/LTK Univ Centre
Department: Food Services
Salary: \$ 18.62 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

Job Summary

Positions in this classification oversee the operation of a single food services unit and or assist in the operation of a complex food services unit(s) supervising food service workers, participating in food service work and handling related administrative duties.

Organizational Status

Reports to unit Manager Senior Supervisor.

Work Performed

Supervises the workload of up to 15 food service workers, ensuring employees meet UBC Food Services' customer service standards.

Trains food service workers, following up to ensure an understanding of the material covered.

Assists with and recommends scheduling options to the unit manager.

Orders food supplies required for day to day operations.

Monitors and reviews cost controls, such as, labor costs, food costs and waste and overhead expenses, with unit manager.

Handles customer comments and complaints and refers to unit manager as required. Monitors customer satisfaction via surveys, comment cards, and any other types of feedback.

Relieves and assists food service workers as operationally required.

Ensures that the quality of product being produced and or sold is up to department standards and safety and cleanliness standards are adhered to at all times; takes action with production or makes recommendations as required.

Participates in related day to day office administrative duties, such as, answering telephones, record keeping, filing, data entry, performing basic calculations, typing correspondence, inventory, and month end procedures.



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Ensures that systems and procedures for daily sales, cash collections controls, banking and ledger reconciliation are being followed; processes payments and deposits.

Recommends daily specials and ongoing menu changes.

Suggests and implements unit promotions including processing and delivering of You-Care packages.

Ensures all kitchen equipment and point of sale systems are in working order; reports and follows up on maintenance as required.

Contacts employees for coverage of last minute vacancies of shifts.

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

Supervision Received

Works independently under general supervision.

Supervision Given

Supervises a large number of food service workers, involving training, assigning and monitoring work.

Consequence of Error/Judgement

Makes decisions regarding the coordination and allocation of food service workers and acceptability of work performed; inappropriate decisions could result in poor quality of food and service with an impact on sales of an ancillary department.

Qualifications

High School graduation, Food Safe Level 1 Certificate and completion of Food Service Management course. . 2 years relevant experience or the equivalent combination of education and experience. Must have Serving It Right certificate.

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Job Posting

Job ID: 12998
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: 2012-05-28 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

Building Service Worker, Full Time Graveyard Shift, Tuesday to Saturday with Sunday and Monday off, 11.30pm to 7.30am

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors Head Service Worker.

Work Performed

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



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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: 13054
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Head Landscape Technologist **Business Title:** Head Landscape Technologist
Department: Building Ops - Gardening
Salary: \$49,872.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-03 **Available Openings:** 1

Head Landscape Technologist

Job Summary

Positions in this classification have responsibility for the overall planning, organization, supervision and coordination of the work of Landscape Technologists, Labourers and Apprentices engaged in soft hard landscape maintenance and construction on the campus grounds, for directing the fabrication and installation of soft hard landscape projects, signage and street furniture and for the development of special plant collections.

Organizational Status

Reports to Manager Municipal Services, directs work of Sub Head Landscape Technologist, Landscape Technologists, Labourers and or Apprentices.

Work Performed

Provides overall supervision, allocation and coordination of the work of Landscape Technologists, Labourers, Apprentices, Sub-Head Landscape Technologist and other tradespersons involved in all forms of soft hard landscape maintenance and construction activities and resolves associated problems.

Plans and organizes work, equipment and tools to meet operational requirements following departmental policies, procedures and objectives.

Organizes, directs and lays out soft hard landscape work from drawings, documents or verbal direction from the grounds supervisor as required. Tours worksites to check progress of work.

Maintains inventory of equipment, materials and supplies as part of the landscape inventory control system and to facilitate ease of purchase and adequate stock on hand.

Initiates purchase orders for materials, tools and power tools and equipment as required for grounds keeping maintenance and construction activities.

Ensures that the tools, equipment and machinery assigned to the Landscape shop.

Prepares cost estimates for projects as required and provides general assistance in the preparation of budgets and related costs.

Maintains control and keeps records of staff attendance, hours of work and related information for administrative purposes.

Coordinates the care and maintenance of campus trees with Arboriculture Horticulture Technician.

Develops special plant collections (such as the Rose Garden).

Directs the implementation of the integrated pest management programs, including obtaining the appropriate pesticide license and keeping all pesticide records.



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Ensures that workers under his her jurisdiction work in a correct and safe manner and in accordance with all normal safety standards and practices and university and departmental policies and procedures.

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

Delegates trouble calls to the crew.

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

Supervision Received

Supervision Received:

Works under general direction.

Supervision Given

Supervision Exercised:

Organizes, allocates and supervises the work of Landscape Technologists, Labourers, Apprentices and assigned tradespersons.

Consequence of Error/Judgement

Makes decisions regarding the organization, allocation and acceptability of work performed; inappropriate decisions may result in service delays and costs.

Qualifications

Valid BC Drivers Licence. BC Pesticide Applicator's Certificate. trades qualification that relates to grounds keeping and Completion of a diploma in practical horticulture. . Minimum of 7 years of related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 12997
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: Family Practice
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-11 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-29 **Available Openings:** 1

Job Summary

Provides support for the Central Postgraduate Program, including Program Administrator, faculty and residents.

Organizational Status

The Family Practice residency program is a distributed program that consists of 16 training sites across the province of B.C. We have a total of over 200 residents. This position provides diversified administrative assistance at the central Residency Program. It requires a broad and extensive knowledge of the organization and operation of the Residency Programs as it relates to the distributed sites, the Faculty of Medicine and the University.

Reports to the Postgraduate Program Administrator. Interacts with: Family Practice faculty, staff and over 200 residents, Office of Postgraduate Medical Education in Faculty of Medicine, and UBC central services offices

Work Performed

Residents Record Maintenance and Support:

Maintains residents records (completion dates, leaves of absences), alumni database and mailing lists

Maintain record of graduates for tracking surveys

Generate forms, reports and spread sheets to PGME office, Research Offices and other internal departments and external organizations.

Assist with STAR registration

Resolves complex problems related to residents in consultation with Graduate Educational Manager

Respond to residents requests for status verification and credentialing

Resident claims:

Interpret and apply policy to determine eligibility of expense and travel claims and advise residents of the policy

Advise residents regarding travel and expense claim policy

Make recommendation for policy revisions and changes

Track and monitor resident activity funds for 200 residents

Respond to inquiries regarding details and status of claims



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Processing requisitions, invoices, journal vouchers and travel claims for residents

Resident Selection process:

Be familiar with the CaRMS (Canadian Resident Matching Services) selection process and the UBC selection criteria and policy in order to advise and respond to applicants enquiries

Coordinate work flow of the process, establishing work schedules and priorities, and resolving routine and complex issues

Update CaRMS website and UBC recruitment website

Organize and maintain applicant files, set up Sharepoint or other online application for file review process

Recruit interviewers

Collect & compile application & interview scores

Communicate & follow-up with incomplete late review submissions

Create and coordinate the interview schedule for both candidates and interviewers, taking into consideration the logistics of space, availability of interviewers and specific requests of students.

Respond to oral or written enquiries regarding application process

Ensure the interview process takes place smoothly by preparing the rooms.

Provide AV support for skype interviews.

Clinical Faculty remuneration:

Have good comprehension of the various forms of physicians contracts or payment scheme across the province which may affect the way payment is processed

Determine eligibility of claims submitted by sites and preceptors based on policy and site environment

track and process teaching stipends for over 800 postgraduate clinical faculty

collect & organize data from all training sites with regards to payment information for clinical faculty (ie. Rotation, location, residents taught, sessional amounts, eligibility, etc)

follow-up with site coordinators for incomplete and or outstanding data

respond to inquiries regarding details and status of remuneration

Research Day organization:

Work with the Faculty and Administer in the planning of the Annual Research Day which involves participation from about 250 residents and faculty

Work with faculty in recruiting volunteer faculty and resident moderators, award committee

Is responsible for the organization, including logistics of all the research projects. This includes booking of venue, coordinating and tracking of 80-100 abstracts and research projects and presentations, liaising with room moderators and award adjudicators, coordinating award submissions and summarizing award results

Create & arrange the master presentation schedule according to allotted times & program schedule, as well as presenters' special requests

Communicate with resident & room moderators of required roles; send-out & collection of evaluation forms for residents' projects & presentations

Assist in presentation AV & room setup

Tracking Study:

Send out 2, 5, and 10-year surveys to program graduates

Track and summarize results

Update survey if necessary

Website maintenance:

Maintain and update website for residency program using WordPress and Concrete 5

Websites include postgraduate program Intranet, UBC CaRMS website, content for CaRMS website, Family Practice postgraduate website

Program Support and event coordination:

Assist the Postgraduate Program Administrator in the setting up or coordination of other residency program events such as faculty or administrators retreats, Resident Orientation, Residents' Conference, College Certification Exam, Teachers Toolbox, and other



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educational or social events for the residency program. Each of these events involves coordination and organizational responsibilities similar to Research Day

Provide backup secretarial services, including minutes taking, when postgraduate admin assistant is away

Is responsible for the organization and participation in training courses as required.

Performs other related duties as required.

Supervision Received

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

Supervision Given

Occasionally may supervise student worker

Consequence of Error/Judgement

Errors in processing financial forms may result in delayed payment to clinical faculty, residents and training sites

With respect to the handling of confidential and delicate matters, inappropriate action would negatively reflect on the program and could potentially lead to the withdrawal of a teaching site.

Qualifications

High School graduation and 1 year post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Good organizational skills. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively use word processing, spreadsheet, and database applications (e.g., Outlook, MS Word, MS Excel) Ability to take initiative and be self-directed. Ability to exercise tact and discretion when dealing with faculty and residents Ability to work effectively independently and in a team environment. Ability to maintain accuracy and attention to detail. Ability to work flexible hours when assisting with special events.

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Job Posting

Job ID:	13042		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 4 (Gr7)	Business Title:	Admin Support, Health Professions & IPE
Department:	Medicine - Dean's Office		
Salary:	\$40,440.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-06-18	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-06-01	Available Openings:	1

Job Summary

Personal and confidential secretary to the Associate Dean, Health Professions, and the Director, Interprofessional Education, Faculty of Medicine.

Organizational Status

Receives work assignments from and reports to the Associate Dean, Health Professions and the Director, Interprofessional Education. Works with the Health Profession Program leadership and other members of the Dean's Executive as needed to provide support for projects approved by the Associate Dean Health Professions. Works with faculty members and staff in the Faculty involved in IPE (Interprofessional Education) to provide support for projects approved by the Director, Interprofessional Education.

Work Performed

Acts as personal and confidential secretary to the Associate Dean, Health Professions and the Director, Interprofessional Education.

Prepares in final format a variety of documents, many of which are sensitive and confidential; maintains filing and bring forward systems, and drafts correspondence as required.

Acts as secretary to committees chaired by the Associate Dean, Health and the Director, Interprofessional Education as required: schedules committee meetings, prepares materials for distribution, takes minutes and prepares action tracking reports. Provides follow up for action items as required.

Liaises with the Health Professional program academic and clinical leaders and others within and external to the Faculty as required in completion of projects related to the Health Professional Program administration and advancement. Handles requests for information and data for specific projects, and tracks through to completion.

Liaises with the faculty members and staff in the Faculty involved in IPE as well as community partners and others external for the Faculty as required in completion of projects related to the IPE administration and advancement. Handles requests for information and data for specific projects and tracks through to completion.

Deals with faculty members, staff, students, community partners, and others in a professional manner on behalf of the Associate Dean, Health Professions and the Director, Interprofessional Education by phone, email, and in person. Consistent with the Faculty's Professional Standards document, the Faculty is committed to the highest level of professionalism in all interactions. Tracks multiple projects concurrently.



Compiles data and prepares statistical reports for the Associate Dean, Health Professions (related to the health professional program portfolios) and the Director Interprofessional Education (related to Interprofessional Education portfolio).

Conducts research as required to compile data across all health professional programs and within interprofessional Education activities.

Tracks health professional program accreditation cycles, timelines and expectations for the Dean's office including ensuring that draft copies of all reports are received and reviewed by the Associate Dean, Health Professions in advance of submission to the Dean for signature and then ensures that final reports are filed and timelines for ongoing communications related to accreditation cycles are tracked.

Creates and maintains databases and directories to include common data from all the Health Professional programs within this portfolio related to admissions, program accreditation, practice education, national exam results of new graduates, licensing requirements of new graduates in BC and other data of interest and relevance to the senior Faculty leadership.

Develops a broad knowledge of the health professional programs within the portfolio and maintains an up to date directory of academic, clinical, Professional Associations, College and student leaders.

Develops a broad knowledge of IPE activities and projects and maintains a data base of leads and champions.

Coordinates project activities for IPE such as the Institute of Medicine Collaborative, the AFMC Special Interest Group and IPE orientation sessions.

Assists in the organization of workshops as required, including room bookings, catering, equipment and supplies. Computes and compiles workshop evaluation results.

Screens and prioritizes incoming calls and mail, exercising judgment as to whether matters require urgent attention and or whether background information must be acquired immediately.

Manages the calendar of the Associate Dean, Health Professions and screens requests for appointments. Exercises tact and discretion in prioritizing requests for appointments.

Works with the Assistant in the College of Health Disciplines to manage the calendar for the Director Interprofessional Education.

Coordinates and assembles bring forward materials for projects and meetings from a variety of sources.

Coordinates travel arrangements for the Associate Dean, Health Professions and relevant travel for the Director, Interprofessional Education including airline, hotel, visas, ground transportation, and reimbursement of expenses.

Organizes and compiles various materials and data as required, often project related.

Coordinates faculty, staff and students as needed for educational sessions led by the Associate Dean, Health Professions.

Oversees the budget within the portfolio.

Drafts power point presentations for the Associate Dean, Health Professions and Director, interprofessional Education and secures background information as may be required for preparation of presentations.

Performs other related tasks as required.

Supervision Received

Works under the direction of, and receives work assignments from, the Associate Dean, Health Professions. Performs familiar duties independently and in accordance with established procedures.

Supervision Given

None.

Consequence of Error/Judgement

Disclosure of confidential, sensitive, or incorrect information could cause embarrassment or have a detrimental effect on Faculty operations. Must be able to work with minimal supervision to ensure standards of business practice, established procedures, and disclosure are maintained effectively and with a high level of professionalism.

Qualifications

High School graduation and two year post-secondary diploma. . 4 years related experience or the equivalent combination of education and experience. Experience within a College or University preferred.



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Computer experience required (Word, Excel, Power-point, Outlook).

Experience with SharePoint preferred.

Secretarial skills and training in office procedures and practices are essential.

Knowledge of UBC Policies and Procedures is preferred. Ability to communicate effectively verbally and in writing. Ability to deal with a diverse group of people in a calm, courteous and effective manner. Ability to type 60 words per minute. Ability to use the normal range of office equipment. Ability to use word processing, excel spreadsheet, powerpoint, electronic mail, electronic calendars and internet applications at an intermediate level. Ability to manage a SharePoint electronic database and document system. Ability to prioritize and organize work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to maintain accuracy and attention to detail. Ability to take and transcribe accurate meeting minutes. Ability to compose correspondence, reports, presentations, and other written materials using clear, concise business English. Ability to exercise a high level of tact and discretion when handling sensitive and or confidential matters. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 12996
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 Secretary, Si-EPIC and Biomedical Eng.
Department: Electrical&ComputerEngineering
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-29
Job End Date: 2014-05-28 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

Job Summary

Provides administrative support to the Program Directors primarily in relation to the Engineers-in-Scrubs (Biomedical Engineering) and Si-EPIC (Silicon Electronic Photonic Integrated Circuits, Electrical and Computer Engineering) programs.

Organizational Status

Receives work directly from the two Program Directors.

Work Performed

Secretary for the Si-EPIC Program (60%):

- Primary point of contact for Si-EPIC Program. Answers telephone, mail and e-mail inquiries.
- Develops and maintains a matrix of the agreements between different institutions supporting shared graduate programs student credits between universities (e.g., Western Deans' Agreement).
- Monitors student records to ensure that all students are progressing adequately in the program.
- Assists with development and coordination of the Industry Placement Program: liaising with industry representatives, coordinating student internships, and tracking student placements.
- Coordinates the program's scholarship review process.
- Assists with the organization of various workshops: assists with promotion, handles workshop course registration, and
- Tracks program expenses and assists in budget planning. Handles requisitions and expense claims as needed, working with Department financial staff to ensure timely processing.
- Compiles annual reports (e.g. NSERC, industry reports).
- Conducts program evaluations; compiles results of evaluations and surveys to help plan future program directions.
- Develops promotional material for student recruitment.
- Ensures that all forms and records are updated and well maintained. Assists the Program Director with updating or developing program-specific policies and procedures if required.
- Maintains and updates program website, including development of original web content as needed.
- Performs other related duties as required.
- Tracks student progress in the program; collects student reports

Secretary for Biomedical Engineering Program (40%):



- Hospital-based point of contact for BME Program. Answers telephone, mail and e-mail inquiries.
- Facilitates Director's liaison with Registrars office, Dean's Office, Recruitment Office, Faculty of Medicine, Housing, Graduate Studies, Board of Study, as well as with hospital entities (Vancouver Coastal Health Research Institute, Medical Student and Alumni Centre, Centre for Hip Health and Mobility, ICORD, UBC Medical School, etc.).
- Communicates and facilitates the exchange of information with BME faculty and support staff at BCIT and SFU. May be occasionally required to travel to assist in BME-related meetings in the Greater Vancouver area.
- Arranges travel for Program Director
- Assists BME students (primarily hospital-based students) and faculty by providing information, interpreting University policies and procedures relating to graduate students.
- Handles requisitions and expense claims and working with Department financial staff to ensure timely processing.
- Prepares refreshments and organizes reception party for seminars and program meetings.
- Assists with organizing various seminars. Expected duties will include contacting guest speakers and handling other bookings and travel arrangements as needed.
- Provides secretarial and administrative support to the EIS Advisory Committee, as well as the program's Board of Study and Industry Advisory Committee.
- Serves as Department liaison with the Faculty of Graduate Studies and other department Graduate Secretaries.
- Serves as a resource person for faculty, staff and students with regard to policies and procedures surrounding admissions, programs of study, awards, research assistantships, graduation, and other related matters.
- Composes routine correspondence for the Graduate Admission.
- Organizes and maintains graduate students record system.
- Prepares and assembles graduate application package (including transcripts, reference letters and TOEFL, etc.) for review by the Director, notifying applicants of their status; and processing the resultant acceptances or rejections.
- Responds to inquiries from prospective graduate students, current students, faculty members and other UBC Departments drawing upon knowledge of departmental and university policies and procedures.
- Informs applicants on possible admission options, referring to faculty advisor if required.
- Maintains email lists and other methods of contacting students, faculty, clinician, industry contacts, alumni, and other people interested or involved in the program
- Maintains and updates program website
- Maintains familiarity with all job functions of UBC-based program secretary and is able to serve as replacement in case of vacations, sick leave or other absences of program secretary
- Coordinates job functions with UBC-based program secretary so as to provide timely responses during peak times without replication of effort

General Duties to Program Directors for both programs:

- Performs front office duties such as receiving visitors, answering inquiries from students and the public; maintains a professional and courteous manner, communicating effectively and tactfully with individuals at all levels in giving and obtaining information and in explaining practices and procedures.
- Acts as personal and confidential secretary to the Program Directors for program-related matters: Opens and screens incoming calls and mail, refers and prioritizes matters for reply or additional information on behalf of the Directors, identifies and follows up on action items as directed.
- Composes correspondence from brief oral instructions notes or initiates draft responses for the Director's consideration.
- Researches topics of interest to the Director from brief oral instructions, making use of various resources (e.g., internet).
- Organizes meetings and events: coordinates meeting times, handles room bookings and or online video conferencing, compiles agenda items and distributes agendas, records and distributes minutes, arranges catering as necessary.
- Maintains filing systems.
- Collects and collates various statistics of interest to the Directors.
- Performs other related duties as required.

Supervision Received

Works within general guidelines, applying knowledge of procedures and regulations to establish priorities. Receives detailed instructions during orientation and on subsequent new assignments or changes in procedures. Is expected to be able to take



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initiative, exercising problem solving skill, determining course of action and to follow through independently.

Supervision Given

N A.

Consequence of Error/Judgement

The position provides administrative support to the Programs in general, as well as administrative and secretarial support to the Program Directors. The incumbent frequently handles sensitive data and correspondence, including student records. The position demands confidentiality and responsibility. Failure to maintain confidentiality will seriously impair the ongoing operation of the department. The incumbent is expected to carry out his/her duties independently and with minimal supervision. Errors in judgment could reflect negatively on the Directors, the Programs and UBC. Accuracy in record keeping and when relaying information to students and external parties is very important, as errors or inaccuracies have the potential to affect the admissibility and progression of students in the programs.

Qualifications

High School graduation and 1 year post-secondary education. Training in office practices and bookkeeping procedures. 3 years of related experience or the equivalent combination of education and experience. Knowledge and or experience working within the Engineering academic community or profession is an asset. Experience with graduate program administration and with UBC-specific software and systems (e.g., GADS, Synapps) is an asset. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to effectively use job-specific software at an intermediate level. (e.g., email, MS Word, MS Excel) Ability to work effectively independently and in a team environment. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to anticipate problems and issues and plan ahead. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to efficiently and effectively coordinate tasks. Ability to identify and correct missing and incomplete data. Ability to create and accurately maintain record and filing systems. Ability to gather, record, and organize information. Ability to prepare and complete job-related documents using relevant content and appropriate format (e.g., forms, letters). Ability to operate job-related equipment (e.g., fax machine, photocopier). Proficiency on both Windows and Mac OSX platforms. Ability to effectively manage multiple tasks and priorities. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to politely screen calls, direct as appropriate, and take accurate messages. Ability to perform word processing at 60 words per minute. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to understand and apply policies, procedures, and instructions. Ability to communicate effectively verbally and in writing. Ability to listen actively and attentively, and obtain clarification as required. Ability to make thoughtful, informed, and thorough decisions. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to effectively design and modify web sites. Ability to learn new software programs. Ability to deal with people in a courteous, calm manner. Ability to assist clients in identifying appropriate courses of action. Ability to work effectively with minimal supervision. Ability to deal effectively with a diversity of people. Ability to effectively liaise with appropriate stakeholders. Ability to exercise tact and discretion. Ability to develop and maintain cooperative and productive working relationships. Ability to perform basic arithmetic. Ability to design and conduct surveys. Ability to locate required information using a variety of methods (e.g., online information sources, manuals, expert sources). Able to work at two different locations (UBC Vancouver campus and Vancouver General Hospital) on a variable schedule. Ability to accurately process Requisitions for Payment, Travel Requisitions, and JVs within required timelines. Ability to apply generally accepted accounting principles in an appropriate manner. Ability to effectively perform accounts payable and accounts receivable related duties. Ability to accurately balance cash and resolve discrepancies. Ability to accurately gather, organize, and summarize financial information. Ability to enter, retrieve, correct, and interpret data in financial management system. Ability to analyze and reconcile accounts. Ability to analyze and reconcile financial statements.

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Staff Job Postings

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



Job Posting

Job ID: 12991
Location: Outside Vancouver - Hospital
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Med Ed (Gr9) **Business Title:** Sr Program Asst-Med Ed (Gr9)
Department: Medical Postgraduate Education
Salary: \$43,692.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

Job Summary

This position provides support to the Regional Administrator and the Regional Specialty Program Director on a full-time basis. Liaises and works co-operatively daily with physicians, UBC Family Practice, Hospital Authority personnel, Island Medical Program staff & UBC Programs. Oversees many aspects of resident training, information and education. All duties and responsibilities are carried out at the Royal Jubilee Hospital in Victoria, BC in liaison with local and out-of-region contacts.

Residents in the Royal College Specialty Training program spend their first clinical residency year of their specialty either in the UBC Lower Mainland (St. Paul's Hospital and Royal Columbian Hospital) or UBC Victoria (Royal Jubilee Hospital and Victoria General Hospital). Residents apply to UBC and then are matched to one of these three sites where they carry out the learning requirements as dictated by their UBC home program to which they belong. The incumbent is in constant liaison with the Program Directors, Program Managers, Program Coordinators, Program Assistants, Discipline Specific Site Leaders as well as preceptors for both the Royal College and Family Practice Medicine programs in Victoria to ensure that schedules and educational materials are prepared and distributed and that residents (and IMP medical students) and teachers are supported. The incumbent is also in regular contact with Program Coordinators and Program Assistants at UBC Vancouver to the same end.

The Senior Program Assistant performs duties related to support of the Royal College Postgraduate Education in the UBC Postgraduate Program, by compiling information necessary for the development and implementation of the program in collaboration with the UBC Postgraduate Dean's Office, the UBC Department of Family Medicine in Victoria and the Island Medical Program. Assists the Program Director and Program Manager with the planning, scheduling and resource management for the Royal College Regional Specialty Program in first year. This includes preparing documentation and corresponding with lecturers and Preceptors in the program. Prepares materials for seminars and lectures and deals with problems associated with rooms and equipment.

The position handles Royal College, Family Practice and visiting resident 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.

Organizational Status

This position reports directly to the UBC Regional Administrator (Vancouver Island Regional Specialty Program), the Regional Specialty Program Director (Vancouver Island), the Regional Associate Dean of Medicine (Vancouver Island) and the UBC Director of



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Administration (located in Vancouver).

Work Performed

Provides administrative support for the Regional Specialty Program Director and Program Administrator by:

Administrative Duties:

- Collaborating with Family Practice in coordinating Royal College & Family Practice Residents at the UBC Victoria Site.
- Collaborating with the Program Manager and Program Director to create new program policies and procedures
- Performing duties related to supporting the Royal College Postgraduate Education in the UBC Postgraduate Programs in the development and implementation of the program in collaboration with the UBC Postgraduate Dean's Office, the UBC Department of Family Medicine in Victoria and the Island Medical Program
- Coordinating and monitoring Resident web based evaluation database system by helping Residents and Preceptors troubleshoot evaluation forms, entering New Resident information, vacation, conference information and sick time
- Monitoring all aspects of resident In-Training Evaluations (ITERs) for Royal College Residents in Victoria, ensuring system links are up-to-date
- Determining low performance resident evaluations and alerting Program Administrator and Program Director
- Developing and maintaining new website for the Royal College PGY-1 Residency program in Victoria, including creating content and consulting with UBC MedIT. Creating and maintaining PGY-1 Victoria Handbook as posted on Postgrad Medical Education website.
- Supervising part-time Academic Scheduling position for Psychiatry and overseeing the postgraduate portion of the workflow
- Implementing the evaluation process by assembling evaluations for review by Program Director
- Coordinating all aspects of required meetings, videoconferences etc
- Attending meetings with Program Director (PD)
- Assisting Victoria Program Director in preparations for Accreditation review
- Liaising between Medical Administration and visiting Senior Residents regarding pager and proxy card handover
- Training new staff, students and temporary staff
- Performing secretarial duties for the Regional Specialty Office
- Completing various tasks as assigned
- Providing training and or instruction of a complex nature in areas of expertise
- Performing as Regional Program Administrator during absences

Scheduling Duties:

- Assisting the Program Director and Program Manager with the planning, scheduling and resource management for the Royal College Regional Specialty Program in first year. This includes preparing documentation and corresponding with lecturers and Preceptors in the program.
- Interpreting guidelines, policies and procedures pertaining to Royal College, Family Practice and visiting Residents enquiries of a non-routine and routine nature.
- Developing procedures for various components of rotations for General Surgery, Mid-Wifery & Pediatrics Clinics
- Liaising with medical office assistants to schedule Surgery Sub-Specialty blocks.
- Assigning, coordinating and tracking all aspects of the Royal College PGY-1 Specialty Residents' and Family Practice R2 Residents' shared clinical rotations
- Collaborating regularly with Residents, preceptors, facilitators and lecturers to coordinate any changes to their schedules
- Coordinating Resident schedules, files and database
- Coordinating and planning Resident interviews with Program Director
- Creating weekly schedule of Rounds Events that relate to Cardiology and Internal Medicine
- Posting and distributing schedules to Physicians, Senior Residents, Residents, Unit Clerks and Site Leaders, Family Medicine Program and IMP counterparts.
- Preparing materials for seminars and lectures and solving problems associated with rooms and equipment
- Coordinating all aspects of the Academic Half Day lectures on a weekly basis.
- Assisting the Assistant Postgrad Director (ADP) of Psychiatry to ensure his attendance at CaRMS interviews via videoconference.

Courses:

- Preparing proposal for expenses, identifies and recruits tutors & examiners and coordinates all aspects of the Physical Exam Skills session and the Mock OSCE session for the PGY-1 Royal College Residents.
- Coordinating all aspects of annual Trauma Course for the Royal College PGY-1 Residents, including identifying, costing and



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purchasing of materials for course

- Coordinating all aspects of the annual Neonatal Resuscitation Course for both the Royal College and Family Practice Residents
Financial Duties:

- Coordinating and overseeing financial expenses relating to the Clinical Bedside Teaching funds in Victoria.
- Verifying and tracking units of teaching from hard-copy schedules and One45 to Excel.
- Determining and preparing requisition payments to Preceptors using tallied units for distribution to preceptors
- Determining and preparing designated On-Call payment for physicians

Supervision Received

This position works independently under broad direction and reports directly Regional Administrator and the Regional Specialty Program Director.

Supervision Given

Supervises part time Psychiatry Internal Medicine Program Assistant, students and temporary staff

Consequence of Error/Judgement

This position deals with information of a confidential and sensitive nature. The consequence of breaking confidentiality could have serious impact on the Postgraduate Deans' Office, the Faculty of Medicine and the University. The Program Assistant, in coordination with the Program Manager, is responsible for the day-to-day administration of the Royal College PGY-1 program in Victoria as well as some rotation scheduling of the Family Practice Resident office in Victoria. The schedules are extremely detailed and errors in scheduling could have considerable impact on Resident's learning, faculty and Resident satisfaction and will have a large impact on the preceptors in the community teaching our Residents. The incumbent must work with tact and discretion and with confidentiality concerning resident records and personal information. Medical Residency expansion and the distributed programs 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. This position is key to making recommendations to the Royal College and Family Practice offices in Victoria. It is important that residents are given accurate information regarding their program, since mistakes can have a long-term impact on their training and certification. Duties must be carried out in an efficient and professional manner as the impact of any decisions can have repercussions for faculty, residents, general public, staff and the image of the Residency Program as a whole.

Qualifications

High School graduation and two year post-secondary diploma. High School graduation and two year post-secondary diploma. . 4 years related experience or the equivalent combination of education and experience. Prior experience an asset. Ability to effectively use Word (word processing), Excel, Access (spreadsheet, database and Internet applications) at an intermediate level. Effective oral and written communication. Ability to perform word processing at 55 words per minute. Ability to exercise independent judgment and interpretation of information. Prior experience with WebEval an asset. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to analyze data and data quality and make reliable decisions. Ability to evaluate problems, identify key information and issues, and effectively resolve them. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion a must. Ability to work effectively independently and in a team environment. Proven strong interpersonal and organizational skills. Ability to maintain accuracy and attention to detail Ability to analyze and interpret data, determine implications, and provide recommendations Ability to communicate effectively verbally and in writing. Ability to accurately process <function> within required timelines. Ability to make thoughtful, informed, and thorough decisions. Ability to effectively liaise with medical office assistants, residents preceptors. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to train.



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Job Posting

Job ID: 12984
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 2 (Gr3) **Business Title:** UG Program Assistant, Large Course Support
Department: The Sauder School of Business
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

Job Summary

Under general supervision, provides dedicated administrative support for instructors of core commerce undergraduate courses. Responsible for responding to routine and complex enquiries in person, written, telephone and by email from prospective and current students, parents, faculty and staff, professional associations and members of the general public. Communicates and provides explanations and information on detailed regulations related to admissions, registration, program requirements and graduation. Provides information on the extensive array of student resources and services offered by the Sauder School of Business and the University of British Columbia

Organizational Status

Reports to the Associate Director, Academic Services and on a day to day basis reports to the Senior Program Assistant. The incumbent works closely as a team member in the office and with instructors of core courses, and liaises with Sauder School of Business departments ,(e.g. Divisional units, Technical Services, Duplication Services, and the Dean's Office), UBC units (e.g. Enrolment Services, Access & Diversity,), and with numerous external university services.

Work Performed

Under general supervision, provides administrative support for instructors of large sectioned core courses:

- * Manages and responds to routine and complex enquiries by email including requests for course outlines, text book information, lecture notes and information for missed classes, appointments with instructors outside of regular office hours, exam review sessions, tutoring assistance; determining student's eligibility to register in course; requests for section change or permission to attend alternate sections; grade enquiries; exam scheduling conflicts; missed classes and or exams; problems accessing course website or receiving course emails.
- * Resolves exam scheduling conflicts and exam hardship cases with faculty and in line with UBC established policies and procedures.
- * Processes requests for academic concessions for missed classes, assignments, and examinations.
- * Deals with requests for viewing, discussion, and re-grading of examinations as well as requests for opportunities to improve course grade.
- * Manages examination arrangements for Access and Diversity clients students requiring special accommodations.

Determines applicants' qualifications and eligibility for the BCom program according to established criteria. Reviews individual



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circumstances and provides information and assistance to these admission enquiries from students, applicants and Faculty Advisors based on a thorough knowledge of admission policies and procedures. Composes written correspondence.

Supports student registration by interpreting and providing assistance on all aspects of the Student Information Systems for students, faculty, and staff. Determines students' eligibility for course registration and notifies students of the reason(s) for refusal. Responsible for screening and reviewing students' registration appeals. Provides direction and advice to students regarding course availability, timetabling and eligibilities. Investigates and resolves registration problems and timetable conflicts. Makes recommendations to increase course enrolment or force student registrations.

Responsibilities require keeping apprised of changes to policies and procedures related to admissions, scheduling, registration, student records, program requirements, and all Undergraduate Program Office operations as well as changes taking place in the Enrolment Services Office, Student Services and the general university community. Must have detailed knowledge of student resources and services within the Faculty and across the UBC Campus including Student Counselling, Disability Resource Centre, Enrolment Services, Housing, Financial Assistance and Awards, International Office, Student Development & Services; refers students to appropriate academic resources on campus; refers to faculty specific academic advising where appropriate; acts as a resource person for students, faculty and staff.

Monitors internal administrative procedures for efficiency and effectiveness making recommendations for process changes where necessary; creates and designs internal student faculty approval forms. Makes recommendations to the Senior Program Assistant for changes in order to improve service.

Assists the Senior Program Assistant and unit managers with planning and coordinating Undergraduate Office workshops and events (e.g. Orientation programs, student success workshops, Commerce Scholars events, information sessions and recruiting events). May supervise student assistants.

Assists unit managers with special projects involving researching websites and compiling comparative program data for other undergraduate business programs nationally and internationally; preparing statistical reports and spreadsheets using data in the UBC admissions and student information systems.

Represents Sauder School of Business at Undergraduate recruiting events. Responsible for providing information and assistance to potential B.Com applicants attending these events based on a thorough knowledge of admission policies and procedures.

Schedules advisor student appointments, organizes meetings and events, takes and transcribes minutes.

Knowledgeable about customer service principles and provides service that is excellent, efficient and accessible. Deals with customer service complaints. Resolves complaints or negotiates with senior staff in other areas to remedy the situation.

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

Supervision Received

Supervised by the Senior Program Assistant. Receives detailed instructions on new assignments. Works under minimal supervision.

Supervision Given

N A

Consequence of Error/Judgement

Decision-making is based on a thorough knowledge of the policies and procedures of the University and the Sauder School of Business. The incumbent exercises considerable judgment and must demonstrate tact and discretion within established Departmental and UBC guidelines and regulations. Consequence of error is high and poor judgment would compromise the integrity of the BCom



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program as well as jeopardize the reputation of the Sauder School of Business and UBC. Students not obtaining a required or recommended course, not being able to graduate, or applicants not being able to obtain admission to the BCom program are some examples of what poor judgment could result in. Miscommunication in registration and timetabling may result in disgruntled students and faculty. A high degree of judgment is exercised in the admissions process and an error in admissions would jeopardize the academic integrity of the BCom program. Lack of cross-cultural sensitivity in communicating with international students may cause serious misunderstandings and damage to the international reputation of the program and the school.

Qualifications

High School graduation and one year of related training. University degree preferred. 2 years of related experience or the equivalent combination of education and experience. Prefer related training in office procedures and practices. Customer student service experience required. Excellent customer service skills and attitude required. Computer experience required (Student Information Systems (AS, SISC, SSC, FSC, AdAstra, DAG), Word, Excel and Outlook preferred). Effective oral and written communication skills. Effective interpersonal, customer service and organizational skills. Ability to perform word processing at 50 words per minute. Ability to operate job-related equipment. Ability to use word processing, spreadsheet, database and electronic mail applications at an intermediate level. Ability to prioritize work, multi-task, work under pressure, and to meet deadlines in a busy office environment. 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:	12977		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Student Info Support		
Classification Title:	Student Info Support 3 (Gr5)	Business Title:	Student Information and Program Support Clerk
Department:	Go Global: Internl Lrng Prog		
Salary:	\$37,956.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-06-25	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-05-28	Available Openings:	1

Job Summary

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

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

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

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

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

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

Organizational Status



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

Work Performed

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



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Other duties may include:

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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



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Job Posting

Job ID: 13031
Location: Vancouver - Other
Employment Group: Exec.Admin(non-union clerical)
Job Category: Secretarial - Non Union
Classification Title: Admin Assistant 2 **Business Title:** Program Assistant, ESL Conversation Program
Department: UBC Learning Exchange
Salary: \$37,384.00 - \$41,533.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-01
Job End Date: 2013-05-31
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-05-31 **Available Openings:** 1

Job Summary

BACKGROUND:

The UBC Learning Exchange is one of the key components of Place and Promise, UBC's strategic plan for the future. The initiative aims to provide educational opportunities to people in the Downtown Eastside and other inner-city communities, to develop UBC's students' understanding of society through first-hand volunteer work in the community, and to offer UBC's resources and expertise to inner-city communities in the Vancouver region.

The Learning Exchange is a Canadian leader in the fields of community-university engagement. The Learning Exchange is a signature program for the portfolio of VP External, Legal, and Community Affairs.

The UBC Learning Exchange's English as a Second Language (ESL) offers free small-group English conversation sessions to low-income immigrants, citizens and refugees. The conversation sessions are facilitated by residents of the Downtown Eastside (DTES) and other inner city communities who receive training and support to enable them to share their language skills and knowledge about Vancouver.

JOB SUMMARY:

The Program Assistant, ESL Program is responsible for assisting with the administration and coordination of program operations including: the recruitment, screening, orientation placement and scheduling of members of the DTES and other inner city communities as ESL facilitators and or ESL learners; the planning and implementation of new ESL-related initiatives; and the provision of day-to-day support and problem-solving for program staff and participants.

He she will assist with the development and maintenance of collaborative relations between the Learning Exchange and various immigrant refugee service and pre-employment service providers.

In addition to these responsibilities, the Program Assistant will collaborate with the Program Coordinator to collect and record participation statistics.

Organizational Status

Reports to the Coordinator, ESL Program. Within the Learning Exchange department, works with management, program, and student staff.



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Work Performed

- Assist in the coordination of program activities including ESL conversation sessions, facilitator orientation and training, assessment and registration of ESL learners, screening, interviewing, placement and scheduling of ESL facilitators,
- Provision of on-site support to facilitators and learners,
- Administration of facilitator recognition, and end of term evaluations;
- Assist in the coordination of program participant recruitment for facilitators and learners including the design and distribution of promotional materials, the development and maintenance of relationships with community organizations, the development of systems to facilitate recruitment;
- Assist in planning and implementing strategic initiatives including the expansion of the program;
- Assist in developing and maintaining working relationships with various stakeholder groups including immigrant and refugee service providers, pre-employment agencies, schools, community centres, and other educational centres;
- Assist in the coordination of special events such as end-of-term graduations, and other extra-curricular activities;
- Assist in the coordination of the weekly facilitator training workshops
- Other related responsibilities as required;

Supervision Received

This position is expected to function under the direction of the Coordinator, ESL Program and according to established objectives.

Supervision Given

None

Consequence of Error/Judgement

Must exercise tact and diplomacy in interacting with Learning Exchange staff, student and community participants and staff at community organizations. The Learning Exchange has a high profile in the community and engages program participants in situations that may be new. As the department is handling confidential information, must understand and respect the principle of confidentiality. Errors in judgment or the disclosure of confidential information could have very public consequences, affecting the reputation of the Learning Exchange ESL Conversation Program and or resulting in embarrassment to the University of British Columbia and its senior administration.

Qualifications

High school graduation with training in stenographic skills. Minimum of High School graduation (Undergraduate Degree preferred). Minimum of four years experience or 3 years UBC experience. - Minimum of 2 years related experience - preferably including exposure to a university community initiative

- Experience teaching ESL locally or abroad, and or experience working in cross-cultural settings;
- Program administration experience and skills;
- Experience working with immigrants and or refugees;
- Experience working with volunteers;
- Experience in adult education and or teaching ESL;
- Experience in issues and community resources in the Downtown Eastside of Vancouver;. Proficiency in Microsoft Office Software, including demonstrated ability to use advanced features of Excel. Excellent interpersonal skills. Commitment to the goals of UBC's Place and Promise. Excellent communication skills, both verbal and written. Ability to maintain connection between a long-range vision and day-to-day functions. Ability to manage a demanding workload by determining priorities, planning ahead and anticipating problems. Ability to meet deadlines and multi-task. Both goal and process-oriented. Ability to function as an effective team member, including ability to give and receive constructive feedback. Excellent organizational skills. Excellent problem-solving skills. Knowledge of cross-cultural adult education and or ESL teaching principles. Knowledge of and sensitivity to inner-city



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issues. Knowledge of and sensitivity to the university community.

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Job Posting

Job ID: 13047
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A
Business Title: Accountant and Administration Manager
Department: Earth and Ocean Sciences
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-07-01
Job End Date: 2013-06-30
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-09
Available Openings: 1

Job Summary

With an annual revenue of \$1 to 1.5 million the Seismic Laboratory for Imaging and Modeling (SLIM) carries out cutting edge research into new and greener ways of locating and processing energy reserves.

This role supports SLIM's research by taking responsibility for the full accounting cycle from budget preparation and submission to fiscal year end closing and reporting. In addition the incumbent is also responsible for the day to day administration of the group. This is a highly independent role and often requires that the incumbent generates their own solutions in order to resolve any issues.

The role is grant funded and as such is a term appointment with a strong possibility of renewal.

Organizational Status

Reports to the SLIM Director.

Work Performed

These activities require coordination with Ian Hanlon (Research Associate), Dr. Herrmann, the UILO, Caltech and other stakeholders as required.

General responsibilities include but aren't necessarily limited to:

- Developing budgets for future grants and industrial collaboration.
- Preparing financial forecasts and variance reports.
- Monitoring all financial transactions on SLIM's and Dr. Herrmann's accounts and taking any necessary action to ensure compliance with relevant budgets and regulations.
- Providing a breakdown of all financial activities on SLIM and Dr. Herrmann's accounts to Dr. Herrmann (once every 3 months or by request).
- Preparing of the year-end financial statements of grants, including NSERC. This includes providing justifications for deviating from the budget or regulations.
- Overseeing the financial transactions that are part of the contracts between UBC and the industrial partners of the SINBAD



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consortium and other industrial research agreements.

- Administrating and reconciling:
 - o all credit cards that belong to SLIM
 - o all standing orders that belong to SLIM
- Assisting with purchasing equipment. This involves but isn't necessarily limited to obtaining quotes, negotiating prices and arranging for payment.
- Responsible for ensuring that all SLIM employees students are placed on payroll and that they are renewed as required.
- Analyzing financial operations and making recommendations for improvement as needed.
- Any other duties as required.

Administration Coordination

The incumbent is responsible for managing the day to day administration for the unit. These activities require coordination with Ian Hanlon (Research Associate), Dr. Herrmann and other stakeholders as required.

- Assisting with coordination of the year-end non-financial reporting to NSERC.
- Tracking current space use and allotment of desks (who is where).
- Forecasting space needs.
- Responsible for organizing the logistics for the consortium conferences. This includes negotiating with vendors and making decisions to bring the conference in on budget.
- Responsible for vetting pre-applications from prospective graduate students.
- Analyzing administrative operations and making recommendations for improvement as needed.
- Any other duties as required.

Supervision Received

Works independently under general managerial direction. Work is reviewed in terms of adherence to policies and procedures.

Supervision Given

Does not directly supervise any other roles but may train other employees in UBC accounting processes.

Consequence of Error/Judgement

Errors in financial management and unsuccessful funding strategies would negatively impact the viability of SLIM and associated projects. Likewise, errors in accounting for funds expended or failure to meet the stringent demands of the granting agency could compromise the PI's ability to attract additional or supplementary funding.

Qualifications

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA).
. Minimum of two years experience or the equivalent combination of education and experience. Knowledge of UBC financial processes and rules is preferred but not essential. Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to efficiently and effectively coordinate tasks. Ability to apply generally accepted accounting principles in an appropriate manner. Ability to develop and monitor budgets. Ability to accurately gather, organize, and summarize financial information in a manner that can be understood by those without an accounting back ground. Ability to manage and provide a analysis complex financial arrangements. Ability to deal with people in a courteous, calm manner. Ability to deal effectively with people with diverse backgrounds.



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Job Posting

Job ID: 13036
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C **Business Title:** Financial Analyst
Department: The Sauder School of Business
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-03 **Available Openings:** 1

Job Summary

This role is for a mid level professional who will be responsible for performing specialized financial management functions across the Sauder School of Business. The position will create budgetary models and systems for running financial reports and forecasting. Will also be involved in cost accounting activities, development of effective financial systems processes related to administration and profitability and will also create ad hoc financial analysis as needed. Is also expected to provide recommendations that regarding the Faculty's budget system allowing easy implementation of a full-fledged P&L system for the PGP units with particular attention to the Executive Education unit.

Organizational Status

Reports to the Chief Financial Officer. Works closely with unit heads on all financial issues. Coordinates and reviews financial activities of business unit heads, faculty, consultants, and service providers as necessary.

Please revise so that the faculty-wide scope is summarized at the beginning of the work performed, the role in business process review is placed at the beginning of the work they are doing for Exec Ed, and the role in auditing certain problems is placed more prominently. Otherwise, this would be OK at the C. - Stuart Murray 2-2481.

Work Performed

Financial Management

Provides specialized functions for the faculty as a whole, including but not limited to, co-ordinating cost accounting activities within the Executive Education unit, reimbursement, and financial planning and analysis; maintain; establish and maintain cost standards, including labor and non-labor.

Engages in process reviews focusing on cost accounting in Executive Education. Monitors cost accounting procedures; manage cost systems and methods for designated areas; create and implement new financial models to streamline budget, forecast and reporting processes, ensure timely execution of activities.

Review documentation and ensure timely updates of distributions. Compare and analyze actual direct and indirect charges to budget allowances on a continuing basis; responsible for audit of cost reports and determining causes of variance in performance from budget allowances.

Assists in the development and implementation of financial systems, methods and processes to improve the administration and general profitability of the Faculty's activities.



Coordinates the annual planning process; oversees preparation of budget of Executive Education as a division and manage the monthly reporting of actual and forecasts, performing variance and profitability analysis. Analyze program cost information, identifying opportunities to improve margins.

Ensure proper internal controls and reconciliations necessary to maintain data integrity and consistency.

Financial Reporting

Create ad hoc financial analysis as needed, Prepare various financial analysis at the request of the Associate Dean or Chief Financial Officer as it pertains to activities (e.g. unit costs, pricing alternatives, tuition projections, cost allocations, etc.

Develops and recommends financial systems and tools to support units. Creates budgetary models, forecasts, reporting tools, and profitability analysis templates, running comprehensive financial reports and budget forecasting.

Make recommendations for and contribute to changes to Faculty's budget system to allow for a full and easy implementation of a full-fledged P&L system for the PGP units.

Supervision Received

Works independently and reports to the Chief Financial Officer.

Supervision Given

Reviews and discusses status of activities with management peers within the Faculty and other management, staff, faculty, consultants, and other providers or stakeholders as required in all aspects of activity planning, tracking, budgeting and overall financial performance.

Consequence of Error/Judgement

Accounting errors could cause serious inaccuracies in the University's records perhaps resulting in errors in the financial statements. Financial statement errors could lead to incorrect decisions by the executive and the Board and could damage the reputation of the University, adversely affecting its ability to raise funds. Due to the senior level of this position, the decisions or recommendations made will have a significant effect on University standards, operations and finances. Ineffective systems may result in errors, delays and costs to users.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). . Minimum of five years experience or the equivalent combination of education and experience. Prefer 8 years of experience. Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). At least 8 years of accounting experience culminating at a senior management level. Proven experience in performing complex data analysis, analyzing business processes and implementing change in work processes. Computer experience is required. Effective oral and written communication, problem identification, problem solving, analytical and organizational skills required. Ability to provide solutions to complex problems independently and to work in a deadline-driven environment. Must be able to multi-task, set priorities and meet deadlines. High degree of analytical accuracy, thoroughness, and dependability. Supervisory or training experience an asset. Must be a team player and be highly self-motivated. Excellent working knowledge of PC based computer programs. Knowledge of computerized financial accounting systems. Excellent organizational skills.

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Job Posting

Job ID: 13026
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A
Business Title: Administrative Manager
Department: Devlpmtl Neurosci&Child Health
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-03
Available Openings: 1

Job Summary

The Administrative Manager has responsibility for overseeing the administrative, human resource and information technology operations of Developmental Neurosciences & Child Health. Manages the UBC Fee for Service account. Manages the hiring, discipline, evaluation and termination processes of administrative and research staff.

Organizational Status

Reports to the Managing Director of Developmental Neurosciences & Child Health. Regular and ongoing interaction with all levels of staff within the cluster and the Child & Family Research Institute. Regular and ongoing interaction with the Department of Pediatrics. Regular and ongoing interaction with UBC's Human Resources, Research Services, Finance and Faculty of Medicine's Dean's Office.

Work Performed

Administration Operations

- Develop, implement, maintain and update administrative policies, practices and procedures to be observed in the Centre and ensure compliance with both UBC and PHSA policies and procedures.
- Manage renovation projects and administers space plan implementation .
- Develop, implement and maintain policies for acquisition, utilization, maintenance and replacement of office equipment and supplies.
- Purchase equipment, supplies and furnishings through PHSA and UBC systems.
- Co-ordinate preparation and distribution of annual reports.
- Oversee departmental security.
- Administer fire and safety regulations, disaster plans, and health and safety regulations.
- Manage arrangements for events, external service provisions and meetings.
- Participates in strategic planning.

Human Resources

- Manage hiring, discipline, evaluation and termination processes. Participate in recruitment, selection, training and appointments.
- Provide advice to faculty and staff regarding interpretation and application of collective agreements and UBC policies.



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- Advise faculty on human resource information required for new grant applications.
- Provide advice, guidance and consultation to faculty and staff on human resource issues and conflict resolution.
- Identify, design, implement and evaluate new human resource initiatives.
- Manage documentation process and related procedures concerned with applications, appointments, probation, leaves, performance evaluation, promotions, terminations and salaries.
- Manage staff evaluation program, including probationary, annual review and merit.
- Oversee attendance management program.
- Write, review and update job descriptions.
- Manage human resource database and files.
- Manage PHSA contracts.

Information Technology and Communications

- Develop and manage database for telephones, computers, and research equipment.
- Develop and manage Centre information link on CFRI website.
- Ensure compliance with PHSA servers on u and v:drives

Financial

- Manages the UBC Fee for Service account.
- Participates in financial planning processes.

Performing other related duties.

Supervision Received

The Managing Director will provide direction and oversee performance. The administrative manager will exercise judgment and initiative in duties and responsibilities.

Supervision Given

Manage the Administrative Support and provide advice and assistance to researchers in the management of research assistants.

Consequence of Error/Judgement

Developmental Neurosciences & Child Health is a research cluster within the Child & Family Research Institute. Poor decisions may be damaging to the reputation of and cause financial loss to the cluster, the Research Institute, UBC and PHSA.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Experience in an administrative position preferably in a university or health-related setting is preferred. Experience in UBC Peoplesoft systems (HRMS, eRecruit, FMS) is required. Supervisory experience required. Knowledge of University systems, policies and procedures and research funding an asset. Ability to effectively use MS Office applications at an intermediate level. Ability to communicate effectively verbally and in writing. Ability to work effectively with minimal supervision. Ability to effectively manage multiple tasks and priorities. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve.

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



Job Posting

Job ID: 13046
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level C **Business Title:** OBER Project Manager
Department: Pathology
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-02
Job End Date: 2013-06-01
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-01 **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 Office of Biobank Education and Research Project Manager (PM) is responsible for managing OBER activities which include biobank certification, biobank resource centre, education, quality assurance and leadership in biobanking. The PM develops organizational strategies for OBER with a particular focus on aligning activities to meet long term strategic plans. The PM works with organizations and individuals both nationally and internationally as the OBER has strong linkages to the educators, translational researchers and biobankers at UBC, across Canada and internationally.

Organizational Status

The PM reports to and takes overall work direction (task priorities) from the Director of OBER. The PM consults regularly and works closely with Tumour Tissue Repository (TTR) leader.

Work Performed

- Leads the implementation of the national biobank certification program with an emphasis on non-tumour biobanks
- Provides direction to a spectrum from small investigator biobanks to large institutional biobanks and making judgments on the application materials, documentation and education components necessary to complete the process
- Directs the review process and responsible for negotiation with biobanks who disagree with the review outcome and requirements for certification.
- Makes decisions that impact biobank applicants both internal and external (provincially and nationally) to PHSA BCCA.
- Establishes close communication and working relationships with organizations, institutions and Research Ethics Boards across Canada that respectively fund, host and or operate and govern ethics aspects of biobanks.
- Leads the Canadian Biobank Resource Center. Provides operational expertise to individuals and groups seeking support from this center in the design, development, implementation and operations of biobanks. Displays leadership in advancing research excellence while serving as a resource.
- OBER Management of the OBER.
- Project Manages the overall and day-to-day operational aspects of the OBER.
- Leads educational activities and project manages OBER activities related to biobank establishment, quality assurance and leadership.
- Creates the business plan to sustain OBER activities and develops long term strategic plans.



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- Accountable for the development and implementation of OBER policies and SOPs.
- Makes decisions regarding administrative functions, budgets and projects.
- Manages OBER coordinator, certification coordinator, analysts and other team members.
- Responsible for determining Human Resources strategies for the OBER in consultation with OBER director.
- Constantly monitors and reports on the progress of OBER activities to all stakeholders.
- Creates and executes OBER activity work plans and revises as appropriate to meet changing needs and requirements, including deadlines and milestones for all stakeholders.
- Identifies resources needed and assigns individual responsibilities

Accounting

- Manages and is responsible for the annual OBER budget.
- Responsible for preparing financial reports for executives and granting agencies as necessary

Communication

- Acts as OBER's key liaison for key stakeholders including biobanks, educators, the research community and the public.
- Keeps internal teams well informed of changes to the project work plans and general news.
- Effectively communicates biobank best practices and high standard to biobanking community and other stakeholders.

Evaluation & Reporting

- Prepares reports as necessary for stakeholders.
- Constantly monitors timelines to ensure completion of tasks.
- Maintains chart of milestones activity progress.

Supervision Received

Works independently and consults with the OBER director and Executive.

Supervision Given

Manages personnel as required. Manages OBER coordinator, certification coordinator, analysts and other team members.

Consequence of Error/Judgement

Errors could seriously jeopardize the UBC OBER and Department of Pathology and Laboratory Medicine as education is central to the reputation of the Office and Department.

Qualifications

Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience or the equivalent combination of education and experience. A minimum of 5 years of experience in project management and a combination of education or experience in one or more of the following areas - education, biobanking, and or clinical projects involving biobanking. Must show a strong interest in educational programming. Excellent oral and written communication, interpersonal, analytical, budgetary, supervisory, motivational, space planning, management and organizational skills. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to prioritize and work effectively under pressure to meet deadlines. Possesses general understanding in the areas of biobanking, research and educational course development. Possesses a thorough understanding of OBER capabilities and goals. Maintains awareness of new and emerging educational, quality assurance, certification standards, biobank technologies research and the potential application to OBER.

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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: 13027
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level C **Business Title:** First Nations Economic Development Manager
Department: The Sauder School of Business
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04 **Ongoing:** Yes
Job End Date:
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-06-03 **Available Openings:** 1

Job Summary

The ISIS Research Centre for Social Innovation and Sustainability at the Sauder School of Business is focused on research and development related to the incubation and implementation of strategies and tools in the sustainability and the non-profit sector. This role is positioned to support and advance one of ISIS's strategic priorities, First Nations Development in Canada. Through strategic support of specific developmental ventures and initiatives, ISIS seeks to build capacity within communities to build more sustainable economic foundations that break the cycle of dependency. In addition, the First Nations Economic Development Manager will engage with stakeholders to create projects that work in concert with ISIS's vision to support and enhance activities of existing social enterprise and business organizations through action research.

Organizational Status

The First Nations Economic Development Manager will work together with senior officials of the different communities, which will be engaged through this initiative. The First Nations Economic Development Manager will also have contact with Faculty, Staff and Administration at UBC. The First Nations Economic Development Manager, is responsible for managing the First Nations research teams, including any Graduate Fellows and Interns that will be added to the team.

Work Performed

- Responsible for planning, organizing and controlling operations of specified projects focused on First Nations Development
- Responsible for developing key frameworks and implementation strategies that meet specific needs of the client and or industry
- Responsible for developing human capital through effective mentorship and support
- Responsible for developing strategic partnerships among stakeholders to strengthen the ability for individual and aggregate First Nations to reach their goals
- Responsible for positioning ISIS as a Canadian leader in First Nations economic development strategies through the creation of responsive development models
- Responsible for enhancing Aboriginal Engagement within the University of British Columbia's Strategic Plan by developing effective First Nations Development strategies
- Responsible for collaborating with the Managing Director and Executive Director in the development and implementation of partnerships and strategies for First Nations projects for the Centre.
- Develop, coordinate and manage project deliverables, timelines and budgets
- Responsible for defining roles and responsibilities for supporting team members



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Supervision Received

The First Nations Economic Development Manager will be supervised by the executive director and managing director. The project manager will participate in weekly staff meetings, and provide updates on a weekly basis of project statuses.

Supervision Given

The First Nations Economic Development Manager will oversee the supervision of graduate fellows and student interns on First Nations focused projects. Teams managed by the Development manager may vary from 2 individuals to teams of 10 individuals. The teams will consist of predominantly Graduate Fellows and Student (MBA) Interns.

Consequence of Error/Judgement

This is a key position in the ISIS operating within a multidisciplinary team. Errors or indiscretions would severely jeopardize the reputation of the ISIS and its relationships industrial partners, UBC faculty, UBC staff and administrative offices and funding. Strong leadership and superior job performance will greatly enhance the growth and productivity of the COE and the Sauder School of Business.

Qualifications

Undergraduate degree in a relevant discipline. MBA preferred. A minimum of 5 years of experience or the equivalent combination of education and experience. 6 years of leadership experience in a, project management role.

Experience working with a diverse work force.

Proven ability to design, develop and implement both strategic programs and supporting tactics.

Proven track record of completed development projects.

Superior written and verbal communications skills, coupled with highly developed interpersonal skills.

Strong project management skills with demonstrated ability to multi-task and set priorities within tight timelines.

Ability to quickly grasp complex technical and business concepts and express them in clear language.

Flexible and open to changing priorities and managing multiple tasks simultaneously within compressed timeframes.

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Job Posting

Job ID: 13019
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level F **Business Title:** Assistant Dean, Resources & Operations
Department: Faculty of Science
Salary: \$80,059.00 - \$100,073.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-06 **Available Openings:** 1

Job Summary

Responsible for the strategic planning and direction of the financial, physical and operational functions of the Faculty of Science. Reporting to the Dean of Science, works closely with the executive management team, including Associate Deans and Department Heads and Directors in the area of strategic resource management, operations, policy implementation and change management.

The Faculty of Science is one of the largest and most complex in the University, consisting of 400 faculty members, 500 staff and research personnel and more than 20 large and complex buildings. The Faculty is organized into 9 academic departments, 3 large interdisciplinary research and policy units, 25 research centres and 2 public venues. The position has responsibility for the fiscal management of an operating budget of \$90 million annually and a total budget of \$180 million annually including research funding and development.

The position works closely with the Associate Dean, Research on a wide range of issues including the CFI and CRC process, policies concerning graduate student funding, development of and funding models for research facilities and interdisciplinary research centres, etc.

To perform effectively, the incumbent must have an understanding of the academic priorities of both the University and Science in order to ensure that the allocation of resources supports priorities and initiatives. This position has Faculty-wide impact and contributes significantly to the Faculty's strategic direction and is expected to make a positive contribution to the overall UBC academic priorities. The incumbent will be expected to develop and maintain good relationships with key contacts in other Faculties and UBC Central Administration. The position plays a key role as Faculty representative on a number of university-wide committees

Organizational Status

The Assistant Dean reports to the Dean of Science and works in partnership with the Associate Deans to facilitate the academic and administrative leadership of the Faculty of Science. Works closely with the Department Heads and Directors, providing advice and guidance on high level financial and administrative matters. Liaises with the Vice-Provosts, Associate Vice-Presidents, Treasury, Budget Office, Properties Trust Building Operations, Human Resources, and other central University units and Faculties, as well as with external agencies. Represents the Faculty of Science on a variety of University committees (e.g., Committee of Faculty Business Administrators, UBC Capital Project Steering Committees (e.g. Earth Sciences Building, Geological Field School, etc.), the FMS Advisory Committee, UBC IT Transformation Committee etc.) as well as a number of UBC search committees, task forces and working groups.



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Work Performed

Financial Management:

- Responsible for the strategic planning and management of the Faculty of Science, the incumbent has responsibility for \$90M in annual operating funds plus an additional \$80Min research funding and \$10M in development.
- Interprets the new UBC budget framework by analyzing underlying data that informs annual revenue derived from the various budget drivers. Analyzes enrolment projections and trends in order to forecast changes in revenue; identifies and recommends revenue generation opportunities.
- Models the impact of new initiatives on the Faculty's budget (e.g., ISI growth, Summer Use of Campus) and develops budget plans to deal with the financial impact of budget lines and responsibilities that have now been devolved to Faculties (e.g., faculty progression through the ranks, decentralization of benefits).
- Working closely with the Dean, develops funding strategies to deal with large research opportunities (e.g., Canada Excellence Research Chairs - \$10M-\$20M), large capital projects (\$40M-70M) and cash matching requirements under the CFI program.
- Responsible for the development of 3, 5 and 10 year budget plans for the Faculty of Science in very challenging budget times for the high level Faculty Budget as well as for the Dean's Office Budget. Identifies funding revenue growth opportunities and areas to scale back.
- Works closely with the Science Development team to identify funding opportunities particularly with respect to small and large scale capital projects.
- Responsible for the preparation of the annual academic and budget review presentation to senior UBC Administration.
- Provides advice and guidance to Department Heads Directors on budget and financial matters including opportunities and risks. Conducts annual unit level budget reviews.

Physical Resource Management:

- Plays leadership role in the development of major capital construction initiatives including new buildings (functional programs and large capital projects (e.g., Earth Sciences Building, annual teaching laboratory renovation projects, development of learning and tutorial space, etc.)
- Works with UBC Properties Trust and UBC Project Services on construction projects underway to review time lines, budget, etc.
- Member of UBC Steering Committees relating to large-scale Science capital projects
- Works closely with Capital and Facilities Planning and Building Operations on infrastructure and maintenance problems across the Faculty. Makes recommendations to Dean on Faculty Minor Capital priorities in consultation with Department Heads.
- Conducts an ongoing analysis of Faculty of Science space ensuring that all Departments have appropriate space allocations and identifying potential renovation projects. Liaises closely with Facilities Planning and Building Operations in all aspects of renovation projects. Makes recommendations on internal reallocation of space within the Science space inventory.

Human Resource Management:

Works closely with the Executive Director, Faculty Affairs and Administration and the Associate Dean, Faculty Affairs and Strategic Initiatives on the following:

Faculty:

- Responsible for the Faculty of Science faculty salary increase process; coordinates with Department Heads and Administrators; makes recommendations to the Dean on merit and PSA allocations for Department Heads, Associate Deans and unit Directors that report to the Dean (n=~25).
- Implements the Annual Retention Award process by prioritizing nominations and making recommendations to the Dean on priorities, drafting submissions for the review of the Office of the VP Academic & Provost and Faculty Relations.
- Responsible for approving appointments of Research Associates and Post Doctoral Fellows.
- Reviews letters of offer for tenure track faculty hires; advises Dean on financial aspects of the hires - including salary, start up and space.
- Works closely with the Associate Dean, Faculty Affairs & Strategic Initiatives on equity issues, spousal hires; prepares analyses on demographics, trends, etc.

Staff:

Working together with the Executive Director, Faculty Affairs and Administration:

- Plans and implements human resource strategies.
- Provides advice to managers within the Dean's Office and Science departments on a wide variety of labour relations issues



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- Interprets collective agreements.

Operations:

- By working closely with UBC IT, responsible for the development of IT transformation strategies for the Dean's Office and the Faculty of Science by identifying opportunities for efficiencies and economies. Responsible for keeping the Faculty apprised of new technologies and applications that are available on an enterprise basis
- Responsible for the management and operations of Science's public venues (Beaty Biodiversity Museum and Botanical Gardens); reviews and approves budgets, business plans and marketing strategies.

Supervision Received

Works independently within broad mandates; work is reviewed in terms of realization of broad mandates and achievement of goals. Works with authority as the Dean's representative on various university initiatives and committees.

Supervision Given

Works with authority as the Dean's representative on various university initiatives and committees. Provides direct supervision to the Science Finance Manager and the IT Manager.

Consequence of Error/Judgement

As a key member of the Faculty's strategic and leadership team, works with a high degree of independence and responsibility. Errors in judgement could result in serious financial consequences for the Faculty, undermining the Faculty's ability to meet commitments and achieve its strategic objectives. Inaccurate projections and forecasts could cause the Faculty to make costly decisions regarding levels of faculty and staff resources and other support. Erroneous strategic decisions regarding facilities development could result in significant costs to the Faculty and University. Errors could result in significant concerns regarding the liability, credibility and integrity of the Faculty and University.

Qualifications

Master's degree in a relevant discipline. Masters degree in Business or Public Administration preferred. Minimum of 9 years experience or the equivalent combination of education and experience. Proven financial and senior administrative and supervisory experience in a large multi-functional academic organization. Demonstrated leadership and analytical skills required as well as experience in strategic and project planning. Ability to communicate effectively verbally and in writing. Excellent interpersonal skills required. Familiarity with university research, teaching and learning environments and UBC policies and procedures preferred.

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Job Posting

Job ID: 12728 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** DATABASE APPLICATION PROGRAMMER
Department: Obstetrics & Gynaecology
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-07
Job End Date: 2013-05-07
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

The University of British Columbia is one of Canada's leading biomedical research institutes offering a stimulating research environment. The Database Application Programmer will work under the supervision of Research Coordinator, Database Manager, and Principal Investigator of the Pre-eclampsia Integrated Estimate of RiSk (PIERS) Network, and the APC and EMMA studies.

The position will be full time, providing programming and systems support to users by modifying existing programming logic, coding necessary instructions and debugging modified programs. Experience in the area of perinatal medicine will be an asset.

Organizational Status

The Database Application Programmer reports to the Research Coordinator, Database Manager, and Principal Investigator of PIERS, APC and EMMA. He/she will work closely with the Coordinator and Database Manager of these projects.

Work Performed

The position will involve multiple ongoing projects described above, including:

- Write, modify, integrate and test VB.NET applications for PIERS and APC projects' data check and data integration programs, as well as the ASP.NET application for the PIERS project website.
- Maintain PIERS and APC projects' data collection programs in Access VBA and make modifications when required.
- Liaise with the PIERS Project Coordinator and other users to identify and communicate technical issues, and resolve them.
- Prepare release notes and technical documents for PIERS data collection program.
- Assist in localizing the PIERS data collection program in Chinese version.
- Create web-based prototypes for the PIERS data collection program to evaluate the possibilities of upgrading the existing Windows-based application.

Supervision Received

Most of the work will be done independently or in conjunction with the study Coordinator and Database Manager; however, the Principal Investigator(s) and Department Research Program Manager supervise all projects.



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Supervision Given

N A

Consequence of Error/Judgement

The Database Application Programmer is required to conduct all research activities in an ethical manner, suited to proper activities of the University of BC and to the professional organizations governing him or herself and those governing the activities of the Directors and all other investigators. Any procedures or data recorded as part of a trial must be accurate and must accurately reflect the work performed. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Principal Investigator(s), the Department Head, and the Research Coordinator's governing professional organization. Release of data and results will be governed by Data Access Agreements and contracts between the Steering Committee and Investigator(s).

Qualifications

Undergraduate degree in a relevant discipline. High degree of computer literacy and extensive experience with Microsoft Office (Word, Excel and PowerPoint). Minimum of one year experience or the equivalent combination of education and experience. Ability to analyze and interpret data, determine implications, and provide recommendations 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 issues, and effectively resolve. Ability to maintain accuracy and attention to detail. Familiarity in working with confidential information; maintaining professionalism, diplomacy, and tact under high pressure situations. Strong database application skills, reporting template, website development, data analysis, form design. Working knowledge of various operating systems including Microsoft Windows (Server and Workstation); Office Visual Basic for Applications (VBA), relational databases (Access and Microsoft SQL). Strong knowledge of web applications, including VB.NET. Demonstrated technical experience and capabilities related to computers, hardware and software, and local and wide area networking.

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: 13018
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I
Department: UBC IT - Desktop Services
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-05-30 **Available Openings:** 1

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

Job Summary

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

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

Organizational Status

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

Work Performed

Specific Duties:

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

Core Duties:



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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

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

Qualifications

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

Microsoft and other industry certification is preferred.

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

Demonstrated experience working with both technical and user personnel.

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



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

Knowledge of networks and software distribution tools.

Knowledge of imaging and imaging lifecycle management.

Knowledge of and experience with virtualized computing environments preferred.

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

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

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

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

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

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

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

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Job Posting

Job ID: 13021
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Applications Developer Engineer
Department: Electrical&ComputerEngineering
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-03 **Available Openings:** 1

Job Summary

Supports the design, procurement, installation, analysis, configuration, integration, maintenance, repair and decommissioning of the coordinated teaching, research, and administrative computing infrastructure to the Department of Electrical & Computing Engineering (ECE) spanning several buildings.

Provides second-tier support and consultation on a wide range of general computing topics and develops new applications to support ECE's goals and objectives.

Organizational Status

The Department of Electrical & Computer Engineering, the largest department in the Faculty of Applied Science, is comprised of approximately 50 faculty, 25 staff, 350 graduate students, and 800 undergraduate students which receives support from ECE IT Staff.

This position is a member of the ECE IT Staff and reports to the Manager, Technical and Physical Resources. The incumbent works closely with other members of the ECE IT Staff and cooperates with representatives from other departments and faculties, especially Computer Science, units within the Faculty of Applied Science and UBC IT Services. Develops professional relationships with external vendors.

Work Performed

Core duties:

Provides second-tier support and consultation to students, faculty and staff of ECE on IT matters but especially in the area of development or adaptation of applications and ECE's websites.

As a member of the ECE IT Staff the incumbent participates in the design, procurement, installation, analysis, configuration, integration, operation and maintenance of:

- A wide variety of computer hardware including servers, workstations, PCs,



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Macintoshes and other related equipment.

- Various operating systems including Debian Linux, Scientific Linux, Microsoft Windows and OS-X.

Participates or leads in major projects. Examples are:

- Server virtualization.
- Adapting ITIL practices to ECE.
- Develops and maintains applications including Netdata and GADS.
- Adapting open-source applications like WebRT to meet ECE's needs.
- Identifying and exploring solutions to the broadly-stated objective of implementing a new ECE Intranet.

Specific Duties:

- Tracks all user issues and short-term projects through a ticket tracking system (WebRT).
- Responsible for the creation, deployment, maintenance, and security of numerous ece.ubc.ca websites and databases.
- Responsible for the configuration and maintenance of Linux servers and services through the use of both in-house (Netdata) and open-source configuration management (cfengine) tools.
- Responsible for the configuration of the ECE firewall (Cisco FWSM) and load-balancer (Big-IP).
- Provides second-tier resolution of complex application related failures and defects through root-cause analysis.
- Maintains up-to-date knowledge of current IT techniques and provides input to strategies for ongoing support of the ECE IT infrastructure.
- May be called upon to:
 - provide support of OS-X application and OS issues.
 - provide support of email delivery systems.
 - provide vacation relief of other ECE IT Staff.

Supervision Received

The incumbent reports to the Manager, Technical and Physical Resources, who assigns major and ongoing projects and activities. Within assigned areas of responsibility carries out work through to completion, keeping the Manager informed of the status of work in progress and seeking direction in unusual issues. Work is reviewed in terms of professionalism, completeness, accuracy and timeliness.

Supervision Given

None.

Consequence of Error/Judgement

The incumbent will have root access to the ECE IT infrastructure. The consequence of misuse can be extreme. The consequence of error in routine system administration can include widespread and prolonged loss of computing infrastructure with direct impact on the delivery of ECE's teaching, business operations and research mission. Incorrect system configuration can expose



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security vulnerabilities with similar consequences.

Qualifications

Undergraduate degree in a relevant discipline. University degree in Computer Engineering, Electrical Engineering or Computer Science is preferred. Minimum of three years experience or the equivalent combination of education and experience. Additionally, a minimum of three years experience in systems administration on various OS (Linux, Windows, OS-X) platforms, plus related professional background is preferred. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to make thoughtful, informed, and thorough decisions. Ability to understand and apply policies, procedures, and instructions. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to resolve technical problems in an innovative manner. Knowledge of and experience with Linux command line and operating system internals; Scripted and compiled languages such as bash, tcsh, Perl, PHP, Python, C; Load balancing using F5 Big-IP devices. Knowledge of and experience with Cisco FWSM configuration, network protocols and services, multi-platform and distributed system infrastructure. Knowledge and experience with website support systems including Apache, Mysql, Postgresql; websites with various backends including Drupal, MediaWiki, Trac, git, Subversion and others.

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: 13020
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Client Services Coordinator
Department: UBC IT - Client Services
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: 2012-05-30 **Available Openings:** 1

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

Job Summary

The Client Service Coordinator is responsible for conducting business process assessments to ensure business needs within the faculty or department are identified, and that requirements are understood and, working with staff and managers internally within UBC IT and externally, helps translate these needs into IT solutions. that align business initiatives with information technology solutions. The incumbent will work in the areas of requirements definition, business process analysis and design, functional design, configuration, implementation, testing, training and documentation. The Client Services Coordinator oversees the daily operations of information technology services within a designated client Faculty or portfolio of departments by acting as a liaison between UBC IT service providers and the user groups within the faculty. The Client Services Coordinator assists in developing UBC and Faculty business and project plans, policies, standards requirements, and provides budget details to the client unit to ensure the successful implementation and operations of integrated, cost-effective IT services within a specific Faculty or unit and manages related projects and operations.

Organizational Status

The Client Service Coordinator interacts with staff and faculty across the designated faculty or unit and provides them with technology advice.

Within UBC Information Technology, the Client Services coordinator works at an intermediate level, reporting to the Senior Client Service Manager responsible for the designated faculty or department. Actively participates as a member of the UBC IT Services Group leadership team.

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

Work Performed

- Consults with users to carry out business process assessments utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities.
- Documents business requirements and the definition of business rules.
- Prepares functional, system and program specifications.
- Participates in the assessment of new technology to support business goals.



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- Develops a solid understanding of individual Faculty and Administrative units environment and priorities; applies this knowledge to the gathering of requirements for technology solutions
- Under the overall guidance of a Client Service Manager, works with staff within client units to ensure coordination of the IT operations on a day-to-day basis, including resource allocation, prioritization, and resolution of issues
- Develops and implements communication strategies to keep users informed across the client units
- Responsible for day-to-day communications with clients
- Coordinates the daily activities of support staff assigned to support the various units in order to ensure appropriate service delivery
- Responds to client escalations to investigate and resolve issues
- Analyzes data from applications and maps to Key Performance Indicators and produces reports for the Senior Client Service Manager as required
- Works with members of the UBC IT service teams to ensure a solid understanding of IT products and services
- Analyzes client requirements and identifies appropriate technology solutions
- Acts as on behalf of client units in vendor liaison activities
- Develops solid working relationships with the staff and leadership of designated Faculties and Administrative units on campus in order to fully understand the operating environment and shares this with other staff within UBC IT in order to facilitate good client service
- Provides coordination of information technology services within a designated client portfolio, under the guidance of a Client Service Manager, supports the translation of client needs and UBC's information technology technical strategy into service requirements and makes recommendations for optimizing resources.
- Analyzes and documents the business requirements for client applications or services
- Assists the Client Services Manager with integration projects and manages the implementation of information technology services

- Assists in the development of business and implementation plans, policies, standards, and budgets for projects and information technology solutions.
- Analyzes and assesses implementation options, writes design and discussion documents, and makes appropriate technology recommendations for new and changing technology needs.
- Develops working relationships across the client organization.
- Communicates with stakeholders of varying technical ability and subject matter expertise.
- Negotiates, sources and obtains financial, physical, or human resources to support daily operations and projects
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

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

Supervision Given

Coordinates activities of various resources involved in technology service delivery. May manage staff and be responsible for hiring, evaluation, discipline and termination.

Consequence of Error/Judgement

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



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meet the needs of students, faculty and staff.

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

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

Qualifications

Undergraduate degree in a relevant discipline. University degree in Commerce, Computer Science, Engineering, Marketing preferred. Minimum of three years experience or the equivalent combination of education and experience. Minimum of 3 years of related experience in coordinating IT activities in a Faculty, Department, or small to medium sized organization.

At least 2-3 years project management, business analysis or systems integration experience, or an equivalent combination of education and experience.

Operational knowledge and 2-3 years experience working with IT products and services, such as Email, Portals, Blogs, Wiki's, Intranets, web and videoconferencing tools, networks, storage solutions.

At least 2-3 years experience developing business plans, communication strategies, marketing strategies, project charter and other management documents. Demonstrated ongoing career development through active and self-motivated professional development. Demonstrated track record and commitment to delivering results and proactively supporting the applications.

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

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

Experience in areas of tactical planning, project management, risk management, business process improvement, continuous improvement, quality assurance, research, applications development and maintenance, operations management and customer service. Exceptional interpersonal skills including excellent communication skills (reading, writing, listening, speaking, and presentation).

Effective leadership, consulting, facilitation, conflict resolution and negotiation and team-building skills are required.

Ability to coach and mentor staff.

Ability to build relationships and to consult with customers and potential customers.

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

Converses with, writes reports for, and creates delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and



clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.

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

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

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

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

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Job Posting

Job ID: 13012
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Project Manager, Information Systems
Department: The Sauder School of Business
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-01 **Available Openings:** 1

Job Summary

The Project Manager manages the entire project lifecycle of medium scale or complex projects including developing project plans, assembling project teams, assigning individual responsibilities, identifying appropriate resources needed, and developing schedules to ensure timely completion of projects.

The Project Manager oversees the completion of software and application development and implementation projects, using the Sauder IT Project Management Framework and industry best practices.

Organizational Status

Works within the Sauder IT group as part of the team providing services such as the planning, managing, monitoring, evaluation and installation of AV system to the Sauder School of Business. Reports to the Portfolio Manager.

Liaises with personnel within Sauder and from other UBC units such as, IT Services, various Campus service units and external consultants.

Work Performed

Specific Duties

- Lead project through a complete software and application development life cycle for assigned projects.
- Monitor project scope, schedule, budget and other key aspects to ensure successful project delivery.
- Manage expectations and communicates in a collaborative environment.
- Work with project stakeholders to understand project requirements.

(Examples of projects would be the Attendance Management system for multi users that would also incorporate overtime and time bank approvals. The Executive Education Registration System which would have to be PCI compliant and the Alumni program involving connecting international business networks.)

Core Duties

- Initiates projects following appropriate project management methodology including gathering and defining project requirements, developing project charters, project plans, budgets and schedules, identifying staffing requirements, and forming project teams.
- Selects and follows project management methods, procedures, and quality objectives, and tracks metrics for assessing progress.
- Balances workload, provides technical and analytical guidance and work direction to project team, including scheduling, assignment of work, review of project efforts and removal of roadblocks which may inhibit project success.



- Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.
- Conducts formal review with business sponsor at project completion to confirm acceptance and satisfaction.
- Identifies potential areas for improvement in current methodologies and provides guidance to other less experienced project managers.
- Develops and maintains a productive working relationship with project sponsors, vendors and key clients.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works with complete latitude within general policies and an administrative framework. Work is reviewed in terms of achievement of specific objectives. Performance and development of processes are reviewed by the Portfolio Manager of the Sauder School of Business.

Supervision Given

Position is responsible for explaining procedures to all the resource people and stakeholders involved. Provides direction and guidance to, IT service staff to make sure the project is completed as assigned. Monitors progress of projects as assigned and coordinates activities to ensure that deadlines are met.

Consequence of Error/Judgement

Work requires judgment and initiative. Errors could have a significant impact on the success of project delivery and subsequent effects on the Faculty's strategic goals and visions. 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 in a relevant discipline such as Business, Computer Science or Management Information Systems.

Preferred Project Management Professional (PMP) certified or other equivalent project management certificates.

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

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

Problem Solving - 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 enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve



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standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.

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

Business Enterprise Knowledge - Develops and implements technical solutions that meet operational improvement needs. Ensures that decisions are supported by relevant stakeholders, as well as sound performance data. Effectively communicates technology changes to clients and how the changes affect their business drivers.

Strong knowledge of project management methodologies, iterative software and application development life cycles.

Understand business and system analysis methodologies.

Strong analytical research skills.

Strong verbal and written communications skills.

Management and leadership capabilities.

Flexibility adaptability.

Managing multiple priorities.

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Job Posting

Job ID: 12653 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Portfolio Manager
Department: The Sauder School of Business
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-23 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-01 **Available Openings:** 1

Job Summary

The main responsibility of the Portfolio Manager is to assure that the information communications technology applications and facilities available to the School are in aligned and support effectively and efficiently the missions of the School and the act as the main liaison between Sauder units and community and the Sauder IT.

Develops and maintains senior level relationships within and interacts with the Sauder business units, programs and divisions that result in clear alignment of technology and business unit initiatives enabling Sauder to meet its financial and strategic business objectives. Maintains working knowledge and understanding of the immediate needs of the business units while strategically thinking to integrate the UBC and Sauder strategic plans with the University's IT vision for the future. Has direct interaction with Sauder business unit leaders and acts as a liaison between IT and the business units (typically leadership for assigned business units). Maintains good knowledge of the opportunities afforded by IT in support of the School's missions and activities.

The Portfolio Manager works closely with the IT Steering Governance Committee to help the IT group in setting direction and priorities for the various initiatives and projects.

Manages the business relationships and collects, analyzes, reviews, documents, and communicates business needs and requirements to the IT organization (UBC IT). Negotiates deliverables and requirements across multiple stakeholders. Assists IT personnel in understanding the technology needs of the business units. Identifies common needs and champions efforts within the IT organization to develop cost effective, innovative solutions. Assists business Sauder personnel in understanding technology capabilities and the corresponding benefits. Facilitates the development and implementation of technology solutions. Ensures all technical and functional designs for specific systems support business requirements. Partners with the IT areas to ensure adherence to enterprise IT policies and procedures for service delivery, infrastructure and applications. Responsible for ensuring that Technology Services are consistently delivered in accordance with service level expectations. Serves as an advocate and champion within IT for the users of IT services. Facilitates ongoing business process review and reengineering for Sauder business units.

Organizational Status

This position reports to the head of Finance & Administration. The Portfolio Manager also works closely with other members of senior management and staff in Sauder including administrative and academic units.

Work Performed

Specific Duties:



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The Portfolio Manager leads and manages a portfolio of projects to develop and implement medium to large and complex projects related to information systems and business processes that involve Sauder IT and the various units within Sauder. The role is also responsible for managing the Project Manager and Business Analyst positions. The key duties performed by this position are:

Builds and manages strong relationships with the Sauder business units and the IT teams that support those business units while acting as a liaison between IT and business unit leaders

Leads the prioritization of business requests.

Facilitates and assists in the development of Technology Visioning & Planning.

Manages the expectations of business users.

Defines requirements for large-scale strategic Sauder portfolio (consisting of multiple projects) to meet organizational goals and prioritizes efforts for those projects.

Negotiates, sources and obtains financial, physical, or human resources to support long-term projects.

Establishes schedule for various projects in Sauder IT portfolio and integrates development of best practices, project standards, procedures, and quality objectives across multiple projects.

Reviews project plans, schedules, and staffing requirements developed by project managers.

Manages and directs project managers for some all projects within the portfolio and removes roadblocks which may inhibit project success.

Evaluates and ensures for sponsor client satisfaction at project completion.

Researches and implements new delivery options, training, life cycle methodologies, and project management approaches.

Mentors and develops leadership strength and acts as an information resource on project management.

Oversees the development of contracts and Service Level Agreements and the evaluation, selection and procurement of products and or services from vendors

Initiates and promotes cross functional working relationships with project sponsors, senior professionals, vendors and key clients both at the University and at other institutions.

Facilitates regular Sauder and IT Service Review meetings with the appropriate business units to review operational performance and validate that services measured and target goals set are still relevant.

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

Performs other related duties as required.

Supervision Received

Works within broad policies and strategic plans under senior academic and administrative direction (as provided by the IT Governance Committee). Work is reviewed for achievement of broad long-term goals.

Supervision Given

Plans, directs and supervises work of project managers, intermediate analysts, programmers, consultants, business analysts, and other staff assigned to projects. Project direction responsibilities may include technical and user staff from academic departments, customers, and other administrative units within Sauder

Consequence of Error/Judgement

The Sauder School of Business is one of the leading academic business schools. Technology projects are key part of the overall strategy and mechanism to run the academic and administrative operations for the school. The Portfolio Manager plays a significant role in the implementation, maintenance and management of a portfolio of medium to large projects. Should these projects not be completed successfully or the results not support the activities of Sauder and hence the University, this would compromise the University's ability to achieve its strategic goals and vision. Inability of Sauder technology units to support the University's needs could seriously compromise daily business and activities at the University. This position must assume responsibility for project decisions that could cost the University millions of dollars. This position must be able to foresee potential problems before they occur and take corrective action.

Qualifications



Undergraduate degree in a relevant discipline. . A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Prefer post-graduate degree and 10 years' experience in ICT related occupations, and preferably 4 years of managerial experience. Previous experience includes in role responsible for IT-related strategic planning, IT service delivery and ongoing operations or the equivalent combination of education and experience.

Post-graduate degree in an IT related discipline or Business Administration preferred.

Demonstrated ongoing career development through active and self-motivated professional development in the field of project and portfolio management. Project Management Professional designation is an asset. Minimum ten years IT-related experience demonstrating progressive responsibility, preferably in a University or other public sector environment or the equivalent combination of education and experience.

Minimum four years in the role of project manager, managing, developing and implementing large scale IT systems or processes.

Solid knowledge of project management disciplines and best practices.

Good knowledge of applications development methodologies.

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

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

Ability to build relationships, consult with customers and potential customers.

Effective leadership, consulting, facilitation, consensus building, conflict resolution, and negotiation and team-building skills.

Ability to mentor and coach staff, and act as a resource.

Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to develop and deliver effective presentations and workshops.

Ability to effectively manage multiple tasks and priorities within a fast paced environment.

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

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

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

Problem Solving - Anticipates problem areas and associated risk levels with objective rationale. Uses formal methodologies to forecast trends and define innovative strategic choices in response to the potential implications of multiple integrated options. Generates and solicits the approval of senior leadership prior to defining critical issues and solutions to unclear, multi-faceted problems of high risk which span across and beyond the enterprise.

Accountability - Defines strategic areas of responsibility. Plans and decides upon the reassigning and restructuring of significant organizational resources. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance.

Analytical Thinking - Establishes strategic goals and enterprise-wide priorities. Uses techniques of advanced business and organizational analysis to identify and assess problem definitions and potential solutions, and compares and contrasts them against predetermined criteria. Creates framework for reviewing large volumes of unorganized data. Probes for, and points to, subtle and unclear relationships in highly complex matters and evaluates the merit of problem definitions and potential solutions. Anticipates the possible outcome of potential solutions. Systemically identifies and resolves complex enterprise-wide issues, while educating senior leaders as to their solution.

Business Enterprise Knowledge - Sponsors enterprise-wide initiatives. Defines strategic imperatives in terms of the links between increased value, enterprise needs, and technological solutions. Procures support and funding from the leading stakeholders in the enterprise. Explains complex relationships and technological solutions in terms that meet the needs of the affected parties.



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Job Posting

Job ID: 12992
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Senior Quality Assurance Analyst
Department: UBC IT - BusAnalyst&QultyAsr
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

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

Job Summary

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

Organizational Status

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

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

Work Performed

Specific Duties:

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



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- Ensures QA approach is consistent with the overall technical and business architecture of the university and complies with UBC IT and university policies, as well as governmental legislation and other external entities' compliancy requirements on security, privacy, and accessibility.
- Analyses the impacts of proposed changes to technology services and or performance for UBC IT and other UBC departments.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements.
- Build and maintain good working relationships with project teams, business analysts, UBC IT colleagues, and client stakeholders.

Core Duties:

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. Formal certification from a recognized professional organization or professional development provider is an asset. Professional development in quality assurance analysis, leadership, coaching and mentoring is an



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asset. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Significant experience in software application development and progressively in more senior roles. A demonstrated combination of knowledge and experience in the IT project lifecycle including project management, business analysis, development, quality assurance, change management and related disciplines.

Experience in a higher education environment is an asset.

Experience and thorough knowledge with scalability and testing enterprise applications.

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

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

Experience with open source testing tools is an asset.

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

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

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

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

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

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

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

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

Works effectively with senior management on strategic implementation.

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

Excellent organizational, planning, and prioritization skills.

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

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

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



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

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

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

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

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Job Posting

Job ID: 13055
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Course/Web Developer
Department: External Prog & Learning Tech
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-15
Job End Date: 2012-12-14 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-10 **Available Openings:** 1

Job Summary

This Course Web Developer supports redesigning and developing educational programs and courses for BlackBoard Learn. This position is responsible for assisting the Educational Technology Manager in all academic functions, most particularly those relating to updating, editing, and developing course content for online and blended delivery. The incumbent will be participating in the migration of approximately 50-70 courses from Vista to BlackBoard Learn Learning Management System.

Organizational Status

Reports to the Educational Technology Manager. The selected candidate will work closely with the Director of Academic and Information Technologies, faculty and staff members, sessional instructors, external clients, development teams and other departments and agencies on and off the UBC campus.

Work Performed

- Works collaboratively with the Educational Technology Manager, Instructional Designer and User Support Specialist to develop academic course materials, including web pages, audio and video clips, quizzes and assignments.
- Reviews current course and helps re-design and improve during the migration to new LMS. Edits and converts course materials to ensure content is accurate, presentable and up-to-date.
- Works collaboratively with the Educational Technology Manager to provide instructional design expertise and media selection recommendations.
- Works with faculty, course authors and external clients in the migration of educational courses, programs and related Materials to Blackboard Learn Learning Management System.
- Works with CSS in DreamWeaver and upload files in Bb Learn Management System, finds images for courses, finds and updates links, edits images, researches and retrieves resources, images and journal articles.
- Works with faculty, course authors and external clients in the development of educational courses, programs and related materials.
- Performs other related duties as required.

Supervision Received

Works independently under the general direction of the Educational Technology Manager. Receives general instructions during



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orientation and on new projects or changes in procedures. The work is done independently, although the general product will be subject to review prior to distribution.

Supervision Given

There are no direct reports to this position.

Consequence of Error/Judgement

Errors in judgment may result in the inefficient use of resources, and may damage the image and reputation of the University, and External Programs and Learning Technologies. As an outreach unit in the Faculty of Education, the consequence of staff error could negatively impact the reputation of the Faculty for quality and reliability and affect the enrollment of students. Difficulties in exercise of judgment, due-diligence and communication will be detrimental to the EPLT unit.

Qualifications

Undergraduate degree in a relevant discipline. A degree in Computer Sciences, Educational Technology, or related field preferred.

Minimum of two years experience or the equivalent combination of education and experience. Minimum two years of relevant experience using DreamWeaver, the design and development of online educational materials desired. Knowledge of the university working environment and experience in the development of educational programs in Bb Learn will be considered assets. Excellent detail skills are required, including the ability to edit complex text material accurately. Strong academic and writing skills are required. Editorial experience or skills will be an asset. Excellent interpersonal and communication skills in dealing tactfully with public and staff are essential. The selected candidate is expected to possess the following key skills and capabilities:

- Advanced HTML CSS and Dreamweaver user with firm grasp of proper website file structure and familiar with a wide variety of applications and software including Illustrator, Photoshop, Flash video, FinalCut Express, MovieMaker or iMovie.
- Capacity for innovation and idea generation.
- An understanding of academic culture and the nature of adult learning.
- A balance of creative, technical, analytical and social interpersonal skills will be an asset.
- Ability to work well with others, demonstrated effective intercultural communication skills, and the ability to deal professionally and diplomatically with faculty, staff, students and the general public.
- Ability to adjust to change and work well under pressure in team environments.

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Job Posting

Job ID: 13008
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** Education and Outreach Specialist
Department: Neurology Division
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-06-01
Job End Date: 2013-05-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-31 **Available Openings:** 1

Job Summary

The successful applicant will work as an Education and Outreach Specialist with the Neuroethics team to develop and deliver educational and outreach programs in neuroethics at UBC. The individual will work closely with the Co-directors and other members of the Team to develop and situate a course in neuroethics for undergraduate students at UBC, facilitate a course for neuroscience graduate students, and create outreach programs for BC in neuroethics such as public events, Cafes Neuroethiques, and blogs and other forms of social media.

Organizational Status

Reports upwards directly to the Directors of the National Core for Neuroethics, Dr. Judy Illes and Dr. Peter Reiner. Interacts with Neuroethics co-directors, research fellows, postdoctoral fellows, graduate research assistants, research assistants and research interns and administrator, UBC university faculty and administrators responsible for course development and implementation.

Work Performed

Develop and design a 3 unit undergraduate course in neuroethics, and usher the course through the requirements for Senate approval at UBC.
Develop and design a graduate course in neuroethics at UBC.
Develop and design specialized summer programs in neuroethics for physicians, allied health professionals and researchers.
Develop and design a novel online course in neuroethics.
Develop novel media strategies for providing information on issues in neuroethics to the public across the province of BC and throughout Canada, including multimedia events, and Cafe Neuroethique.
Participate in laboratory meetings, seminars and journal clubs and other academic event.

Supervision Received

Reports directly to the Directors.

Supervision Given



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None given.

Consequence of Error/Judgement

Any procedure or data record as part of a research study must be accurate and must accurately reflect the work performed. Studies may be jeopardized if not conducted according to ethical requirements as laid out by the University and by regulatory authorities.

Qualifications

Undergraduate degree in a relevant discipline. Masters degree preferred in relevant disciplines, such as bioethics, neuroscience, or education. Minimum of four years experience or the equivalent combination of education and experience. Computer proficiency using Word, Excel, Powerpoint and other Microsoft Office software. Excellent interpersonal, organizational skills, oral and written communication skills. Ability to work both independently and within a team environment, including demonstrated ability to initiate and manage projects that are time sensitive and multi-layered. Ability to work in an interdisciplinary setting devoted to issues at the intersection of neuroscience and biomedical ethics.

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Job Posting

Job ID: 12849 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** OBER Coordinator
Department: Pathology
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-02
Job End Date: 2013-08-31
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2012-05-30 **Available Openings:** 1

Job Summary

To coordinate the UBC Office of Biobank Education and Research (OBER) activity of Biobank establishment which includes the coordination of the biobank Resource Centre, creation of biobank tools and products, provision of consulting services to new and established biobanks, development of training material and on and off-site assistance to biobanks. To facilitate quality assurance through certification deployment, contribute to education development and delivery, and to promote biospecimen knowledge generation and dissemination, in order to advance the mission of OBER.

Organizational Status

Consults, works with, and takes detailed work direction (task planning) from Project Manager. Leads Biobank establishment activities. Works with Certification coordinator in deployment of quality assurance activities. Works with Project Manager in OBER education initiatives.

Work Performed

Biobank Establishment

- Leads OBER team that is responsible for biobank setup.
- Generates materials for the biobank establishment program directed to new biobanks in British Columbia.
- Coordinates the delivery of biobank establishment support.
- Creates biobank resource materials including process map, assessment tools, how to documents, advice materials, assistance plans.
- Leads in consulting and organizes provision of documents, advice and support to new biobanks.

Education

- Assists Project Manager with generation of materials for the educational and training program directed to multiple stakeholders in BC and Canadian biobanking, with primary initial focus on patients, pathologists and biobankers and their trainees, in British Columbia.
- Researches current educational methods and programs at UBC to design content of courses and curriculum
- Confers, engages and draws from pathologists and biobank experts regarding course content, objectives, and experiences.
- Contributes to development of course content.
- Coordinates presentations by content expertise.



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- Monitors program quality and effectiveness.
- Collaborates with other organizations creating Biobank educational material such as CTRNet and ISBER
- Revises and updates curricula.

Quality Assurance

- Assists Certification coordinator with Quality Assurance activities.
- Assists to adapt and deploy national standards, quality assessment, registration and certification processes.
- Participates in biobank certification processes, including assessment of biobank submitted materials, provision of advice around ROP SOP compliance, and site visits for review.

Other tasks and subtasks related to above

- Keeps abreast of current educational and accrediting standards.
- Consults with all appropriate campus personnel in a launching online educational material (Center for Teaching, Learning, and technology).
- Acts as liaison between program director and students taking courses.
- Maintains database of students who have taken courses, biobanks that have registered for accreditation, biobank papers produced by faculty and staff, biobank educational resources.
- Works with Director and manager to prepare course revisions and additions.
- Creates presentations and written documents as needed at both the scientific and public level; presents as needed to different stakeholder groups.
- Extraction of information as needed for presentations and documents from databases or internet searching.
- Evaluates the effectiveness of the training (i.e. pre-course knowledge assessments, post training quiz, training evaluations forms, community follow-up etc).
- Undertakes research to inform the Centre with respect to national and international training initiatives and opportunities related to the OBER mandate.
- Evaluates needs to enhance successful uptake of education and training and adoption of standards and identifies data gaps that need to be addressed through biospecimen science.
- Assists director and manager in development of proposals to external funding bodies and organizations to support OBER activities.
- Establishes and maintains close educational links with the UBC and Canadian Biobank education community.
- Tracks all income and expenditures related to OBER educational initiatives and supports Project Manager in developing financial statements and budgets.
- Maintains inventory of all biobanks in BC.

Supervision Received

Works independently on some tasks, takes work direction from manager and reports directly to the Director of UBC OBER.

Supervision Given

May manage other UBC OBER educational staff and provide direction to students taking courses.

Consequence of Error/Judgement

Errors could seriously jeopardize the UBC OBER and Department of Pathology and Laboratory Medicine as education is central to the reputation of the Office and Department.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Minimum of 4 years of experience of biobanking, or the equivalent combination of education and experience. Knowledge of databases and internet searching. Ability to multi-task and work in fast-paced, dynamic environment with multiple deadlines.



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Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Strong organizational and problem solving skills. Sense of humor a must.

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Job Posting

Job ID: 13001
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C2 **Business Title:** Education Technology Manager
Department: Fac.of Pharmaceutical Sciences
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: 2012-05-28 **Available Openings:** 1

Job Summary

The Faculty of Pharmaceutical Sciences offers programs across the full continuum of learning, from the Entry-to-Practice Program, currently offered as an undergraduate program, through to Continuing Pharmacy Professional Development (CPPD) and a postgraduate Doctor of Pharmacy (PharmD) Program. Additionally, the Faculty offers MSc and PhD Graduate Programs, as well as Residency Programs in hospital, community and industry settings. The Manager, Learning Design & Educational Technology, is responsible for providing leadership for learning design and incorporating educational technologies for use in the Faculty's programs, and use across the Faculty of Pharmaceutical Sciences. The manager develops comprehensive plans, policies and innovative strategies in teaching and learning, and directs activities in support of these strategies, including providing learning management tools and training. The Manager champions the use of new technologies and builds awareness across the Faculty.

The Manager reports to the Dean and Associate Deans and works closely with the Faculty committees and members to create the Faculty's Learning Design Strategy. The position builds and maintains relationships with the Faculty of Pharmaceutical Sciences departments, all programs and units as well as with UBC's Centre for Teaching, Learning and Technology (CTLT). The Manager provides leadership in ensuring that these units optimally serve the instructional needs of the Faculty of Pharmaceutical Sciences.

The incumbent plans and coordinates projects, establishes priorities, allocates resources, develops strategic plans and provides on-going analysis of instructional and technical services in support of the administrative, research and teaching needs of all units and programs in the Faculty of Pharmaceutical Sciences. In particular, there is a need for championing new technologies and developing support structures for innovative teaching and learning initiatives emanating from the Faculty strategy. The position also collaborates with IT and Educational Technological professionals from other technology centres at UBC in the design and set-up of technical, administrative and instructional support and corresponding policy, liaises with Learning and Information Technology centres across campus.

Organizational Status

The Manager has considerable autonomy in implementing priorities and goals, and coordinating activities in the area of the learning design and educational technologies. The incumbent works closely with the Office of Educational Support and Development, as well as with the Dean, Associate Deans, Directors and others in Dean's Office and Faculty Service Units.

Work Performed



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Strategic Planning

- Leads strategic planning for learning design and educational technology within the Faculty. Taking into consideration pedagogy and technology, defines options and makes recommendations for implementing strategies and processes for the Faculty's learning design and educational technology, including resource and budget implications.
- Directs the support, research and development of the learning technologies, and audio-visual and multi-media services as it relates to teaching and learning in the Faculty of Pharmaceutical Sciences.
- Participates, with the appropriate Faculty Committees, in the on-going review, reconfiguration, implementation, and streamlining of information and instructional technology services, makes recommendations to the Associate Deans and Faculty Committees for improvements, and implements these changes.

Learning Analytics

- Provides evidence of the value of the Faculty's Learning Design and Educational Technology Strategy; in consultation with the appropriate Faculty Committees develops an evaluation plan, including a theoretical framework and data collection plan (in support of learning analytics).
- Coordinates the implementation and operational activities associated with learning analytics.
- Oversees technical aspects of implementation of online teaching evaluations in the Faculty of Pharmaceutical Sciences.

Professional Development

- In conjunction with the Office of Educational Support and Development, plans, implements and evaluates a faculty-wide professional development program and provides an instructional support structure to support faculty, instructional support staff, and students.
- Directs the development of resources in support of the Faculty's Learning Design and Educational Technology Strategy; including the development of customized, discipline-specific professional development and reference materials to be used by instructional staff, instructors, and students.
- Leads instructional workshops and training, including computer-based, seminar style, and online workshops, where appropriate, for faculty, instructional support personnel, teaching assistants, graduate and undergraduate students.
- Develops and implements an evaluation plan for professional development programs within the Faculty's Learning Design and Educational Technology Strategy. This includes creating surveys and coordinating focus groups with faculty, students, and instructional support staff.

Collaborations

- Provides leadership in establishing and maintaining collaborative projects on-campus and beyond through engagement with information technology and learning technologies initiatives such as CTLT and external organisations in support of using technology to support teaching, learning and research (such as Educause and the New Media Consortium).
- Works with local and external institutions in submitting applications for external funds.
- Represents the Faculty of Pharmaceutical Sciences on campus committees as required.



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- Presents Pharmaceutical Sciences e-Learning and Technology initiatives at local and national conferences.
- Maintains familiarity with IT (information technology) and IS (instructional support) support services across UBC (UBC IT and CTLT).
- Champions e-learning within the Faculty. Actively promotes and implements the overall UBC teaching and learning technology strategy where applicable within the Faculty of Pharmaceutical Sciences.

Performs others duties as required.

Supervision Received

The position reports jointly to the Director of the Office of Educational Support and Development, as well as to the Dean in the Faculty of Pharmaceutical Sciences, taking direction from and consulting with the Associate Deans, and the Directors of the Entry-to-Practice and PharmD Programs as appropriate.

Supervision Given

May or may not have staff reporting directly through to them. Plans, directs, and reviews the activities of service providers and their staff.

Consequence of Error/Judgement

Must have accountability for the successful coordination and management of activities in the area of learning design and educational technologies, ensuring activities are appropriate and in sync with new learning theory and technological advances. Effectiveness in these activities is critical to enable faculty, students, and staff to meet their research, teaching, and management responsibilities. Incumbent will be directly responsible for the delivery of services. Accuracy and clarity required in reporting of goals, objectives, and accomplishments.

Qualifications

Master's degree in Education. Post-Graduate degree preferred in the field of Educational Technology, Communication, Computer Science, Social Sciences, and Education. A minimum of 7 years of experience or the equivalent combination of education and experience. A minimum of 5 years experience including at least 2 years of managerial experience plus 3 years of specialized experience in the design and implementation of major computer systems, or the equivalent combination of education and experience. Experience in developing and managing integrated technical, instructional support and media services in a University or a similar large organization; experience in managing technical systems and procurement projects as well as planning for and implementing significant organizational change. Excellent interpersonal skills to establish and maintain communication with academic clients, administrators and staff. Ability to take initiative, work with limited direction and handle the challenges of competing and often conflicting demands arising from providing services to a broad and diverse community of users under conditions of severe resource restraints. Excellent business, organization, leadership, managerial and planning skills, and well developed written and verbal communication skills are required. Demonstrated experience in supervising and managing M&P and unionized staff.

This position requires a rich understanding of learner engagement and participatory pedagogical theory and practice, and a thorough knowledge of learning environments and educational technologies. Thorough understanding of enterprise-wide administrative and academic technology applications and systems. Good grasp of the theories, philosophies, technologies and assumptions underlying the delivery and processing of digital information. Demonstrated commitment to the research and teaching functions of the Faculty of Pharmaceutical Sciences and University of British Columbia. Excellent interpersonal skills to establish and maintain communication with academic clients, administrators and staff. Ability to take initiative, work with limited direction and handle the challenges of competing and often conflicting demands arising from providing services to a broad and diverse community of users under conditions of severe resource restraints. Excellent business, organization, leadership, managerial and planning skills, and well developed written and verbal communication skills are required. Demonstrated experience



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in supervising and managing M&P and unionized staff.

This position requires a rich understanding of learner engagement and participatory pedagogical theory and practice, and a thorough knowledge of learning environments and educational technologies. Thorough understanding of enterprise-wide administrative and academic technology applications and systems. Good grasp of the theories, philosophies, technologies and assumptions underlying the delivery and processing of digital information. Demonstrated commitment to the research and teaching functions of the Faculty of Pharmaceutical Sciences and University of British Columbia.

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: 12962
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Communications Coordinator
Department: Communication Services
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-09 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-05-30 **Available Openings:** 1

Job Summary

The Communications Coordinator works with Student Development & Services (SD&S) and Enrolment Services (ES) units to develop and implement strategies for communications with current students and other key audiences. Working with units in SD&S and ES, the Coordinator leads the development of annual and long-term communications plans that align with unit goals and which support key areas identified in Place and Promise: the UBC Plan. The Communications Coordinator is also responsible for managing implementation of the communications plan.

As a member of the Student Communications Services team, the Communications Coordinator participates in the development of an integrated and coordinated approach to communication with current students. The Communications Coordinator also contributes to the development of communications best practices for SD&S and ES and ensures all communications activities and materials comply with UBC standards. The selection of innovative channels that can effectively deliver key messages and meet the needs of primary target audiences is a crucial responsibility of this position.

Organizational Status

The Communications Coordinator is a member of the Student Communications Services team and reports to the Director, Student Communications Services. The Coordinator may supervise staff involved in communications projects. This position may also work closely with service providers on- and off-campus.

Work Performed

Communications Plan Development and Measurement

- Working with ES and SD&S units, leads the development of student-focused strategic communications plans that reflect and support achievement of unit goals.
- Participates in the integration of unit plans across the ES and SD&S divisions.
- Coordinates implementation of communications plans; executes strategies and tactics.
- Assesses the effectiveness of established communications plans and makes recommendations for future improvements.

Project Coordination and Management

- Manages student facing communications projects, determines project timelines and budgets, and develops contingency plans to keep projects on track.



- Coordinates workflow between members of project teams, including content contributors, user experience specialists, and external consultants.
- Communicates with business owners with respect to project status and negotiates any necessary changes to timelines or deliverables.
- Actively seeks out partnerships and develops relationships with other campus units and student groups in order to identify and leverage opportunities for collaboration.
- Ensures that messages are delivered in a coordinated fashion across appropriate communications channels.

Communications Channel Selection

- Presents innovative communications channel options and makes recommendations to business owners on selection of tactics to meet audience needs and maximize use of resources.
- Provides opportunities for audiences to choose preferred channels, where possible and appropriate.
- Keeps abreast of audience engagement with social media and deploys social media channels where appropriate to meet communications objectives.
- Collaborates with peer ES and SD & S Communications Coordinators to investigate and test up-and-coming communications channels.
- Educates business owners and others about non-traditional and emergent communications channels including social media.

Digital Communications Projects

- Works with UX/UI coordinators to define project objectives, articulate user needs and identify deliverables.
- Writes and manages web content.
- Works with web designer on selection of and coordinates production for website elements including graphics, photos, and video.
- Develops and maintains web content style guides, standards and templates.
- Plans messaging and coordinates social media postings including recruiting and training contributors to facilitate interaction.
- Schedules and prepares content for UBC digital signage.
- Solicits, compiles and edits content for blogs and e-newsletters.
- Coordinates and prepares content for targeted email communication campaigns.

Non-digital Communications Projects

- Coordinates non-digital communications projects such as the design and purchase of promo items, the production and distribution of banners and posters, and the creation of resource materials to support in-person communications activities.
- Compiles story ideas for internal and external media channels.
- Maintains listings/submissions in campus resources and third-party directories.

General

- Maintains familiarity with major communications trends, issues, and technologies.
- Functions as a communications resource for ES and SD & D units, sharing expertise and developing intuitive and easy to use materials that allow unit staff to handle some communications tasks independently.
- Performs other related duties as required.

Decision Making

- Makes independent decisions and recommendations in areas of prioritizing, planning, and executing communications plans. Exercises judgment and tact in dealing with staff, faculty members, students, and alumni both across the university and externally.

Supervision Received

Works independently under general guidance from the Director, Student Communications Services. Works in close cooperation with the Director and other staff in Student Communications Services, keeping the Director informed.

Supervision Given



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Actively participates in the recruitment, hiring and training of new employees. Provides training and supervision for support staff; and, trains new management and professional staff in Student Communications Services. Supervises staff involved in specific communications projects as needed.

Consequence of Error/Judgement

This position represents the University as well as Enrolment Services and Student Development & Services. Incorrect decisions or judgment will directly affect UBC's reputation with students, faculty, staff, and the broader community. Incorrect decisions will affect the University's ability to effectively communicate with its audiences, with a direct negative impact on the student experience.

Qualifications

Undergraduate degree in a relevant discipline. Degree in English, communications, journalism, marketing, or publishing required. Minimum of five years experience or the equivalent combination of education and experience. - Proven experience in strategic communications planning and project coordination.

- Ability to plan and implement a broad range of digital and non-digital communications projects.
- Adept in researching, selecting, testing and measuring traditional and innovative communications channels.
- Demonstrated understanding of web design and usability best practices.
- Demonstrated experience in web content development including writing for the web, search engine optimization and digital asset integration.
- Experience using established and emerging social media channels for communication and audience engagement.
- Computer experience and training required include Adobe Acrobat and the Microsoft Office suite. Experience with content management systems an asset. Strong analytical skills and ability to use analytical tools, e.g. Google Analytics, to measure success and deliver actionable recommendations. Effective oral and written communication and interpersonal, presentation, and public relations skills. Demonstrated leadership and motivational skills. Background in English, technical writing, or other editing experience with English usage, spelling, grammar, and punctuation. Demonstrated ability to function as a member of a team. Ability to exercise diplomacy, tact and discretion when working with confidential and or sensitive information and in dealing with various levels of administration and external agencies. Demonstrated ability to work in a project based environment and handle multiple and concurrent priorities. Capacity for creativity and innovation; ability to exercise initiative, resourcefulness and judgment. Accuracy and attention to detail. Ability to work independently. Ability to assess own performance and regularly report on project status.

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Job Posting

Job ID: 13049
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Manager, Sports Information
Department: Athletics and Recreation
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-01 **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 Manager, Sports Information is responsible for establishing and maintaining strong public and media relations, with a focus on print media, as they relate to the UBC Thunderbirds. The position is responsible for ensuring all conference and national sports information statistical requirements are met as per the rules and regulations of Canada West, CIS and the NAIA. The Manager, Sports Information works closely with the Manager, Media Relations and collaborates closely with UBC Public Affairs, as well as assists in the organization of all department special events.

Organizational Status

Reports directly to the Associate Director, Intercollegiate and High Performance Sport. Works closely with the Manager, Media Relations and is a member of the Varsity Management Team. Works closely with coaches on matters related to varsity teams.

Work Performed

- Acts as primary print media contact for the department.
- Promotes UBC Thunderbird teams, athletes, and coaches through hometown releases and feature stories, announcing upcoming events, post-game reports, results and accomplishments; work closely with coaches to develop media strategies and pitch stories to media.
- In collaboration with the Manager, Media Relations fosters relationships with members of media by personal calls and meetings as well as anticipating needs as required.
- Acts as liaison coordinates interview requests between media, student-athletes, coaches or department personnel, as required.
- In collaboration with marketing and promotions, promotes local, regional and national media outlets for the purpose of gaining attention for the UBC Thunderbirds and student-athletes with emphasis on the major sports of football, basketball and hockey with the goal of increasing attendance and interest.
- Collaborates with Manager, Media Relations in creation of further development of UBC Athletics UBC Thunderbirds initiatives in new media and multi-media; including video (preview, highlights, features), interactive media and other projects to meet the athletic department's growing marketing needs.
- Provides continuous new video, audio, social media content for UBC Thunderbirds website, YouTube, Twitter and Facebook platforms.
- Ensures conference and national sports information statistical requirements are met as per the rules and regulations of Canada West, CIS and the NAIA.



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- Collects and maintains statistics, awards, records, media clippings, photos and archives for UBC varsity teams.
- In collaboration with Manager, Media Relations initiates award nominations and provincial, conference, regional and national award applications, as necessary.
- Travels with teams as necessary to provide athletic media relations functions for local, regional, and national media as well as producing statistical and game reports on a timely basis.
- Maintenance and management of UBC Thunderbirds website, UBC Sports Hall of Fame website, social media outlets (Facebook, Twitter, etc.).
- Assists with department events, including Millennium Breakfast, Big Block & Hall of Fame Banquet, as required.
- Performs other related duties, as required.

Supervision Received

Works under broad directives. Assignments are in terms of general policies, guidelines and administrative objectives.

Supervision Given

Provides direct supervision to student staff. Reviews and evaluates performance of student staff.

Consequence of Error/Judgement

Representing the department to the media is a major task. Failure to make valid judgment and sound decisions regarding the dissemination of information affects negatively on student athletes, teams, coaches, the department and the university.

Qualifications

- Undergraduate degree in a relevant discipline. - Bachelor's degree in media, communication, journalism or an equivalent combination of education, training and experience.
- Excellent organizational, communication (written and oral) and public relations skills; creativity and attention to detail essential.
 - Ability to problem solve and manage conflict effectively.
 - Ability to work with deadlines.
 - Possess excellent writing and editing skills, have knowledge of Macintosh computer systems and must be proficient with StatCrew Daktronics statistical systems.
 - Ability to multi-task and excel in a high demand environment.
 - Excellent sport specific knowledge of varsity sports sponsored by UBC. Minimum of five years experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 13048
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level C **Business Title:** Manager, Media Relations
Department: Athletics and Recreation
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-01 **Available Openings:** 1

Job Summary

The Manager, Media Relations has the primary responsibility of establishing and maintaining strong public and media relations, with a focus on broadcast media, as they relate to the UBC Thunderbirds. The position is responsible for managing the publicity for the Department of Athletics and Recreation, its coaches, teams and student-athletes. The Manager, Media Relations works closely with the Manager, Sports Information and collaborates closely with UBC Public Affairs, as well as assists in the organization of all department special events.

Organizational Status

Reports directly to the Associate Director, Intercollegiate and High Performance Sport. Works closely with the Manager, Sports Information and is a member of the Varsity Management Team. Works closely with coaches on matters related to varsity teams.

Work Performed

- Acts as primary broadcast media contact for the department.
- Promotes UBC Thunderbird teams, athletes, and coaches through hometown releases and feature stories, announcing upcoming events, post-game reports, results and accomplishments; work closely with coaches to develop media strategies and pitch stories to media.
- Maintains and fosters relationships with members of media by personal calls and meetings as well as anticipating needs as required.
- Acts as liaison coordinates interview requests between media, student-athletes, coaches or department personnel, as required.
- In consultation with UBC Public Affairs, provides media training for coaches, student-athletes and department personnel as required.
- In collaboration with marketing and promotions, promotes local, regional and national media outlets for the purpose of gaining attention for the UBC Thunderbirds and student-athletes with emphasis on the major sports of football, basketball and hockey with the goal of increasing attendance and interest.
- Initiates and coordinates all television and radio broadcasts as required.
- Plans, prepares and executes press conferences as required.
- Collaborates with Manager, Sports Information in creation of further development of UBC Athletics UBC Thunderbirds initiatives in new media and multi-media; including video (preview, highlights, features), interactive media and other projects to meet the athletic department's growing marketing needs.
- Provides continuous new video, audio, social media content for UBC Thunderbirds website, YouTube, Twitter and Facebook



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platforms.

- Collects and maintains statistics, awards, records, media clippings, photos and archives for UBC varsity teams.
- In collaboration with Manager, Sports Information initiates award nominations and provincial, conference, regional and national award applications, as necessary.
- Travels with teams as necessary to provide athletic media relations functions for local, regional, and national media as well as producing statistical and game reports on a timely basis.
- Collaborates with the other units within the Department of Athletics and Recreation, including Development, Sponsorship and Recreation, to strengthen internal communication.
- Coordinates webcasting live streaming of assigned varsity games.
- In collaboration with marketing, prepares and produces team programs, media guides, schedule cards, game day programs, and other promotional collateral as required.
- Maintenance and management of UBC Thunderbirds website, UBC Sports Hall of Fame website, social media outlets (Facebook, Twitter, etc.).
- Assists with department events, including Millennium Breakfast, Big Block & Hall of Fame Banquet, as required.
- Performs other related duties, as required.

Supervision Received

Works under broad directives. Assignments are in terms of general policies, guidelines and administrative objectives.

Supervision Given

Provides direct supervision to student staff. Reviews and evaluates performance of student staff.

Consequence of Error/Judgement

Representing the department to the media is a major task. Failure to make valid judgment and sound decisions regarding the dissemination of information affects negatively on student athletes, teams, coaches, the department and the university.

Qualifications

- Undergraduate degree in a relevant discipline. - Bachelor's degree in media, communication, journalism or an equivalent combination of education, training and experience.
- Excellent organizational, communication (written and oral) and public relations skills; creativity and attention to detail essential.
 - Ability to problem solve and manage conflict effectively.
 - Ability to work with deadlines.
 - Possess excellent writing and editing skills, have knowledge of Macintosh computer systems and must be proficient with StatCrew Daktronics statistical systems.
 - Ability to multi-task and excel in a high demand environment.
 - Excellent sport specific knowledge of varsity sports sponsored by UBC. Minimum of six years experience or communications services or the equivalent combination of education and experience.

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Job Posting

Job ID: 13053
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B
Business Title: Nursing Lab & Simulation Assistant
Department: UBCO - Nursing
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-15
Available Openings: 1

Job Summary

The Nursing Lab & Simulation Assistant is responsible for the setup, maintenance, clean up and operation of the nursing skills lab and human patient simulators under the direction of the Human Patient Simulator Nursing Laboratory (HPS NL) Coordinator. He or she also teaches within the undergraduate BSN program in areas related to their nursing expertise.

Organizational Status

The Nursing Lab Simulation Assistant report to the Nursing Practice Education Lead under the Associate Director of the School of Nursing. He she works with nursing instructors to advise and support them in the delivery of both nursing skills and simulation labs. He she guides and advises the nursing lab monitors and nursing students as they seek to enhance their skill and ability.

Work Performed

The Nursing Lab Simulation Assistant works closely with the Nursing Practice Education Lead to carry out the following responsibilities:

- Planning, organizing, and developing of appropriate BSN student lab and simulation learning experiences.
- Liaises with the Nursing Practice Education Lead to hire work study students (lab monitors).
- Liaises with the Team Leaders of year one and two in the hiring of lab teaching assistants.
- In the role of Nursing Lab & Simulation Committee Co-Chair, participates in the development of policy and guidelines related to lab and simulation education.
- Liaises with the Nursing Practice Education Lead to ensure supplies and equipment used is in alignment with the current practice environment.
- Liaises with the Nursing Practice Education Lead to order the inventory of lab sim supplies and equipment to ensure maintenance of lab sim supplies and equipment.
- Provides support during rental of lab and simulator to outside agencies.
- Coordinate the scheduling of the lab areas, labs, and simulation.
- Books and runs open lab activities by lab teachers or teaching assistants.
- Support and mentoring in lab and simulation teaching philosophies and approaches.
- Responsible for the operation of the human patient simulators.
- Responsible for education of other teachers in the operation of the human patient simulators.



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- Participates in the development and preparation of simulation scenarios.
- Provides orientation and leadership to the lab teachers, clinical teachers, and teaching assistants.
- Directs activities of lab monitors and ensure standard of excellence is maintained by nursing lab monitors in the performance of their duties
- Responds to the needs of lab and clinical teachers and students.
- Organization and setups of supplies to be used in nursing skills, orientation, and review labs.
- Preparation, set up, and operation of simulation labs and scenarios.
- Restocking labs, maintaining neat and orderly supply and work room areas.
- Maintenance and cleaning of nursing labs, equipment, and manikins.
- Maintains linens and bedding in clean and neat condition.
- Participates in interpreting BSN curriculum practicum objectives for the various levels of student to assist in continued development and implementation of lab and simulation teaching and learning.
- Participates in the monitoring of the quality and content of lab and simulation placement experiences through analysis of evaluative feedback from students and teachers.
- Advocates for and participates in seeking best practices in teaching and learning in the nursing lab and simulation.
- Advocates for and participates in research project related to teaching and learning in the nursing lab and simulation.
- Participates and assists in gathering data for research into simulation.

The Nursing Lab & Simulation Assistant also teaches within the undergraduate BSN program as assigned by the Associate Director

Supervision Received

This position works in close collaboration with the Practice Education Lead on lab and simulation responsibilities and reports with the Practice Education Lead on practice placement matters to the Associate Director. In relation to teaching responsibilities, this position reports to the Associate Director.

Supervision Given

This position works independently with indirect supervision as they work closely with the Practice Education Lead. This position reports with the Practice Education Lead to the Associate Director of the School of Nursing.

Consequence of Error/Judgement

This person works closely under the Practice Education Lead to make decisions about the operation and staffing of the lab and simulation areas. The judgments and decisions made by person in this position must be in alignment with current nursing practice standards and UBCO SON content. Ensuring student safety is essential.

Judgment, reliability, accuracy, and skilled communications are required for the smooth operation of this learning area and to ensure quality lab and simulation education.

Consequences of inappropriate judgments, unreliable performance, inaccuracy, or miscommunications may include inappropriate ordering, scheduling, and operation of lab and simulation learning.

Qualifications

Research Nurses require R.N. Certificate; Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, Nursing Licensure in British Columbia. Nurse Practitioner Clinical Associates require post-graduate degree in Nursing, BSN BScN required and 2 years related work experience, eligibility for registration with CRNBC required. Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. Comprehensive current knowledge of nursing psychomotor skills. Preference for acute care experience within the Interior Health Authority. Understanding of UBC Okanagan BSN curriculum and program. Demonstrated quality teaching. Ability to work independently with minimal supervision. Judgement is required to exercise timely appropriate judgment while working with competing priorities and demands. Demonstrated ability to prioritize work under pressure to meet deadlines in a fast-paced environment. Ability to obtain and disseminate accurate information (i.e. lab simulation policies, schedules, etc.).



Demonstrated effective communication skills are necessary to facilitate the interaction of several diverse groups (i.e. students, faculty). Ability to work collaboratively and supportively with nursing teachers, lab monitors, teaching assistants, and students. Ability to provide effective direction and supervision with nursing teachers, lab monitors, teaching assistants, and students. Demonstrated experience and knowledge of lab teaching. Demonstrated experience and knowledge of simulation theory and technology. Willingness to grow in the use of simulation theory and technology. Initiates, participates, and supports the collection of data to support simulation research. Knowledge of current trends in clinical practice and demonstrated competence in basic nursing skills. Demonstrated computer literacy

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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 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: 12536 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** DARPT Coordinator
Department: Paediatrics
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-04-02
Job End Date: 2013-04-01
Funding Type: Budget Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

Job Summary

The Department of Pediatrics is located at the BC Children's Hospital (BCCH). Conceptually and practically, it has a dual identity: it is the Department of Pediatrics of the Faculty of Medicine, University of British Columbia (UBC), and it is the Department of Pediatrics, BC Children's Hospital, an Agency of the Provincial Health Services Authority (PHSA). As such, the Head is not only the Head of the Department of Pediatrics at UBC, but is also the Chief, Pediatric Medicine, BCCH. The Department's faculty, almost all of whom are pediatricians, are academic or clinical appointees of the University of British Columbia and are based at BCCH, Sunnyhill Health Center for Children, or in community practices.

The Department consists of nineteen Divisions: Adolescent Health, Allergy, Biochemical Diseases, Cardiology, Critical Care, Dermatology, Developmental Pediatrics, Emergency, Endocrinology, Gastroenterology, General Pediatrics, Hematology Oncology, Immunology & Infectious Diseases, Neonatology, Nephrology, Neurology, Pharmacy & Therapeutics, Respiratory Medicine and Rheumatology. Given the role of BCCH as a tertiary care centre, the medical staff in these Divisions not only provide direct on-site clinical care, but also act as a provincial resource for medical practitioners throughout British Columbia. Further, all Divisions are engaged in teaching, academic or clinical research.

This position provides Division Heads Directors Managers Administrative staff with guidance and advice on UBC Faculty policies, to ensure standard practices are documented and followed. Manages tenure promotion cases and other highly confidential and sensitive matters within the Department of Pediatrics. Serves as the expert resource person to advise, monitor and support the DARPT (Departmental, Appointments, Reappointments, Promotion & Tenure) Committee. Supports the preparation of general and complex files for tenure and promotion considerations, responds to concerns and questions from the Faculty of Medicine Appointments Committee as well as the Senior Appointments Committee.

Organizational Status

Reports to the Human Resources Manager and the Senior Director of Administration. Advises the Department Head, DARPT Committee Chair, Division Heads, Centres and Administrators on the faculty appointment, promotion and tenure process. The DARPT Coordinator is responsible for managing all administrative functions related to DARPT, including delegation and supervision of administrative work to the Department Assistant as related to DARPT.

Work Performed



The University of British Columbia

Staff Job Postings

- Acts as an independent content subject matter expert on all issues regarding promotion and tenure.
- Responsible for ensuring all UBC Faculty of Medicine Promotion and Tenure related policies are adhered to and all changes to policy are well documented.
- Manages the process for all faculty appointments, reappointments, promotion and tenure considerations.
- Meets with individual faculty members and provides guidance on preparation and submission of the most effective promotion and tenure packages.
- Reviews all Faculty CV's prior to submission to ensure accuracy and effectiveness.
- Manages annual faculty Merit, Performance Salary Adjustment (PSA), and Distinguished Achievement Awards (DAA) Program.
- Ensures timelines, processes and annual plans are developed and monitored for effectiveness.
- Responsible for annual instructional sessions for DARPT sub-committee members on the merit programme.
- Responsible for instructional sessions for any new DARPT committee members.
- Establishes Departmental priorities and strategies in improving work flow and communication to faculty on issues of promotion and tenure.
- Acts as a Departmental representative at the Faculty of Medicine, Promotion and Tenure Meetings.
- Works closely with the Faculty of Medicine FARM team to resolve highly complex cases and issues.
- Identifies promotion and tenure candidates and implements appropriate documents actions.
- On an annual basis reviews criteria with Department Head and Senior Director to determine early promotion eligibility for faculty.
- Maintains detailed statistics on all faculty appointments, promotions and tenure information, this includes reviewing tenure clocks and ensuring faculty are reappointed appropriately on an annual basis.
- Responsible for ensuring all UBC Faculty of Medicine Promotion and Tenure related policies are adhered to and all changes to policy are well documented.
- Identifies key issues and inefficiencies and works independently to resolve them.
- Ensures time lines, processes and annual plans are developed and monitored for effectiveness.
- Makes recommendations and develops processes and policy that ensure the accurate and timely processing of faculty appointments.
- Responsible for interpreting and providing guidance on the University, Faculty of Medicine guidelines as well the Faculty Collective Agreement on issues of promotion and tenure.
- Provides guidance on standards and practices to the Department Head, DARPT Committee Chair, Division Head, Centres and Administrators on issues related to the appointment, reappointment, promotion and tenure process.
- Manages all supporting documentation for appointment, reappointment, promotion and tenure reviews.
- Reviews all documentation prepared by the Department Assistant on matters of promotion and tenure.
- Develops and maintains comprehensive promotion and recruitment procedures manual.
- Works closely with and delegates DARPT related administrative duties to the Department Assistant.
- Meets with the Department Head, Senior Director and the Human Resources Manager on a regular basis to discuss work priorities and urgencies.
- Performs other duties as required.

Supervision Received

Works under the direction of the Senior Director of Administration and the Human Resources Manager, consistent with Departmental goals, objectives, policies, and procedures. Is expected to work under limited supervision and exercise considerable judgment and initiative in duties and responsibilities

Supervision Given

Manages the work of the Department Assistant (CUPE 2950).

Consequence of Error/Judgement

Exercises considerable judgment initiating and carrying through activities important to the appointment, reappointment, promotion



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Staff Job Postings

and tenure of faculty. Incumbent will be dealing with sensitive, highly confidential information. Errors in judgment or procedures could result in serious miscommunication with regards to new faculty appointments and or promotion of faculty that could result in legal action or losing faculty to other institutions.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Business Administration or Human Resources preferred. Minimum of two to three years of related experience or the equivalent combination of education and experience. Experience in working with the University's human resources and administrative systems are an asset. Experience and knowledge in Departmental and University Faculty Promotion and Tenure Policies and Procedures. Competency in word processing, spreadsheet and database applications. Human Resources and Administrative skills, and knowledge of UBC Office Policy Procedures. Ability to effectively use computer at an advanced level (e.g., Outlook, MS Word, MS Excel). Ability to effectively manage multiple tasks and priorities. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to prioritize and organize work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to supervise, train and motivate staff. Ability to provide quality service to customers in a courteous, patient manner and have strong interpersonal skills. Ability to analyze problems, identify key information and issues, and effectively resolve. The candidate should have confidence, commitment to the job, be planning process driven, and be a customer oriented individual. Ability to exercise judgment, tact, discretion, and diplomacy. Strong interpersonal skills.

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Job Posting

Job ID: 13050
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Obstetrics & Gynaecology
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-05-31
Job End Date: 2013-05-01
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-01 **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 Canadian Perinatal Network (CPN) Research Co-ordinator is responsible for the central activities of the CPN, a network of 24 tertiary perinatal units throughout Canada. Those activities include central-site planning, co-ordination, communication and management of research activities for CPN.

The CPN Co-ordinator must have exceptional organizational and communication skills, as well as a high degree of motivation, enthusiasm, and initiative.

At present, the focus of CPN is the MAG-CP project, a managed knowledge translation (KT) project on magnesium sulphate for fetal neuroprotection. This project has two primary activities associated with it: knowledge translation of national guidelines into clinical practice at CPN sites, and CPN data collection at those sites for the purposes of audit of the success of KT activities and feedback to sites. The Research Coordinator will assist investigators with all study logistics.

The KT aspect of the Co-ordinator's activities will include liaison with new and existing CPN sites to submit ethics applications for MAG-CP, a study linked to routine CPN data collection. Study documentation (see below) will need to be developed, and local MAG-CP teams at CPN sites will need to be trained and supported.

The data collection aspect of the Co-ordinator's activities will include revision of the CPN database to support MAG-CP and improve its functionality, liaison with CPN sites to submit amendments to the CPN REB approval (or new applications for new sites), and revision of existing CPN working protocol and educational material for CPN data abstractors at local sites. The Co-ordinator will need to have a good working relationship with the CPN data cleaner and statistician, associated with monthly uploads of CPN data and study site payments.

Organizational Status

Reports to the principal investigator(s) and the Departmental Research Manager. The CPN Co-ordinator will work with the Maternal Fetal Medicine research staff at research facilities at C&W, national and local research centres, and the Office of Research Services, UBC.

Work Performed

CPN Network Responsibilities

- Responsible for the central co-ordination of network studies for the CPN, with a current focus on MAG-CP.
- Maintains ongoing contact with CPN network sites, and assists with recruiting new sites to the Network.



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Staff Job Postings

- Oversees all CPN study logistics including database revisions and testing, regulatory documentation, provision of data to sponsoring and or government agencies, research ethics boards approvals, up-to-date study material including working protocols, monthly CPN data uploads, and study site payments for data collection.
- Co-ordinates study-sub site agreements with the assistance of the UBC University-Industry Liaison office.
- Prepares CPN newsletter monthly, and drafts CPN annual report.
- Organizes regular meetings with CPN study team members, including weekly Working Group (at UBC), initial MAG-CP Collaborators' meeting, and individual CPN site visits. .
- Assists with review of data results related to MAG-CP, and provides recommendations to principal investigator(s).
- Assists with preparing abstracts and publications, as required for Network studies.
- Trains and supervises junior research staff involved with CPN-related projects, including the BC Women's Hospital team and data abstractor, respectively.
- Supports local MAG-CP KT teams as well as CPN data abstractors at various sites.
- Other related duties as required

Supervision Received

Most of the work will be done independently; however, the principal investigator(s) and Research Managers from MFM will supervise MAG-CP and CPN weekly, at minimum.

Supervision Given

The CPN Coordinator will be responsible for the supervision of junior research staff, residents, and students participating in the student work program.

Consequence of Error/Judgement

The CPN Co-ordinator is required to conduct all research activities in an ethical manner, suited to proper activities of the University of BC and to the professional organizations governing him or herself and those governing the activities of the Directors and all other investigators. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the principal investigator, the Department Head, and the CPN Co-ordinator's governing professional organization.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Exceptional ability to communicate effectively verbally and in writing. Sound understanding of clinical issues in Obstetrics. Ability to work effectively independently and in a team environment. Strong knowledge of scientific terminology in the health sector. Previous experience with large data sets. Ability to exercise sound judgment. Ability to analyze problems, identify key information and issues, and effectively resolve. Good computer literacy required (i.e. MS Word, Excel, Access). Ability to travel (some national travel will be required). Ability to effectively manage multiple tasks and priorities. Ability to work effectively with minimal supervision.

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Job Posting

Job ID: 13029
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Researcher
Department: Devlpmtl Neurosci&Child Health
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2014-06-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-31 **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 Researcher will act to facilitate research activity in the area of childhood obesity. This will include providing direct research coordination and support to Dr. Louise Mâsse within the Developmental Neurosciences & Child Health. Specifically, the Researcher will be primarily responsible for managing and coordinating all research conducted in the Childhood Obesity Prevention Unit. The Researcher will be involved in contributing to the full range of research including development of grant proposals through to contributing to research publications and reports. Major duties include coordinating recruitment, overseeing data collection, conducting analyses and planning knowledge exchange activities. The Researcher will also be responsible for supervising and training research staff.

Organizational Status

The Researcher will report directly to the Principal Investigator Dr. Louise Mâsse.

Work Performed

The Researcher will:

- Manage multiple research projects with conflicting timelines, priorities, and deadlines.
- Support co-investigators, principal investigators, and collaborators in research activities.
- Participate in budget forecasting and manage the finances for all research projects.
- Prepare and implement workplans and timelines for the project.
- Prepare ethical applications, renewals and amendments.
- Correspond and communicate with all team members related to specific grants held and sharing of all pertinent information to investigators (i.e. budgets, expenditures, reconciliation of accounts).
- Coordination of team meetings as needed related to grants held.
- Coordinate and oversee the recruitment of potential study participants and ensure that the process meets UBC ethical requirements.
- Coordinate and participate in the development of data collection instruments and design databases for collecting the data.
- Coordinate and participate in collecting data.
- Develop and maintain a database of quantitative and qualitative data.
- Analyze the quantitative and qualitative data.



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- Write and edit research reports and articles for publication in collaboration with unit members.
- Design and implement new research projects in collaboration with unit members.
- Prepare presentations for scientific, professional and lay meetings.
- Identify funding sources, develop ideas into grant proposals, and prepare and organize grant proposals for future related projects.
- Conduct or supervise computerized literature searches and review as needed.
- Participate in the recruitment of research assistants, graduate students, and work-study students.
- Manage and train research assistants with respect to collecting, inputting, and analyzing data
- Perform other duties as required.

Supervision Received

Dr. Louise Mâsse will provide direction and will oversee performance and results of the projects. The Researcher will be expected to develop a work plan and timelines and exercise a considerable amount of judgement and initiative in duties and supervisory responsibilities.

Supervision Given

The Researcher will manage support staff, research interns, research assistants, researchers and data collectors as needed to ensure that the goals of various projects are met in a timely and efficient manner.

Consequence of Error/Judgement

The Developmental Neurosciences & Child Health is a member of the Child & Family Research Institute. The Researcher is responsible for co-ordination of all day-to-day activity relating to the research. Errors made could influence the ability of research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the Director and other staff. Poor decisions may be damaging to the reputation of and cause financial loss to the Centre, CFRI and the University.

Qualifications

Undergraduate degree in a relevant discipline. Master's in a health or social science discipline is preferred. Minimum of three years experience or the equivalent combination of education and experience. A candidate with recent related experience in a research environment including a thorough understanding of childhood obesity, statistics, and qualitative and quantitative research methodologies or equivalent combination of education, training and experience is preferred. Intermediate to high level of computer literacy including familiarity with word processing, spreadsheets and databases (i.e. Microsoft Office, SPSS, STATA, Reference Manager). General knowledge of grant processes. Ability to communicate effectively verbally and in writing. Demonstrated interpersonal skills and ability to communicate with children, adolescents, and families. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to analyze problems, identify key information and issues, and effectively resolve. Demonstrated ability to provide supervision and communicate effectively with others. Ability to maintain accuracy and attention to detail.

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Job Posting

Job ID: 13025
Location: Other
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Research Scientist / Researcher / Epidemiologist
Department: Centre for Disease Control
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-06-18
Job End Date: 2013-05-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-31 **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 successful applicant will provide research support to the mHealth research group based at the BC Centre for Disease Control. She will specifically contribute to a 3-year NIH-funded project entitled: 'WeTel Retain: Promoting Engagement in pre-ART HIV Care through SMS', in addition to provincial and other global mHealth projects. There is also considerable scope for the applicant to initiate new avenues of research within the field of mHealth, based on their epidemiological training. The successful applicant will be involved with all aspects of epidemiological research from study design, grant writing, planning, ensuring integrity of data, executing and interpreting statistical analyses, presentation of findings, drafting and publication of scientific manuscripts. The successful applicant will also support the research methods and statistical analysis of projects led by others in the program, including students and other trainees.

Organizational Status

Reports directly to the Principal Investigator. Interacts and works closely with students, researchers and staff members of the mHealth research group. Maintains contact with other collaborating organizations

Work Performed

Duties include:

- developing and writing research protocols
- developing ethics applications and grant applications
- developing ideas into grant proposals and writing grant applications identifying and exploring funding opportunities
- working closely with various researchers, and internal and external agencies
- providing research methods and statistical support and training to students and other trainees.
- conducting complex literature searches and summarizing relevant literature;
- assembling, reviewing and participating in the development of data collection methodologies, instruments and databases;
- conducting complex data analyses using statistical software (SPSS, STATA, SAS)
- preparing scientific abstracts, presentations and manuscripts;
- preparing reports, presentations and posters for meetings
- coordinating and attending meetings and presenting research findings
- performing other related duties



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Staff Job Postings

Supervision Received

The position will work independently under supervision of the Principle Investigator.

Supervision Given

The Research Scientist Epidemiologist may be supervising work study students.

Consequence of Error/Judgement

Errors made could influence the ability of researchers and staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the group's investigators. Poor decisions may be damaging to the reputation of and cause financial loss to the Principal Investigator, the Department and the University.

Inability to support the development and implementation of strategic initiatives could diminish the Department's ability to attract the support of the scientific community; poor public private sector relationships could result in a negative image of the Department and may impact on research funding made available through partnerships.

Qualifications

Undergraduate degree in a relevant discipline. University degree (Masters preferred) in Epidemiology or Social Sciences or research-related field. Minimum of three years experience or the equivalent combination of education and experience. Demonstrated experience in quantitative research methods. Computer experience required, including experience with statistical software (SPSS, STATA), MS Office (Word, Excel, PowerPoint). Ability to work effectively independently and in a team environment. Ability to communicate effectively verbally and in writing. Accuracy and attention to detail. Ability to exercise tact and discretion in dealing with external agencies and researchers. Demonstrated ability to compose and write reports, letters and other materials in clear, concise English. Experience working in mHealth, public health, global health, and STI HIV are assets.

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Job Posting

Job ID: 13024
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Research Coordinator
Department: Family Practice
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Part-Time (40%)
Desired Start Date: 2012-08-10
Job End Date: 2013-08-09
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-31 **Available Openings:** 1

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

Job Summary

The Research Coordinator will work with the Principal Investigator and research Investigative team to coordinate all activities related to a community-based participatory research project focused on adapting, designing and piloting preventive health tools programs with men and women in BC communities with lived incarceration experience. Research activities will include the coordination and implementation of a multi-phase research project, through to evaluation and dissemination.

For more information about this project, please visit www.familymed.ubc.ca/ccphe.

Makes professional decisions and recommendations on all aspects of research work and is responsible for the quality of research activities.

Organizational Status

The Research Coordinator will report directly to the Principal Investigator, Dr. Ruth Elwood Martin, or designate. Community-based research assistants will report to the Research Coordinator. The Research Coordinator will also communicate with the investigative team.

Work Performed

The Research Coordinator will be responsible for:

- 1.Coordinating all activities related to the research project, including knowledge translation as outlined in the project proposal, and provide support to the Principal investigator and the investigative team by:
 - Developing work plans with the research team, and facilitating implementation of these plans.
 - Facilitating processes for communication and collaboration to support the interdisciplinary research team.
 - Working collaboratively with researchers and men and women in BC communities with lived incarceration experience.
 - Coordinating the activities of the project advisory committee.
 - Ensuring ethical standards of research are maintained.
 - Developing procedures to support research protocols.
 - Managing and coordinate data collection.
 - Preparing preliminary descriptive analysis of data.



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Leading the literature reviews and managing research database.

Preparing and writing reports for publication and presentations, and other knowledge translation activities.

Providing training and support for community-based research assistants in relation to data collection, data management and preparation of reports.

Monitoring workflow to ensure high quality data collection and management within project timelines.

Supervising work completed by community-based research assistants.

Ensuring that data are appropriately archived.

Responding to inquiries from research participants and collaborators related to on-going research.

Identifying funding sources and developing funding applications

2. Works collaboratively with others to meet the objectives of the research project by:

Actively participating in research team meetings.

Participating in Project Advisory Committee meetings and facilitating iterative communication with the PAC and investigative team.

Establishing effective communications with research team, project advisory committee, and men and women with lived incarceration experience.

Ensuring timely notification to Principal Investigator of issues or problems.

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

Ensuring adequate supplies are available.

Managing the staffing requirements for community-based research assistant staffing requirements (preparing job descriptions for community-based research assistants, screening applicants, participating in candidate selection, and supervising work).

Ensuring that project files are set up and maintained.

Coordinates meeting times and space for both research team, and project advisory committees

Participates in budget forecasting and preparation

Processes project financial transactions and works with the Department to ensure procedure is correctly followed.

4. Perform other related duties as required.

Supervision Received

The Research Coordinator position will work under general direction of the Principal Investigator, in conjunction with the research team of the assigned research projects. It is imperative that the Research Coordinator work collaboratively and with minimal supervision. S he will act independently in performing defined duties and will alert the Principal Investigator to any unusual situations, and will keep them advised of problems as they arise or are anticipated.

Supervision Given

The Research Coordinator will be responsible for supervising 1-3 community-based research assistants. He she will assign and check work completed. The incumbent may also be responsible for supervising summer students and or facilitate the work of graduate students who complete short-term practicums placements with the research project.

Consequence of Error/Judgement

The work of the Research Coordinator will be monitored by the Principal Investigator. The research project will engage with participants who are men and women living in BC communities with lived incarceration experience, and the incumbent is expected to work with efficiency and sensitivity. Errors or incorrect decisions could compromise the quality of the research, compromise the collegial relationships with partners and or participants, result in delays in completing projects, and potentially impact the credibility of the Department and its investigators. Inability to exercise sound and sensitive judgement could diminish the investigator and or Department's ability to attract the support of the scientific community and or lead to poor public private sector relationships and partnerships. The work of the Research Coordinator must be completed at a high level of accuracy and efficiency.



Qualifications

Undergraduate degree in a relevant discipline. Post-graduate degree in a relevant discipline in a Health or Social Sciences preferred. Knowledge of working with under-served populations and health prevention an asset. Knowledge of qualitative and quantitative research methods applicable to health behaviour research. Minimum of three years experience or the equivalent combination of education and experience. Experience in supervising staff and managing teams. Extensive experience in working with multi-disciplinary, multi-site research teams. Experience with successfully managing multi-phase research projects in a multi-disciplinary environment through to completion. Prior experience working with community-based participatory research projects a requirement. Experience with FMS system, AdobeConnect Web Conferencing, ACM IronPoint an asset but not required. Some travel may be required. Computer and data analysis skills (Word processing, Excel, NVivo, Reference Manager, SPSS). Ability to be flexible and resourceful. Ability to communicate effectively verbally and in writing. Ability to exercise initiative and innovative thinking. Ability to manage, supervise and train community-based research assistants. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Demonstrated co-authorship of peer reviewed publications and presentations an asset, but not required.

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Job Posting

Job ID: 12922
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Knowledge Translation Manager
Department: Nursing, School of
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-11
Job End Date: 2015-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

Job Summary

IGH is one of 13 institutes that comprise the Canadian Institutes of Health Research (CIHR), the Government of Canada's health research funding agency. IGH's mission is to foster research excellence regarding the influence of gender and sex on the health of women and men throughout life, and to apply these research findings to identify and address pressing health challenges. At the core of this mission is a commitment to Knowledge Translation (KT), which CIHR defines as, "a dynamic and iterative process that includes synthesis, dissemination, exchange and ethically-sound application of knowledge to improve the health of Canadians, provide more effective health services and products and strengthen the health care system." As a health research funder, IGH's focus on KT is concerned with: (1) increasing the capacity of IGH-funded researchers to successfully undertake KT; and (2) acting as a knowledge broker to facilitate the uptake of gender, sex and health research evidence into policy, practice and the public domain.

The Knowledge Translation Manager leads the Knowledge Translation (KT) portfolio at the CIHR Institute of Gender and Health (IGH). He/she will manage the project's Knowledge Translation, communication, budget and other project activities.

Organizational Status

The KT Manager works on a day-to-day basis with IGH team members in Vancouver and Ottawa and supervises the Communications Assistant. The KT Manager regularly collaborates and/or interacts with other CIHR staff, IGH board members, researchers, contractors, and other stakeholders. The KT Manager reports to the Assistant Director.

Work Performed

Knowledge translation management

- Lead IGH's overall KT portfolio;
- Provide KT guidance to IGH staff and the Institute Advisory Board in relation to Institute funding opportunities and activities;
- Track emerging and new opportunities for KT related to gender, sex and health research and develop recommendations to capitalize on these;
- Develop and execute KT training activities and tools to build capacity for KT among IGH-funded researchers;
- Seek strategic opportunities and create initiatives that position the Institute as knowledge broker to facilitate knowledge exchange, partnerships for KT, and the uptake of gender, sex and health research evidence, including fostering public engagement with health research;
- Lead the content development and manage the production process and distribution of Intersections, IGH's biannual print



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newsletter that showcases IGH-funded research;

- Manage IGH's ongoing Integrating Gender and Sex in Health Research webinar series;
- Report to IGH's Institute Advisory Board on an ongoing basis on the KT portfolio;
- Translate evidence of the impacts of IGH initiatives and Institute key messages into formats suitable for a variety of stakeholders as required to support a range of Institute reporting requirements.

Communications management

- Manage and develop content for IGH's website;
- Develop and lead promotions strategies for Institute funding opportunities, activities, and products;
- Develop and disseminate a range of communications products, such as messages on IGH's listserv of time-sensitive news and opportunities and monthly updates to IGH's Institute Advisory Board;
- Work collaboratively with CIHR's Ottawa-based Communications and Public Affairs branch to identify and follow through on opportunities to profile IGH in the media;
- Liaise with national and regional media outlets and journalists (through media releases, press conferences, as well as by responding to media inquiries).

Funding program management

- Lead IGH's Gender, Sex and Health Trainee KT Supplement program, including the launch of the funding opportunity, peer review of proposals, correspondence with applicants, and recipient reporting requirements;
- Manage IGH's partnership on the annual CIHR open Café Scientifique competition, including undertaking relevance review and corresponding with successful applicants;
- Lead the development of the KT objectives and requirements to be included in all of IGH's broader funding opportunities.

Project and budget management

- Manage the production process for IGH print KT and communications materials, including procurement and supervision of contractors such as designers, proofreaders, translators and printers;
- Manage logistics for KT-related events, including vendors such as caterers, venues, AV suppliers;
- Develop and implement methods for on-going evaluation of the effectiveness of knowledge translation activities and engage in on-going quality improvement;
- Develop budgets for all IGH KT activities and manage IGH's overall KT budget in close collaboration with IGH's Finance Manager.

Other

- Perform other related duties as required.

Supervision Received

The KT Manager is expected to function independently, but will report to the Assistant Director. The Assistant Director, in conjunction with the Scientific Director, will provide direction to the KT Manager. It is imperative that the KT Manager work collaboratively and with minimal supervision. They will act independently in performing defined duties from broad objectives and will alert the Assistant Director and Scientific Director to any unusual situations, and will keep them advised of problems as they arise or are anticipated.

Supervision Given

The KT Manager will be responsible for supervising the Communications Assistant, a part-time staff member who assists with activities related to the Institute's communication and knowledge translation portfolio. The KT Manager will also be responsible for supervising contractors working on ongoing and project-specific KT-related activities (e.g., graphic designers, translators, printers, event venues, caterers, A V services).

Consequence of Error/Judgement



The work of the KT Manager must be completed at a high level of accuracy and efficiency. The KT Manager will represent IGH in an official capacity, for example when interacting with leading researchers, high-profile decision-makers or media representatives. As such, the KT Manager is expected to show sound judgment in all of their activities on behalf of IGH. Errors could seriously jeopardize the public and government credibility of IGH, Canadian Institutes of Health Research, and the Government of Canada.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Masters degree,. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. or commensurate experience preferred, plus minimum four years of experience related to health research knowledge translation.

- Demonstrated experience in developing and implementing knowledge translation strategies and products to meet needs of a diverse set of stakeholders, with particular emphasis on translating complex scientific data into suitable formats for various audiences.
- Understanding of and sensitivity to a range of KT audiences including policy makers, practitioners, researchers and consumers.
- Advanced understanding of health research. Knowledge of and experience with research related to gender, sex and health an asset.
- Knowledge of the health research funding environment in Canada.
- Experience working in a government or university environment an asset. - Self-sufficient and self-motivated. Ability to effectively manage multiple tasks and priorities. - Possesses a collaborative, team-focused working style. - Management experience an asset.
- Program evaluation experience an asset. - Exceptional oral and written communication abilities.
- Fluency in French (written and spoken) an asset.

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Job Posting

Job ID: 13056
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level A **Business Title:** Research Programmer
Department: Computer Science
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-15
Job End Date: 2013-05-17 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-01 **Available Openings:** 1

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

Job Summary

The research programmer will participate in software development and coding for multiple projects in the area of empirical algorithmics, and will perform work (such as running research code, collecting and analyzing data), in the associated project research studies under the direction, supervision and guidance of the PIs, graduate students and postdoctoral research fellows.

Organizational Status

This person will work under the guidance and direction of the faculty members responsible for the research grant and software development effort. This person will also receive direction and guidance as appropriate from graduate students and postdoctoral researchers in the Bioinformatics, Theoretical and Empirical Algorithmics Laboratory.

Work Performed

Contributes to the development of research software by coding portions of an application under the guidance and direction of the faculty member, graduate students and postdoctoral research fellows; participates in its specification, documentation and dissemination; performs programming, testing, documentation and release tasks in this context, all under direction from PIs.

Supports users of research software developed and maintained by the BETA Lab by maintaining and contributing to information on web pages and online forums; installing, maintaining and managing issue tracking software; answering e-mail and organizing meetings.

Participates in the planning, execution and analysis of studies in empirical algorithmics, all under the direction of PIs.

Participates in obtaining project funding by contributing to writing research grants and reports, communicating with funding agencies and industry partners, collecting and analyzing data in support of these activities (lists of publications, bibliometric data, etc.), all under direction of PIs.

Performs other related duties as required of this position.

Supervision Received



The successful applicant will report to Dr. Holger Hoos and Dr. Kevin Leyton-Brown. Depending on the project, the research programmer may also receive lower level direction from graduate students and or postdoctoral researchers. Supervision consists of setting general and specific goals and expectations. The research programmer is expected to show initiative and self-reliance. Goals will be discussed and reviewed in weekly meetings. The incumbent will set and keep track of intermediate tasks and adjust timelines as required to meet higher-level goals.

Supervision Given

Some direction may be given to undergraduate interns, in specific circumstances identified by and under the overall direction of the PIs.

Consequence of Error/Judgement

The work will be overseen by graduate students, postdoctoral researchers and or faculty members as appropriate for a particular project. Poor performance will impact the ability of the research projects to achieve their goals. Continuity of project funding, community alliances, industrial partnerships and ongoing support for the faculty supervisors could also potentially be affected.

Qualifications

Undergraduate degree in Engineering or Applied Science. Prefer degree in Computer Science. Minimum of one year experience or the equivalent combination of education and experience. Experience in working on projects in empirical algorithmics in academia or industry. Experience in working on large computer clusters such as Compute Canada or Westgrid. Ability to perform intermediate programming in C, C++ and scripting languages (Perl, Ruby or Python). Software development, including prototyping and testing. Ability to identify key results from scientific, statistical, and quantitative research findings. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Networking, interpersonal and organizational skills are important. Design and execution of large-scale computational experiments; analysis, summarization and presentation of results. Preparation of presentations on research software, experiment and results. Demonstrated competence in writing and editing research reports, literature reviews and data collection. Demonstrated ability to prepare, edit and maintain web pages. Demonstrated ability to work within a research 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.

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Job Posting

Job ID: 12995
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level C **Business Title:** Alumni Relations Officer, Students & Young Alumni
Department: Alumni Relations
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

Job Summary

The incumbent will be responsible for:

- Coordinating, implementing and executing plans for programs and services that promote an appreciation for the lifelong relationship between UBC, students and alumni
- Developing connections to respond to student and recent graduates interests, engaging campus partners and academic units, and facilitating engagement and fundraising opportunities, as appropriate
- Ensuring the implementation of program and service offerings for these constituencies to advance the vision and mission of the University and Alumni Affairs
- Cultivating and stewarding relationships with undergraduate and graduate student leaders (broadly defined), and recent graduates to engage them in advocating for and integrating alumni messages and engagement into the student experience
- Contributing to the development of volunteer leadership skills among students and young alumni, positioning them to be active alumni volunteers of the future
- Building a depth of knowledge of our alumni through research and relationship-building
- Collaborating with campus partners to engage them in current and new student and young alumni initiatives and strategic planning

Organizational Status

Reports to Associate Director, Alumni Relations

Works with UBC Deans, faculty and staff involved in Alumni Relations, alumni volunteers, university administration, alumni, student development and development professionals, faculty members, students, campus partners and community organizations

Work Performed

Major responsibilities will include:

Young Alumni & Student Program

- Oversees the coordination, implementation and execution of the young alumni and student strategy and programs
- Works with the Associate Director to ensure Alumni Affairs contributes to the life of UBC students including, but not limited to, programming and support that (a) fosters a culture of leadership among UBC's future alumni; (b) connects students & alumni



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through intentional and meaningful opportunities and (c) celebrates student success at all points of study

- Identify and capitalize on opportunities for engagement; targeting and successfully engaging segments of students and young alumni; focussing on opportunities based on intellectual riches, career support and social connections
- Maintains database and knowledge of the programs key alumni and student leaders
- Develops new programs, services, and communications that contribute to student and young alumni understanding of the benefits and responsibilities that come with their lifelong relationship with UBC, as well as their volunteer leadership skills
- Sustains strong partnership relationships across the faculties, with key campus partners and student groups
- Provides leadership and support for both UBC-V graduations (May & November), including capstone events leading up to the fall and spring ceremonies
- Continually evaluating and refining the portfolio of programming and services with an eye to return on investment.
- As required, contributes and assists the Alumni Affairs team on the execution and success of all its Alumni Programs
- Effectively manage budgets and resources

Relationship Management

- Works with the Associate Director in partnership with faculty-based colleagues and senior staff to facilitate strategic alumni relationships with students and young alumni to maximize alumni and community engagement and support for the University
- Engages strategic segments of the student and young alumni populations to be future alumni leaders.
- Develops and implements a comprehensive plan for identifying, cultivating, engaging, and stewarding key student and alumni leaders
- Coordinates strategies to identify alumni needs, attitudes and feelings towards the University and connecting them with appropriate opportunities and partnerships within the portfolio and campus wide
- Ensures appropriate recognition, acknowledgment and stewardship of our student and alumni leaders
- Work as an integral member of the Alumni Affairs team assisting where required to ensure that the group as a whole meets its priorities and goals

Knowledge of Alumni

- Identify and contribute to the knowledge base of student and young alumni in strategic regions and communities. Use this knowledge to advise Alumni Affairs Senior Staff other senior administrators for various programs and or initiatives
- Develops and implements comprehensive strategies for communicating to students and young alumni the value in working together with the University to make UBC a stronger institution, using a range of communication channels that are age and life-cycle appropriate
- 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 a personalized as possible - ie. Associate Director's briefing notes with detailed information on alumni guests
- Generates reports and lists as required
- Interacts with alumni and development professionals on a routine basis to share information
- Obtains and discloses confidential and sensitive information as appropriate, determining appropriate course of action, resolving details of unusual situations in the absence of established guidelines.

Supervision Received

Report directly to the Associate Director, Alumni Relations. Performance goals and expectations will be agreed upon with the Associate Director and the incumbent will undergo regular performance reviews.

Supervision Given

Responsible for managing and advising faculty & staff, volunteers, students and alumni; will draw on shared administrative, event and communications staff for support.

Consequence of Error/Judgement



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Given that the incumbent will liaise regularly with senior administration, prominent alumni and young alumni, student leaders and donors as well as significant friends and partners of the university, the Alumni Relations Officer is expected to exercise judgment, diplomacy and tact in all interactions. Poor judgement could alienate students and young alumni, damage the university's reputation, as well as negatively impact potential opportunities to engage these communities as friends, volunteers, and donors.

The incumbent will champion the value of the UBC alumni network among the student body and graduates up to ten years out. S he will help identify emerging leaders, broadly defined, and coach them toward success as alumni volunteer leaders. These cohorts are of strategic importance to Alumni Affairs and the incumbent will effectively shape their future relationship to UBC.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Minimum two years experience at a post-secondary education institution, including student affairs experience. Experience in program development, delivery, and management. 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 manage multiple priorities, complex tasks, and to meet deadlines. Creative thinking and problem-solving abilities. Customer service and solutions-oriented. Comfort with consultative processes. Solid understanding of university advancement issues and environment, preferred. Ability to work respectfully, appropriately and effectively with students essential. Comfort with senior community and university leaders, as well as with prominent alumni. Events management experience an asset. Knowledge of student development theory and practice is an asset. Proficiency with online communication tools and channels used by students and young alumni. Knowledge of strategic planning processes an asset.

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Job Posting

Job ID: 12994
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D3 **Business Title:** Associate Director, Annual Awards
Department: Development Office
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04
Job End Date: 2013-06-03
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-05-28 **Available Openings:** 1

Job Summary

The Associate Director, Annual Awards 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 Associate Director, Annual Awards 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 Associate Director, Annual Awards 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 Associate Director, Annual Awards 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 Associate Director, Annual Awards 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.

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Job Posting

Job ID: 13014
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Counsellors & Psychologists
Classification Title: Counslrs/Psychologists, Level A **Business Title:** Lifestyle Counsellor
Department: Popultn&PublicHealth,Schoolof
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Part-Time (45.7%)
Desired Start Date: 2012-06-11
Job End Date: 2013-05-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-29 **Available Openings:** 1

Job Summary

The Breast Cancer Prevention and Risk Assessment Clinic, located at Children and Women's Hospital, has an opening for a Lifestyle Counsellor. The mandate of the Clinic is to evaluate women's objective risk of breast cancer and to provide them with advice about how to reduce their risk. The target population is women who are not at genetically increased risk, and the risk reduction strategies are behaviour change regarding evidence-based breast cancer risk factors. The primary focus of the clinic is to provide women with information and counselling and secondary referrals to community-based resources as well as feedback to their primary physician. The Counsellor will provide lifestyle support (i.e. advice and support on modifiable cancer risk factors) to women at risk of developing non-genetic breast cancer.

Organizational Status

The Clinic is funded through a grant from the Canadian Breast Cancer Foundation and will operate as part of the Canadian Cancer Society University of British Columbia Centre for Cancer Prevention at the University of British Columbia. The incumbent will report to Dr. Carolyn Gotay, the Clinic's director, and will interact closely with the clinics other lifestyle counsellor. In addition, the Counsellor will liaise with members of the advisory board, evaluation researcher, clinic administrator and grad students.

Work Performed

Assesses participants and provides counselling to assist them in understanding their lifestyle behavioural risks for breast cancer and processes activities to reduce risk

Uses a motivational interviewing format to assist clients with identifying and working toward achievable lifestyle goals to reduce their risk of breast cancer.

Documents and prepares participant lifestyle counselling reports and updates in computer systems on a weekly basis, consistent with established quality assurance standards.

Provides liaison with community agencies. Identifies clients' needs for services and makes appropriate referrals, or develops alternate strategies for client support, education and follow-up care.



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Participates in planning and development of educational activities in the Clinic and and or outreach programs such as in-service programs and clinical network meetings.

Regular participation in clinic team meetings will be required. Provide regular updates regarding participant developments and progress made within the Clinic.

Maintains current knowledge and awareness of trends and activities; thereby, ensuring that significant developments and updates to evidence-based guidelines in the field are identified and discussed with clinic team for potential implementation.

Assist in the evaluation of the clinic from the lifestyle counselling perspective.

Performs other related duties as assigned.

Supervision Received

Incumbent works with considerable latitude. This position will meet with Dr. Gotay as needed.

Supervision Given

Not Required.

Consequence of Error/Judgement

Poor decisions could delay the timely completion of the project or be damaging to the reputation, and cause financial loss to the PI, the School, the University of British Columbia and other institutions affiliated with the project(s). In addition, the impact, if an error occurred, would be misinterpretation of results in information disseminated to decision-makers and in publications. The consequences could lead to inappropriate policy and decision-making.

Qualifications

Master's degree in Counselling Psychology or a related field and Certification as a Registered Clinical Counsellor with the B.C. Association of Clinical Counsellors. Master's degree in a discipline relevant to the job from a recognized program, such as Physical Therapy, Counselling Psychology, Occupational Therapy, Kinesiology, Nursing or Clinical Psychology. Minimum of three years of relevant experience in clinical counselling or the equivalent combination of education and experience. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of relevant experience in clinical counselling or the equivalent combination of education and experience. Interpersonal skills including the ability to communicate effectively with clients, staff and the public. Ability to communicate effectively verbally and in writing. Ability to work independently and co-operatively as part of an interdisciplinary team. Ability to deal with others tactfully and with sensitivity. Ability to organize and prioritize work. Ability to analyze problems, identify key information and issues, and effectively resolve. Effective counselling skills. Ability to effectively use word processing, spreadsheets, power point software at an intermediate level. Ability to work evenings and weekends, as required. Ability to travel within the lower mainland (valid BC driver's license required).

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Job Posting

Job ID: 13022
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level C **Business Title:** Manager, Business Development
Department: The Sauder School of Business
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-14 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-03 **Available Openings:** 1

Job Summary

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

Organizational Status

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

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

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

Work Performed

Business Development and External Relations

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



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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications



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

A valid BC driver license and regular access to a vehicle.

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Job Posting

Job ID: 13044
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Operations Mgmt
Classification Title: Business Operations, Level A **Business Title:** Theatre Manager at CIRS
Department: UBC Sustainability Initiative
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-07-02
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-08 **Available Openings:** 1

Job Summary

The Centre for Interactive Research on Sustainability (CIRS) BC Hydro Theatre Manager is part-time position (3 days a week) six month term with the possibility of extension. The manager will facilitate use of the Theatre by a variety of types of user groups and assist in transitioning the facility from the design-build phase to self-sufficient operations.

The BC Hydro Theatre in CIRS is a cutting edge "decision theatre" type venue: a reconfigurable black box theatre, with interactive IT equipment to engage modelling visualization software. It's main function is a dry lab for research and educational purposes, but it is also available for other types of events. As part of CIRS, it's academic mandate is to serve as a living laboratory and an agent of change for accelerating sustainability in the greater community, as such the Theatre is an interdisciplinary facility available for use by both UCB and non-UBC groups.

The UBC Sustainability Initiative builds on UBC's position as a leader in campus sustainability, and works to reinforce the University's goal of providing an exceptional learning and research-rich environment that advances global citizenship and a civil and sustainable society. With a focus on deeply integrating existing academic and operational efforts in sustainability and generating new opportunities, the USI fosters collaboration within and outside UBC, and across all disciplines, to fulfill its mission. The USI consists of four groups: a central office; Teaching and Learning; Research and Partnership; and an Operational Management Group.

Organizational Status

This position reports directly to the Associate Director of the UBC Sustainability Initiative in consultation with the Director of Collaborative for Advanced Landscape Planning. Works closely with other USI team members and CIRS building inhabitants. Liaises with faculty, staff and sustainability partners.

Work Performed

- Facilitates general use of the BC Hydro Theatre and the transition to a fully self-sufficient facility
- Liaises with researchers and educators within CIRS and UBC to optimize function of the Theatre
- Develops, documents, and implements standard protocols for facility, equipment and computer system use, in partnership with other USI staff and CIRS researchers
- Works with USI and CFIS development office to secure continual funding for Theatre operations, including for extension expansion



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of manager position

- Provides instruction, as well as technical and logistical support for user groups, including physical and digital reconfigurations
- Organizes demonstrations of the Theatre capabilities, focusing on the interests and expertise of different groups
- Advises and trains users on Theatre equipment and software
- Coordinates USI staff in bookings, billing and contracts
- Monitors maintenance and repairs of equipment and infrastructure, including establishing and maintaining contracts with suppliers servicers
- Documents lessons learned from user engagements to continually improve Theatre functions
- Ensures work is performed in a safe and responsible manner
- Ability to work a flexible schedule, including possibly work evenings and weekends

Supervision Received

Works under the general direction of the Associate Director of USI, however, responsibility lies with the person in this position to prioritize workflow and complete tasks independently and in a timely manner, while providing regular updates. Additional review of work performed will be conducted by other USI staff and CIRS researchers familiar with the design and function of the BC Hydro Theatre.

Supervision Given

This position includes training and management of users on the facility equipment and systems, as well as some training and coordination with an AV Support Technician. This position may include management of work-study students.

Consequence of Error/Judgement

Work requires judgement and initiative, as well as a willingness to learn new things and adapt to new situations, while working under broad guidelines. The person in this position is expected to function by exercising high degrees of maturity and autonomy. This position impacts relationships within the University and with community, government, industry and other organizations that are vital for UBC.

Poor decisions, errors or failure to complete tasks could result in material damage, financial loss, legal liability and damaged reputation.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Research experience, in sustainability or social science related fields would be an asset. Ability to create accurate, clear, and comprehensive software documentation. Ability to assist in testing troubleshooting of hardware and software Ability to prepare graphic design materials in various media, such as Adobe Suite or similar Knowledge of relevant visualization and design software, including but not limited to ESRI products, such as ArcGIS; Autodesk products such as LandXplorer, Infrastructure Modeler, and 3D Studio; Google products, such as GoogleEarth and Google SketchUp. . Knowledge of audio visual and computer hardware Ability to prepare complete, concise, and understandable technical documentation. Ability to perform technical writing and editing duties. Ability to communicate effectively verbally and in writing. Ability to train or teach Theatre users. Ability to develop and deliver effective presentations and workshops. Ability to effectively manage multiple tasks and priorities. Ability to deal effectively with a diversity of people. Ability to work effectively independently and in a team environment. Ability to assist clients in identifying appropriate courses of action. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Experience with public engagement and event planning or theatre arts would be an asset Physical ability to perform the duties of the job. (e.g., lifting, standing, working at heights, operating a lift, moving heavy equipment)



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Job Posting

Job ID: 12733 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level D **Business Title:** Transportation Engineer
Department: CampusCommPln-Transportation
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Transportation Engineer will provide transportation engineering expertise to Campus and Community Planning, as well as allied units. This includes: development and implementation of transportation programs, provision of transportation engineering advice in the development of programs related to transportation infrastructure (e.g. the road network) managed and implemented by other units, and management of transportation related permitting processes for construction and other work at UBC Vancouver. This individual will also work closely with the Associate Director, Infrastructure and Services Planning in ensuring that plans for new infrastructure and facilities at the UBC Vancouver campus address transportation related issues. The Transportation Engineer will contribute to the design, construction and maintenance of infrastructure on campus. In carrying out this position's responsibilities, the incumbent will carry out research, analysis, investigation, conceptual design, evaluation, quality control and will review prepare technical reports and correspondence. The Transportation Engineer will work with the Transportation Planner to develop transportation plans, providing technical data and engineering analysis, and will also participate in a variety of other assignments in coordination with various planning and engineering-allied units (Plant Operations, Utilities, Parking and Campus Security, UBC Properties Trust and Treasury). The Transportation Engineer will work closely with UBC' partners and neighbours, including the University Neighbourhoods Association, MOTI Metro Vancouver, City of Vancouver and TransLink. This position will require work outside regular hours.

Organizational Status

This position reports to the Director, Transportation Planning, in UBC's Campus and Community Planning unit.

Work Performed

- 1) Review traffic and transportation impacts associated with both long-range planning and development proposals on campus. This includes analysis of permit applications, interpretation of multiple and complex policy regulation documents, coordination of multi-stakeholder review, including UBC administrative, academic, campus and community interests, and negotiation of changes with applicants as appropriate.
- 2) Lead or participate, as appropriate, in the development of transportation infrastructure and services plans (from campus wide to specific sub-areas), including options for transit services and facilities on campus, road network plans and designs, and parking supply, utilization and management issues. These are often multi-year programs that require coordination of numerous departments of the University as well as outside agencies, including the Ministry of Transportation and Infrastructure, TransLink and or Coast Mountain Bus, who might have the lead.



- 3) Working with the transportation planner, provide technical data and engineering analysis to develop, implement and monitor transportation plans and find solutions to issues that might arise during these processes.
- 4) Assist in the development, review and evaluation of plans for roadways, greenways, traffic calming, bike-ways, lighting, signage, and wayfinding.
- 5) Review and evaluate projects for compliance with the University's policies and development standards for physical accessibility to campus buildings and public realm greenways, including bicycle, transit and parking facilities. Participate in the development of solutions to improve compliance.
- 6) Participate in the creation of transportation policies and procedures in lieu of by-laws to address the University's needs for municipal administration.
- 7) Provide technical data and engineering analysis and support related to the implementation of the Main Campus Plan and other land use plans. Act as the department's representative on transportation related infrastructure and services matters on working committees as required.
- 8) Provide technical data and engineering advice regarding the compliance of individual land use development proposals with overarching transportation plans and other relevant statutes and regulations, and develop recommendations and strategies to secure compliance as needed.
- 9) Handle enquiries and provide professional engineering advice to other agencies, applicants, university departments, the campus community and the general public regarding specific applications, application procedures, or approved land use and transportation policies at UBC. Communicate infrastructure planning and implementation policy.
- 10) Conduct research to collect technical data, develop and prepare technical reports and provide engineering analysis and recommendations on various policies, programs and projects, as required to address transportation issues and opportunities.
- 11) Oversee annual transportation counts and preparation of annual transportation reports for UBCV and UBCO.
- 12) Participate in community meetings and open houses to secure input on specific projects as appropriate and or provide transportation engineering expertise at Campus and Community Planning meetings and open houses.
- 13) Perform other duties as required.

Supervision Received

Works with a high degree of independence under the general direction of the Director, Transportation Planning, Campus and Community Planning.

Supervision Given

May supervise several resource people and coordinate several issues at any one time. Will manage the work of consultants. Will undertake field inspections and provide oral and written advice and recommendations. Will also coordinate efforts of department staff as required.

Consequence of Error/Judgement

The Transportation Engineer is responsible for engineering advice related to transportation infrastructure planning and construction activities related to the use and development of the UBC campus lands. The incumbent will influence allocation of funding in certain areas within project budgets of several million dollars. Errors in this work can cause problems of a financial, legal or political nature, which in turn result in cost and time delays during resolution. Recommendations and decisions ensure quality and safety of the campus road network and its links to Ministry of Transportation and Infrastructure and City of Vancouver roadways and the provision of transit services by TransLink.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. A University degree in Civil Engineering and registration as a Professional Engineer with



the Association of Professional Engineers and Geoscientists of BC. A specialty in transportation engineering is desirable. A minimum of 8 years of experience in related architectural and planning experience including experience with major construction or renovation projects or the equivalent combination of education and experience. Minimum of 8 years related experience including transportation planning and engineering, capital planning, regulatory processes and the ability to develop strategic long-term and short-term plans, preferably within local government or similar organizations. Experience in transportation, improvements in the public realm as well as bicycle, greenway infrastructure, parking, transit facilities, and physical accessibility is preferred. Your comprehensive understanding of civil engineering principles and thorough understanding of sustainable development theory and practice will aid in your effective presentation and written communications skills as well as your ability to collaboratively solve problems with stakeholders. Familiarity with British Columbia's transportation related legislation and regulations and the TransLink planning context would be an asset. Position demands a high degree of 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. Position requires a strong ability to communicate clearly and concisely orally (including presentations) and in written and electronic formats. Must be able to write technical reports and have a comprehensive understanding of civil engineering principles and have a thorough understanding of sustainable development theory and practice. Ability to work under pressure and meet deadlines is critical.

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Job Posting

Job ID: 12987
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** Recruitment and Graduate Admissions Officer
Department: Nursing, School of
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-06 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

This position oversees recruitment for educational programs in the School of Nursing and admissions for all Graduate Programs. Develops recruitment strategies, and implements recruitment activities. Liaises with the Faculty of Graduate Studies related to admission of graduate students. Liaises with institutions outside of the University related to recruitment. Provides guidance to students and faculty on graduate program applications and admissions procedures. Responsible for the administrative requirements of all admissions procedures and records.

Organizational Status

The Recruitment and Graduate Admissions Officer reports to the Manager, Student Services and receives direction from the Associate Director of Graduate Programs. Works in coordination with the Undergraduate Admissions Assistant and the Records Assistant, and with other staff in the Student Services Office and the Administrative Office of the School. Interacts with faculty, staff, students and prospective students. The incumbent is also a key liaison with the Faculty of Graduate Studies Student Academic Services Unit and other university and government agencies.

Work Performed

Recruitment

- Develops recruitment plans and strategies in collaboration with the School's Program Coordinators and the Associate Directors.
- Oversees the student recruitment events.
- Develops student recruitment materials.
- Ensures that annual recruitment targets for students are met.
- Represents the faculty at career fairs and other recruitment events

Admissions

- Evaluates all aspects of applications made to graduate programs, including degree requirements, eligibility, transfer credits, exchange program credits, registration and academic policy, English language proficiency scores and Graduate Record Exam scores when applicable. Perform complex evaluation of both domestic and international transcripts for admission and scholarship requirements.
- Manages the admissions database to track and monitor application files, and streamlines and updates related procedures and



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polices (may require liaising with programmers and IT managers).

- Manages online application system and materials, including setting application deadlines, and all paper-based materials for all applications
- Prepares applications files for review by Admissions Committees by ensuring that applications are complete, deadlines are met, remediating data errors, collating documents and following up on missing information.
- Manages the adjudication and recommendation for admission processes for all applications.
- Liaises with the Faculty of Graduate Studies, and other UBC departments out of the School on all aspects of admissions and recruitment.

Advising Students

- Advises and provide clear, professional, and accurate consultation to prospective and current students on a wide variety of issues including: university admission and academic policies and requirements, university student services, program procedures and academic schedules
- Advises applicants about courses required before entering, prerequisites, courses that are required during their Program and courses available either within the Program or outside the Program.
- In collaboration with the MSN, MN and PhD Coordinators, develops strategies for connecting MSN, MN and PhD students with faculty-advisors and potential supervisors.
- Plans and develops and implement a comprehensive orientation program for new students.
- Develops graduate programs orientation manuals for students.

Student Academic Services & Program Operations

- Prepares Graduate Program reports, statistics, and produces other internal and external reports as needed.
- Provides status updates and advice to the Associate Directors Graduate Programs on a wide variety of recruitment and admissions issues.
- Ensures compliance with UBC policies.
- Works closely with the three Graduate Program Coordinators and Associate Director of Graduate Programs to identify and resolve recruitment or admissions issues.
- Works closely with the Manager and other staff of the Student Services Offices in developing, implementing and updating program policies and procedures.
- Oversees revisions to admissions requirements in the Graduate Programs Section of the Calendar.
- Updates the School of Nursing website re: recruitment and admissions information
- Organizes Graduate Student research events such as poster competitions, research presentations, and other graduate program events.
- Makes recommendations and implements improved processes to enhance efficiency of admissions operations.
- Represents the School in committee meetings on behalf of the Program Coordinators or the Associate Director of Graduate Programs.
- Performs other duties as required in the day-to-day operations of Student Services.
- Trains and manages work study students and volunteers.

General

- Serves as the designated back-up to the Manager, Student Services.
- Performs other duties as required.

Supervision Received

The incumbent is expected to work independently under the general guidance of the Manager Student Services, the Associate Directors and the MSN, MN, and PhD Program Coordinators.

Supervision Given

Manages work study students and volunteers.



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Consequence of Error/Judgement

This position plays an important role in the management of one of the largest and most culturally diverse graduate programs at UBC and has a direct impact on its quality and services. Decision-making requires the application of systematic and organized methods and procedures, and is based on thorough knowledge of the policies and procedures of the University and in particular the Faculty of Graduate Studies and the School of Nursing. The incumbent exercises a high level of judgment and must demonstrate professionalism, tact and discretion. Consequence of error is high and incorrect actions or decisions may damage the careers of students and may lead to appeals that could negatively affect the reputation of the program, the School and the University. The incumbent represents first impressions of the School and its graduate programs. Graduate students represent an elite client group whose satisfaction impacts the financial viability of the School. Poor decisions on service delivery could adversely impact the School.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of one year experience or the equivalent combination of education and experience. Experience in a university or college environment preferred. - In-depth knowledge of Faculty of Graduate Studies and School of Nursing admission policies and procedures. - Professional, advanced written and oral communication skills, as well as excellent organizational, and interpersonal skills are essential. - Advanced ability to produce reports and written materials. - Ability to represent the School and its graduate students effectively to academic and administrative units across campus, in addition to external agencies. - Proven interpersonal skills with a strong customer service attitude. - Expert time management and work prioritization skills and ability to consistently meet deadlines. - Self-motivated. - Demonstrated ability to multitask or coordinate numerous projects simultaneously while operating in a demanding client-focused environment. - Demonstrated ability to work under pressure, resolve problems, and take initiative, exercise tact and good judgment. - Pro-activeness in approach to problem-solving and ability to envision consequences of decisions beyond immediate issues. - Ability to identify potential problem areas and to develop and implement effective solutions. - Ability to work independently, with minimal supervision, as well as part of a team. - Genuine interest in graduate student development and research in the School of Nursing. - Advanced proficiency in Word, Excel and Access, and a strong comfort level with adapting to new technologies. - Familiarity with university student systems including SynApps, SISC and FSC. - Sensitive to dealing with faculty, students and staff in a multi-cultural context.

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Job Posting

Job ID: 13039
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** Admissions Coordinator- Online System
Department: Admissions
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-05-31 **Available Openings:** 1

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

Job Summary

The incumbent will coordinate the continued maintenance and improvement of the admissions online application system (OAS) by acting as the first point of contact for the department with the vendor, and Faculty of Medicine technical support team.

The incumbent will consult with users to identify and analyze system issues, make recommendations for improvement, provide non-technical application support, non-technical requirements definition, non-technical functional application design, testing, error reporting, training, documentation, and ensure the new system meets user's needs.

The incumbent will also evaluate and review medical school applications and deliver admissions services to the public, prospective and current applicants. The incumbent will work closely with other Admissions personnel to meet targeted deadlines in each phase of the evaluation cycle.

Organizational Status

The Faculty of Medicine, MD Undergraduate Program admits 288 students into its distributed program each year. To select these students the MD Undergraduate Admissions Office annually processes approximately 2000 applications including academic and non-academic evaluation of all files, interview administration and preparation of the files for final review by the Admissions Selection Committee.

The incumbent reports to the Administrative Director, MD Program through the Admissions Manager and works closely with the Admissions Coordinators, Associate Dean Admissions, other Admissions staff, vendor and IT support team. Supervision is dependent on the project.

Work Performed

Advising- 25%

- Advises prospective and current applicants on program requirements for admission to the MD Undergraduate Program
- Verifies completion of degree requirements
- Researches, writes and edits online Admissions publications

Academic Qualities, Non-Academic Qualities and File Evaluation -25%

- Adjudicates student transcripts and applications



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- Evaluates educational documents for secondary and post-secondary, domestic and International undergraduate applications to determine admissibility of applicant
- Responsible for evaluating complex admissions applications that fall outside established admissions policy for the purpose of determining the applicant's admissibility. Such decisions require professional level judgment and are legally binding on the Faculty of Medicine.
- Ensures final class list is proper (prior deferrals are included in final class list, etc)
- Assists with applicant and interviewer coordination during annual Admissions Interview Event.

Online Application Support: 50%

- Consults with users to create the non-technical design, configuration, and updates of the admissions online application system
- Collaborates with vendor to determine how best to leverage existing system functionality to satisfy department-specific customization needs.
- Acts as a liaison between technical groups (MedIT and vendor) and Admissions office to coordinate the system's installation and ensure deliverables satisfy the needs of the department.
- Helps MedIT project manager create development and deployment schedule based on operational requirements.
- Meets regularly with vendor and MedIT technical support to assess status of project timelines.
- Works with MedIT project manager to triage development items based on user needs and operational pressures.
- Monitors status of issues and works with vendor to ensure that issues are resolved within a reasonable timeframe.
- Liaises with MedIT and vendor to coordinate deployments on test and production environments.
- Provides first point of contact for technical support and troubleshooting for users.
- Performs non-technical quality assurance testing on staging, test and production environments.
- Liaises with the technical support units of vendors to solve technical issues.
- Investigates bugs; reports to vendor as necessary. Prepares training plans, training materials, and trains users how to use the OAS as required.

Performs other related duties as required.

Supervision Received

The incumbent works closely with the Admissions Manager, Admissions Coordinators and Associate Dean Admissions. Supervision is dependent on the project, however general supervision is provided by the Admissions Manager.

Supervision Given

May train others in functional duties and responsibilities as needed, particularly in relation to the Online Application System.

Consequence of Error/Judgement

Works independently under general supervision. Work is performed in accordance with broadly established procedures. Makes decisions regarding non-routine matters. Errors in judgment or decision-making when informing program applicants could affect the futures of these applicants. Inappropriate policy interpretation or document evaluation could disadvantage applicants and or result in future appeals. Errors in admission could lead to negative precedent-setting cases, cause delays in the admissions process, and possibly inappropriate acceptance or refusal of applicants. Admitting the wrong person or not admitting a qualified applicant would damage the integrity of the department and University and lead to appeals involving Admissions, the Faculty of Medicine Dean, Senate and legal counsel. Tact, diplomacy and confidentiality are required at all times.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of one year experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to effectively manage multiple tasks and priorities.



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Ability to effectively use <job-specific software> at an intermediate level(e.g., Outlook, MS Word, MS Excel). Ability to communicate effectively verbally and in writing. Ability to make thoughtful, informed, and thorough decisions. Ability to exercise sound judgment. Ability to exercise tact and discretion. Ability to efficiently and effectively coordinate tasks. Flexible hours during peak periods may be required, particularly during Annual Interview Event. Blackout vacation dates in effect.

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: 13030
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Manager, Student Services
Department: Nursing, School of
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Manager is responsible for yearly planning and the day-to-day operations of the student services office in the School of Nursing, and managing the staff working directly on admissions, records, progressions, awards and scholarships, and clinical placements. The incumbent is responsible for devising and implementing new strategies, procedures and approaches for all administrative processes related to student services.

The Manager is directly responsible for managing and tracking graduate student progressions through the programs, and for the School of Nursing (SON) student awards and scholarships program and student financial advising.

Organizational Status

Reports to the Associate Directors, Undergraduate and Graduate Programs. Works with School, staff, and students in the School. Acts as a key liaison with the School of Studies Awards Unit and other university, government and industry funding agencies. Supervises and trains support staff, temporary staff and student assistants.

Work Performed

Manager

- Responsible for streamlining the administrative processes and paperwork which relate to all aspects of undergraduate and graduate programs management.
- Manages the workflow of student services, ensuring that strategic plans and academic initiatives are met.
- Supervises the production of periodic reports and updates on undergraduate and graduate programs for the Associate Directors, and for School and Department reviews.
- Represents the School in committee meetings on behalf of the Associate Directors.
- Manages and implements administrative work plans and timelines, delegates tasks and evaluates administrative staff performance. Coordinates and delegates the administrative workflow of the unit.
- Hires, trains, manages coaches, disciplines and terminates staff as required.
- Develops and implements strategies and administrative staff training initiatives to ensure effective staff orientation, team building and ongoing development. Counsels staff on development within and beyond their present positions
- Identifies problems and concerns with the current undergraduate and graduate programs administration and develops corrective



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policies and procedures for action by the Associate Director.

- Fosters and strengthens internal communication between Associate Directors, and the Undergraduate and Graduate Nursing Students Association.
- Develops and streamlines various procedures for admissions, records, academic standing, assigning MSN thesis advisors, supervisory committee meetings, and PhD Comprehensive and Candidacy exams.
- Submits student grades on SISC.
- Liaison for the School with the Faculty of Graduate Studies.
- Works with the Faculty of Graduate Studies on pilot projects such as Graduate Supervision Handbook, FMIS SIS merged graduate awards data banks, and student data management systems.
- Provides back-up to the Manager, Operations & Finance. Provides back-up for the higher level responsibilities of the Recruitment & Graduate Admissions Officer.
- Performs other related duties as required.

Awards

- Oversees all student award competitions for the School, from application to adjudication.
- Provides expertise to the School, students and faculty members on all merit- and needs-based awards and financial aid policies and procedures applicable to School of Nursing students.
- Provides crucial information on awards about funding opportunities, policies procedures and deadlines to the School.
- Creates calls for applications for upcoming awards.
- Develops and initiates new tools forums for communicating awards information (announcements, feedback, etc.) effectively with students, staff and faculty.
- Assists the Associate Directors, Undergraduate and Graduate Programs and the Awards Committee, Undergraduate Program and School's Scholarship Committees, Graduate Program, respectively in evaluating award applications.
- Acts as liaison with all university, government and industry affiliates for administration of payment of internally- and externally-funding awards.
- Tracks annual funding for all current undergraduate and graduate students in the School and providing detailed statistical reports.
- Ensures undergraduate and graduate students are made aware of applicable employment opportunities;
- Identifies awards and funding problems and concerns of current students and develops corrective policies and procedures for action in collaboration with the Associate Directors.
- Provides financial aid counselling to current and prospective students.
- Participates in award workshops & information sessions for undergraduate and graduate students and their supervisors.
- Oversees an annual Nursing graduate student research poster competition or equivalent events.
- Develops and edits the School's Student Financial Support web pages.
- Communicates and liaises with the Applied Science Development Office, the UBC Development Office (or equivalent departments), Faculty of Graduate Studies, and other UBC departments related to awards.
- Coordinates events to honor donors who provide nursing students awards.
- Performs other related duties as required.

Graduate Student Progressions

- Communicates with the Graduate Programs Associate Director, and three Graduate Program Coordinators on all matters related to progressions issues.
- For graduate students in particular, tracks progression toward milestones such as Doctoral Comprehensive Exams, Doctoral Candidacy Exams, Final Doctoral Dissertation Exams, minimum grade requirements, etc.
- Identifies student progressions issues to the respective Program Coordinators and Associate Directors as early as possible.
- Resolves general and complex graduate student problems, often of an interpersonal nature; referring to Associate Director to unusual matters that require academic decision-making.
- Announces Doctoral Candidacy Exams, and Final Doctoral Dissertation Exams to the SON community, and the wider public.
- Initiates and completes all forms, processes and tasks related to Doctoral Comprehensive Exams, Doctoral Candidacy Exams and Final Doctoral Dissertation Exams. Ensures compliance with FOGS requirements is met.
- Initiates and completes all forms, processes and tasks related to graduate student Leaves from Program, and Extensions to



Program. Ensures compliance with FOGS requirements is met.

- Checks transcripts and files prior to Doctoral defenses to ensure that all credit and special requirements have been met. Ensures compliance with FOGS requirements is met.
- Ensures that all documents necessary for graduation have been received and processed, and that grades are submitted. Forwards confirmation of completion to the Faculty of Graduate Studies.
- Oversees revisions to progressions requirements in the Undergraduate and Graduate Section of the Calendar.
- Updates the School of Nursing website re: progressions information, including procedural information on graduate student Comprehensive Exams, Candidacy Exams, and Final Doctoral Exams.
- Organizes research events such as poster competitions, research presentations, and other graduate program events.
- Interprets and communicates program policies and procedures related to progressions to students and faculty.
- Interprets and communicates graduate programs policies and procedures to prospective and current students and faculty members.

Supervision Received

The incumbent works autonomously within general guidelines. Work is reviewed in terms of the overall effectiveness of services provided by the unit by the Associate Directors for Undergraduate and Graduate Programs.

Supervision Given

Directly manages the M&P and Union staff within the Student Services Unit.

Consequence of Error/Judgement

Re Management: The maintenance of productive dialogue with external agencies and careful management of the School's Student Services is critical to recruiting excellent students, and in relation to graduate students in particular, to building strong research programs. Errors could seriously impact the academic progress of individual graduate students in particular, as well as the School's ability to effectively manage its graduate and research programs. Ineffective management of undergraduate and graduate programs activity reflects poorly on the School. Incorrect advice to prospective students or errors in academic record evaluation could have an adverse effect on the reputation of the Faculty and University

Re Awards: Errors could seriously impact the academic progress and financial situation of individual undergraduate and graduate students, as well as the School's ability to effectively manage its graduate and research programs. Incorrect advice to prospective students or errors in award procedures could adversely affect the reputation of the School and University.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Minimum 2 years experience in a university administrative environment preferred. Effective, professional written and oral communication skills, as well as excellent organizational, and interpersonal skills are essential. Liaising with donors who provide the School with awards requires a high degree of professionalism. Demonstrated ability to work under pressure, resolve problems, take initiative, exercise good judgement, and meet deadlines. Ability to identify potential problem areas and to develop and implement effective solutions. Ability to delegate, supervise and direct workload of other staff members. Must have ability to work independently and in a team environment, and to have a genuine interest in student development and research in the School. Ability to represent the School, its research programs, its undergraduate and graduate students, and post-doctoral fellows effectively to academic and administrative units across campus, in addition to external agencies. Must be detail-oriented, a self-starter, a leader, and have the ability to deal with people at all levels in a sensitive and tactful manner. Proficiency in all programs within the MS Office Pro Suite in addition to PageMaker is essential.

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



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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: 13051
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Recruitment and Advising Officer
Department: Faculty of Land & Food Systems
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2013-03-31
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-06-01 **Available Openings:** 1

Job Summary

Responsible for developing, providing, evaluating, and assessing academic advising services, programs and projects for the Faculty of Land and Food Systems in order to support the academic success, personal development and retention of its domestic and international undergraduate students (approx 1350) enrolled in its three degree programs.

Also responsible for managing and implementing recruitment strategies designed to attract qualified students to the Faculty of Land & Food Systems undergraduate program.

Organizational Status

Reports to the Assistant Dean, Students. Works closely in collaboration with other student advisors across campus, other on-campus units including the Student Recruitment and Advising office, other institutions, industry representatives, and external agencies. May supervise Work Study students.

Work Performed

Student Recruitment (45%)

- Designs, updates, and implements recruitment strategies (including programs, tours and special events) to recruit domestic and international students into the Faculty's three undergraduate programs.
- Evaluates and assesses effectiveness of recruitment strategies to ensure target recruitment numbers are met. Evaluation includes post-recruitment trip reports, analysis of enrolment data of previous years, and researching worldwide marketing and recruitment trends.
- Develops and organizes an annual recruiting plan which includes a schedule of visits to secondary schools, technical institutes and intake colleges, career educational fairs, and a budget for approval by the Assistant Dean Students.
- Develops and delivers presentations for workshops, public information sessions, and special events (on- and off-campus) to promote the Faculty's programs, in collaboration with the UBC Student Recruitment office.
- Represents UBC and the Faculty of Land and Food Systems accurately, dynamically, and strategically to prospective high school students, parents, counselors, college students, teachers, and the general public, communicating information concerning admissibility, financial support and scholarship resources, residence options and other services which act as major factors in the choice of post-secondary institutions.
- Advises and contributes to the development and distribution of promotional materials to educational institutes and students,



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ensuring accuracy of information and effectiveness to target audiences.

- Develops content for Faculty website and other social media sites
- Works closely with Communications team in maintaining and ensuring website content and other social media sites are current
- Tracks usage of social media sites to evaluate effectiveness of technologies
- Performs other tasks related to student recruitment.

Student Advising (40%)

- Conducts research and analysis to identify potential areas of growth and improvement in student services, makes strategic recommendations to the Assistant Dean Students, and implements as appropriate.
- Participates in ongoing evaluation and development of university-wide student information systems and services and admissions policies and procedures (e.g. Student Information Systems, Academic Success in Student Transition, Broad-Based Admissions, Ad Astra).
- Communicates and interprets University and Faculty policies to current and prospective students on issues related to admissions, appeals, course selection and transfer credits and provides advice regarding awards and financial assistance, transition to UBC, job search strategies, and academic planning via one-on-one appointments, telephone and email.
- Directs students to develop a holistic view of academic and career plans in order to balance academic, professional, social and personal demands.
- Advises students with secondary and post-secondary credentials concerning University admission criteria and specific requirements for the various programs in the Faculty.
- Collaborates with Assistant Dean Students in day-to-day activities related to the processing of undergraduate applications. This includes all phases of follow up required to maintain effective contact with potential and actual applicants to the program.
- Alerts Assistant Dean Students with respect to admission cases requiring additional Faculty review, changes to Faculty requirements, and transfer credit information.
- Assists in communicating articulation agreements with colleges and universities offering first year university transfer programs. Provides prospective students with information regarding transfer programs.
- Evaluates applications to the Faculty's Dietetics program, including the assessment of transfer credit and calculation of GPA.
- Collaborates with Dietetics Program Leader to identify areas of potential improvement and growth in student advising services and admissions processes.
- Evaluates academic performance of undergraduate students, ensuring requirements are met for year promotion, degree progression, future enrolment eligibility and graduation. May require decisions to be made regarding program elective choices and suitability of transfer credit for program requirements.
- Evaluates student requests for academic concession and provides appropriate advice or referral.
- Identifies students in crisis, either personal or academic, and advises on available academic options or personal support services on campus.
- May participate in hiring and training of other advisors.
- Perform other tasks related to student advising and evaluation of students.

Student Development (15%)

- Hires student leaders for University-wide Orientations programming.
- Provides guidance to student leaders, ensuring accurate and appropriate representation of the Faculty to first year students through training sessions and ongoing mentoring.
- Provides input to the Orientations Planning Committee for improvement of future orientations programming.
- Develops and implements orientations programming for the Faculty's transfer and returning students.
- Develops, delivers and evaluates workshops and events designed to support and improve the student learning and experience (e.g. career options, tutoring sessions)
- Performing other tasks related to the support and development of undergraduate students.

Supervision Received

Works independently, with initiative and considerable autonomy under the general supervision of the Assistant Dean, Students, as well as university-wide committees.



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Supervision Given

Hires, trains, supervises and evaluates Work Study Students and student leaders.

Consequence of Error/Judgement

The role of Recruitment and Advising Officer requires the communication of accurate, comprehensive and timely information about the Faculty of Land & Food Systems undergraduate degree programs.

The position carries the responsibility for advising prospective and current students, parents, school counselors, teachers and the general public with accurate information about admission requirements, transfer program requirements, program requirements and general university information. Statistical and general program information must be accurate and timely because of its wide distribution to internal departments such as the Registrar's Office and the Student Recruitment Office, and numerous external organizations such as educational institutions, companies, and government departments.

Misinterpretation of University and Faculty procedures can cause a student serious difficulty in attaining educational objectives. Poor performance in this position would contribute to inefficient operation and low quality service being provided by the Student Services office, thereby affecting the reputation of the Faculty and the University.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree required (preferably a B.Sc.(APBI), B.Sc.(FNH) or B.Sc.(GRS)). Masters in a related discipline desirable. Minimum of two years experience or the equivalent combination of education and experience. Minimum of 5 years experience in post-secondary student services is desirable. Work experience in the areas of marketing and or public relations or a background in recruitment from post-secondary or industry is desirable. Knowledge of UBC admissions and student administration is an asset. A demonstrated knowledge of the agricultural industry is preferred. The successful applicant will have excellent interpersonal, marketing presentation skills and written communication skills. Experience in developing workshops and short programs an asset. Must demonstrate ability to relate to and work with people at all levels, from high school students to professionals. Must be able to learn and adapt, especially with regards to new technology and its application to advising and marketing, multi-task, and have good decision-making abilities. Incumbent must be able to travel outside BC. Computer experience required. Incumbent must have a valid BC driver's license and preferably their own vehicle. Must be willing to work some evenings and weekends for special events.

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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.



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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.

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Job Posting

Job ID: 13038
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Admissions Manager
Department: Admissions
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: 2012-05-31 **Available Openings:** 1

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

Job Summary

To direct, develop, coordinate, evaluate, and execute plans for an effective admissions process for the distributed MD Undergraduate Program. Directs the delivery of admissions services and development of support systems. Major responsibilities include: providing leadership management of a broad scope of functions within the administrative unit regarding admission to the Faculty of Medicine; initiating and implementing new policies and processes; directing, developing, designing, managing and implementing key initiatives regarding admissions to provide continuous enhancement and program effectiveness; preparing and administering budget; recruiting, hiring, training, supervising and disciplining staff; and performing other related duties. Provides guidance to staff for academic evaluations. Advisor to the Associate Dean, Admissions. Oversees accuracy of content of the MD Undergraduate Admissions website and in the UBC Calendar.

Organizational Status

Reports to the Administrative Director, MD Program and to the Associate Dean, Admissions.

Work Performed

Strategic Planning

Provides leadership and a broad scope of functions within the administrative unit regarding the continuing growth of the distributed program.

Conceptualizes, develops and implements long and short-term goals.

Forecasts and projects admissions process needs and requirements.

Manages operating procedures of the admissions office, including but not limited to, academic evaluation, non-academic evaluation, applicant interviews, online application services, selection, acceptance, enrolment and registration.

Recommends policies to the Associate Dean of Admissions, Admissions Policy Committee and Admissions Selection Committee (and appointed working groups of these committees), as well as the Senate Admissions Committee, where necessary.

Reporting & Analyses

Compiles reports, such as the Admissions Index and the Applicant Profile Summary, required for the selection of candidates for the



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MD Undergraduate program. Other ad hoc reports may be required.

Conducts detailed analyses and forecasts based on admission data to guide the admissions cycle.

Manages finances and prepares budget for the admissions office.

Identifies project opportunities and oversees the launch of new initiatives.

Communication and Outreach

Provides advice to departmental unit administrators and faculty.

Directs internal and external contacts in areas of program requirements, admissions status and transfer of credits from other institutions.

Final level of response prior to the Associate Dean's review for upset and angry clients such as unsuccessful applicants, angry parents or spouses, or appeals.

Manages the communication structure for the distributed program which allows for consistency and responsible access of admissions information.

Directs communication initiatives for UBC calendar and other publication materials such as the Medical School Admissions Requirements printed by the Association of American Medical Colleges.

First point of contact for appeals. Adjudicates problematic and complicated appeal cases. Compiles and analyses background details of appeal cases. Makes recommendations for action to the Associate Dean, Admissions. Implements final decision. Acts as the final level of feedback for appeals.

Liaises with other Canadian Faculties of Medicine to review processes and policies related to medical education in Canada.

Information Technology

Manages system changes regarding design and on-going revision of the online application. Re-evaluated and refreshed annually.

Supervision Received

Works independently with wide latitude. Work is reviewed in terms of effectiveness in achievement of goals.

Supervision Given

Directs and manages a unit of 8 - 12 staff directly and indirectly through subordinate managers and supervisors.

Consequence of Error/Judgement

Error in judgment or decision-making will have a significant impact on the reputation of the Faculty and the University. The incumbent is required to exercise a high degree of judgment, decision making and initiative in managing the Admissions Office.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Ability to work effectively independently and in a team environment. Ability to deal with people in a courteous, calm manner. Ability to maintain accuracy and attention to detail. Ability to effectively use <job-specific software> at an intermediate level(e.g., Outlook, MS Word, MS Excel). Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to exercise sound judgment. Ability to explain, assign, and monitor work. Ability to communicate effectively verbally and in writing. Ability to communicate in a clear, attentive, and polite manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to exercise tact and discretion.

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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: 13009
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Enrolment Service Professional
Department: Service Layer-Enrolment Serv
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-20 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-01 **Available Openings:** 15

Job Summary

The Enrolment Service Professional (ESP) is a registrarial enrolment services professional, an advisory service specialist, and a highly visible representative of Enrolment Services (ES) and the University. Each ESP is assigned a portfolio of students and is responsible for guiding those students throughout their student experience. The ESP provides professional advice for students across ES areas of responsibility, including: student financial support, tuition, fee assessment and collection, student records, registration, admissions, transfer credit and domestic student recruitment. The ESP plays an integral leadership role in the design, delivery, and evaluation of ES student service programs and makes strategic recommendations on the establishment of service standards. The ESP is part of a network of advising and service professionals that collectively contribute to UBC's exceptional learning environment.

Organizational Status

The ESP reports to the ESP Manager. The ESP works closely with other ESPs and academic and student affairs professionals at the University, including other staff in Enrolment Services, the Faculties and the Vice-President, Students portfolio. The ESP represents ES on teams, committees, and working groups internal and external to ES, including government and agency committees.

Work Performed

The ESP uses in-depth knowledge and understanding of all areas of the registrarial profession to design, deliver, and evaluate enrolment services for students. The University offers a wide variety of degree programs, each of which is governed by University, Faculty, and program-specific regulations. The ESP also requires an in-depth understanding of this multi-faceted regulatory environment to advise each individual student in context. Uses knowledge of systems, policies, regulations, and guidelines and exercises professional judgment to solve unusual complex problems that cross organizational boundaries while respecting organizational roles; and adjudicates exceptional cases where such decisions rest with Enrolment Services. Wide latitude of decision making is required.

Guidance for Students

Provides professional advice to students (and others as authorized by the student under applicable policy and legislation) across all ES areas, including student financial support, tuition, fee assessment and collection, student records, registration,



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admissions, transfer credit and recruitment. Areas of in-depth focus may include the following:

- Student Financial Support: develops financial strategies that incorporate University policy and support students on the various financial assistance options available in order to develop a spending plan to finance their University education. Advises students on financial planning such as scholarships, bursaries, student loans, student bank loans and student lines of credit and making the maximum use of available student financial programs and other supports. Advises students concerning Student Aid British Columbia appeals and reassessments. Adjudicates exceptional cases and approves monetary assistance in the form of emergency funding and UBC loans for students with exceptional circumstances. These can be highly emotional situations where students are experiencing severe financial difficulty that impacts their success and standing within the University. Conducts research and partners with Faculties with respect to financial support for their students. Develops and evaluates the effectiveness of programs and makes recommendations for changes.
- Tuition and Other Fees: advises students with respect to financial hold and other policies related to tuition fee assessment and collection; adjudicates requests for exceptions and extensions, including lifting financial holds in accordance with ES and University policy. Evaluates fee assessment and collection policies and makes recommendations for changes. Designs, delivers, and evaluates tools and communications programs that enhance student understanding of tuition and other fees, and support student financial planning.
- Student Records: evaluates records management policies and practices and makes recommendations for changes. Manages student records in accordance with applicable legislation and policy; in partnership with Faculties, adjudicates complex requests for exceptions to University and ES policies on the content and sequence of the student transcript of record, including special transcript notations, where such decisions rest with ES;
- Registration: designs, delivers, and evaluates communications programs for students related to registration policies and procedures. Collaborates with Faculties and other ES staff to establish registration policies and practices. Identifies solutions to complex registration problems, including working with Faculties to adjudicate student requests for exemption from standard timetables, and makes recommendations for both individual students and for enhancements to overall registration practices.
- Admission: evaluates applicant personal profiles as part of the University's broader based admissions process, may also evaluate other components of applications for admission. Advises prospective students on aspects of program requirements and admission criteria, changing policies, prerequisite studies, transfer credit and educational options as they relate to applications for admission. In partnership with ES subject matter experts and others, e.g. the International Student Initiative, investigates and communicates with prospective students and others to resolve complex, often sensitive problems relating to admissibility, recognition of prior education and institutions previously attended, availability of transcripts and complex University regulations.
- Recruitment: in partnership with recruitment specialists, delivers student recruitment programming for prospective domestic students, parents, school counselors, and others. Works with other ES staff to plan and coordinate recruitment and yield events. Develops, delivers, and evaluates communications programming in support of student recruitment activities

Anticipates student needs, proactively responds to student requests, and offers subject-matter expertise and professional advice, providing recommendations extending beyond a student's presenting request.

Identifies students at risk or in crisis and proactively connects students with resources and supports as appropriate, including engaging the University's Early Alert System.

Coaches students toward independence and self-direction.

Develops and implements protocols to capture and manage information about sensitive advisory interactions with students using best practices and sound knowledge of applicable privacy policy and legislation.

Makes and receives student referrals, when appropriate, between other advisors and or student service professionals. Follows up to ensure referral accuracy, as appropriate.

Planning, Evaluation, and Training



Designs, delivers, and evaluates ES student service programs and participates fully in the establishment and evaluation of service standards and other organizational performance targets.

Analyzes and identifies ways in which ES services could enhance the student experience and makes strategic recommendations. Designs and leads the implementation of new student support initiatives. Performs consultations with stakeholders, including Faculties and student leaders; facilitates discussion and integrates stakeholder feedback. Presents findings and recommendations to stakeholder groups through workshops, presentations, written reports, and or discussion papers.

Designs, manages, and evaluates workshops, presentations, programs, or events for purposes of training and or information provision for primary audiences of students, staff, and faculty.

Partnerships

Leads project teams and is responsible for team deliverables. Works with other ESPs as a member of a team; mentors other team members.

Works as a member of a University-wide network, including service professionals, student leaders, student government, and student groups to develop and manage processes that support coherence in the student experience. Key partners include: academic advisors, student services professionals, student development professionals, Faculties, instructors, parents, guidance counselors, residence life advisors, etc.

Other Duties

Represents Enrolment Services as a member of internal and external committees and working groups.

Other duties as required.

Supervision Received

Reporting to an ESP Manager, the incumbent will receive coaching, mentorship and performance development to achieve specific goals and objectives. Works both independently and within a team environment. Under minimal supervision, the incumbent has the authority to exercise judgment and make important decisions and provide services on matters of varying complexity in accordance with University policies and best practices in student services.

Supervision Given

Orients, trains, provides direction and or supervises staff and or student employees. May participate in the hiring and evaluation of staff and or student employees. May be assigned as project leader to provide leadership and supervision on a project involving other staff members, faculty, external stakeholders and or students.

Consequence of Error/Judgement

Work performed by Enrolment Services is critical to the success of the University and its ability to deliver on the goals articulated in UBC's strategic plan. The ESP is a highly visible and empowered role within Enrolment Services. Errors in judgment, poor advising, and or inconsistency in decision making could have significant negative financial, academic and or personal consequences for students. Decisions are not routinely subject to confirmation and are legally binding upon the University. These negative consequences could damage the relationship between the University and its students. The reputation of the University and or of its Faculties among community stakeholders could be adversely affected. ESP errors could also compromise the University's ability to meet its enrolment and student retention targets.

Qualifications



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Undergraduate degree in a relevant discipline. Post-secondary education and or training in student services, student affairs, or a related field is an asset. Minimum of four years experience or the equivalent combination of education and experience. Experience required in a service centered environment, preferably within student services. Experience in student or client advising or counseling is essential (UBC experience preferred). Experience with interpreting, applying and advising on policies and procedures. Sound and current knowledge on best practices in enrolment or student services, or comparable work experience; experience in at least one the following areas preferred: student records, registration, student recruitment, admissions, and student financial support. Proficiency with standard office software required. Experience applying technology to improve student and or client services an asset. Previous experience with Student Information Systems or other enterprise database solutions customer relationship management systems preferred. Ability to provide effective and appropriate guidance and counsel (e.g., career counselling). A skilled listener, with the ability to identify and respond to sensitive issues with empathy and diplomacy. Must be resourceful and able to analyze problems, identify key information and issues and exercise initiative and creativity to develop effective solutions. Ability to independently exercise superior judgment to make important decisions on matters of varying complexity. Proven ability to use an inclusive approach to develop and cultivate relationships with students, faculty, staff and members of the external community. Excellent interpersonal, communication and presentation skills required. Demonstrated accuracy and attention to detail, especially when working under pressure to meet deadlines. Ability to collaborate and share expertise within a team environment. Ability to provide leadership and supervise staff. Demonstrated time management skills with the ability to effectively prioritize, multi-task and organize work. Enthusiasm and capacity for continuous learning and development. Ability to travel on occasion. Multilingual ability and or experience working with different cultures an asset.

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Job Posting

Job ID: 12958
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Laboratory Assistant **Business Title:** Dry Laboratory Assistant
Department: Medical Genetics
Salary: \$29,875.00 - \$31,709.00 (Annual)
Full/Part Time: Part-Time (54%)
Desired Start Date: 2012-07-01
Job End Date: 2013-06-30
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-30 **Available Openings:** 1

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

Job Summary

To be involved as an assistant to the research coordinator, Kristina Calli, and to the Research Director, Dr. Suzanne Lewis, on the series of Autism Spectrum Interdisciplinary Research (ASPIRE) Program-related research projects on the genomic conditions associated with autism spectrum and related neurodevelopmental disorders. Duties will include assisting in data entry, review and organization of results (lab and questionnaire), helping with photocopying, mailing reports, literature searches, tracking missing data, ethics submissions and publication development. Under supervision, the lab assistant will contact research participants to assist with their online registration within the ASPIRE and ASD-CARC (www.AutismResearch.com) research registry.

Organizational Status

Reports directly to Kristina Calli and or Dr. Suzanne Lewis.

Work Performed

- Enter clinical and genetic data into the computer databases
- Track missing data under supervision
- Assist with information dissemination to participants (under supervision)
- Perform other related duties as described above.

Supervision Received

Receives direction from the Research Coordinator and or Director.

Supervision Given

None

Consequence of Error/Judgement

If errors were to be made, subsequent data analysis could be inaccurate. The individual must sign a confidentiality form stating



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that any identifying information will be held in the strictest confidence. Failure to do this will result in the immediate dismissal.

Qualifications

High School graduation or an equivalent combination of education and experience. . Work in an office environment with a well-lit workstation and telephone. Use of a computer, photocopier and fax machine is required. A background knowledge of genetics preferred (i.e. related courses). Excellent telephone manner and organizational skills. Familiarity with computer required. Previous experience as a summer student in a genetics research program preferred.

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Job Posting

Job ID: 13041
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: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-25
Job End Date: 2013-06-20
Funding Type: Budget Funded
Other:
Date Closed: 2012-05-31 **Available Openings:** 1

Job Summary

The Facility for Infectious Disease and Epidemic Research (FINDER) is one of the largest and most comprehensive Containment Level 3 (CL3) facilities in Canada. FINDER is looking for a Research Assistant (level 1) to be part of the team supporting the operation and research in the CL3 facility

The Research Technician 1 will assist with the daily operation of the facility, participate in facility recertification, and provide technical support to research on risk group 3 (RG3) pathogens. All applicants must be willing to work weekends and will be expected to successfully complete mandatory job related courses.

Organizational Status

The Scientific Director of FINDER is ultimately responsible for this position; however day to day direction will be the responsibility of the Senior Manager.

Organizational Hierarchy:

- 1) Scientific director, FINDER
- 2) Senior manager, FINDER
- 3) FINDER Research Technicians
- 4) Post-doctoral fellows and Graduate students

Work Performed

Assists with day-to-day operations of the facility, including but not limited to:

Stocking
Cleaning
Waste Handling
Disinfecting lab space

Ordering, tracking, recording, and maintaining inventory, including reagents and lab supplies



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Operates general laboratory equipment instruments such as:

Autoclaves

Centrifuges

Biological Safety Cabinets

Performs experiments following established protocols, including:

in vitro viral or bacterial infection

DNA, RNA, Protein extraction

Assist with the development of cell-based assays

Participates in the data entry and verification using the CL3 facility laboratory information management system

Obtains training and will be one of the first aid attendants of the facility

Participates in lab meetings

Performs other related duties as assigned

Supervision Received

The position is under the supervision of FINDER Scientific Director, Dr. François Jean and the FINDER Senior Manager. Initially, the supervisors will give detailed instruction for all tasks and experiments, and subsequently provide general supervision.

Written and or verbal protocols for all procedures will be in place, and must be adhered to. Periodic supervision may also be given on a specific research project from a senior laboratory technician or post-doctoral fellow.

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

Errors could negatively impact the research conducted in the CL3 facility. Poor attention to detail and erroneous data impacts the progress, direction, and success of FINDER research projects. Valuable reagents, time, and money would also be lost.

CL3 hazards requires rigorous adherence to safety policies. Failure to do so risks the health and safety of the employee, lab members, and the general public.

Qualifications

High School graduation. BSc preferred, with at least two years training in Microbiology, Virology, Biochemistry, Proteomics and Molecular Biology or a related health science field. Must provide evidence of formal basic CL2 biosafety training. Minimum of 1 year of related experience or the equivalent combination of education and experience. Minimum two years related experience in CL2+ laboratories. CL3 experience highly preferred. Experience with the FINDER state-of-the-art instrumentation (e.g. Beckman Biomek system, Leica confocal microscope) an asset. Must be able to work (training available) under CL3 conditions, including meeting requirements for medical fitness to work in the CL3 facility. Excellent technical skills in microbiology, tissue culture of mammalian cells, and operation of computer-controlled scientific instrumentation. Excellent practical laboratory skills. Proven ability to learn new techniques and operation of complex scientific equipment. Computer experience required (internet searches, Microsoft Office, and data analysis software). Must have ability to work both independently and within a dynamic, fast-paced team environment. Proven ability to work effectively under pressure to meet deadlines, while maintaining accuracy and attention to detail. Must be able to work (training available) under CL3 conditions, including meeting requirements for medical fitness to work in the CL3 facility. All personnel must pass a RCMP criminal record check.



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Skills include: Demonstrated ability to organize and complete assignments autonomously; Cell culture and animal handling experience highly preferred; The ability to communicate effectively both verbally and in writing; Excellent interpersonal, analytical and organization skills; Must have ability to work both independently and within a dynamic, fast-paced team environment; Ability to listen actively and attentively, and obtain clarification as required; Ability to deal with a diversity of people in a calm, courteous, and effective manner; The physical ability to perform the duties of the job including: working with high temperature steam equipment; performing repetitive tasks and the ability to lift 25kg.

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Job Posting

Job ID: 13013
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: Biochemistry&Molecular Biology
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-07-15
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-29 **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

Assist Research Associates, Postdoctoral Fellows and Graduate Students in research projects and assist with laboratory organization and related tasks.

Organizational Status

Report to Research Associates or Postdoctoral Fellows as appropriate.

Work Performed

1. Carry out basic techniques to support experiments involved in synthetic and analytical chemistry; synthesis of intermediates and target compounds for biological assessment along with acquiring and interpreting standard analytical data; 1 & 2D routine NMR, MS, IR, melting point, HPLC, TLC2.
2. Carry out literature-based research by using contemporary resources for experimental design.
3. Coordinate with affiliated chemists for research efforts.
4. Assist with laboratory organization, general cleaning, and the routine maintenance of laboratory equipment
5. Carry out general duties in the laboratory such as research data and record keeping; order, receive and stock supplies.
6. Attend regular group meeting and relevant departmental seminars.

Supervision Received

Under the supervision of the Research Associates and Postdoctoral Fellows; oral or written instructions will be provided for new duties or procedures.

Supervision Given

Not applicable to this position.

Consequence of Error/Judgement



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Work is to be checked by Research Associates or Postdoctoral Fellows. If error occurred, repeat the procedures again.

Qualifications

High School graduation. A B.Sc. in Chemistry, biochemistry, biotechnology or a related field is preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Demonstrated experience and knowledge in standard analytical techniques and contemporary synthetic organic methods is highly desired. Ability to communicate effectively verbally and in writing. Ability to problem-solving, interpersonal, and organizational skills. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 12999
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: 2012-12-30
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-28 **Available Openings:** 1

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

Job Summary

The primary purpose of the Research Assistant position is to provide support to the Principal Investigator and members of an investigative team in their design and development of an evidence-based online graduate nursing level course in leadership.

Organizational Status

The Research Assistant will report directly to the Principal Investigator overseeing the project .

Work Performed

- Participate in the articulation of key literature review search topics pertinent to leadership literature.
- Under supervision of the PI, conduct a systematic search of the relevant literature to identify and retrieve appropriate sources to be used in the translation of the literature into educational curriculum.
- Maintain and update literature review database using Refworks.
- Assist in preparing summary report of literature retrieved to be used by members of the team to inform their curriculum design.

- Under the supervision of the PI, organize and participate in meetings with appropriate curriculum design resources including but not limited to video consultants, graphic designers, and computer programmers.
- Contribute to decision-making related to appropriate mediums to disseminate outcomes of the project based on target audiences identified by the PI including but not limited to peer-reviewed journals.
- Compile a task list that will itemize the activities required and appropriate time lines to accomplish their work, and under the guidance of the PI create a task list for knowledge dissemination activities that can be used by investigative team members (e.g., PI and Co-I's).
- Organize and participate in meetings with the investigative teams
- Perform other related duties as required.

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.



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Supervision Given

None

Consequence of Error/Judgement

The Research Assistant must possess understanding of the policies and guidelines for education and knowledge translation activities funded by the Teaching and Learning Enhancement Fund and have comprehensive and experiential project development 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

High School graduation. University level education in Health or Social Sciences discipline, preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Demonstrated experience of working and providing leadership with multidisciplinary teams; Demonstrated knowledge in curriculum development. 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

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Job Posting

Job ID: 13052
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: iCORD
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-08-01
Job End Date: 2014-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-21 **Available Openings:** 1

Job Summary

To assist in research activities for studying regeneration and functional recovery after spinal cord injury in mice and rats. Duties include: assisting with animal surgeries, post-operative monitoring and care; performing animal behavioural testing, assisting with necropsy and tissue excision; preparing tissue for histological analysis incl. cutting sections; performing immunohistochemistry; assisting with image analysis and data collection.

Organizational Status

Reports to lab manager as well as to the senior postdoctoral fellow of the laboratory. Receives instruction from senior Research Assistants and senior graduate students as required during specific research tasks.

Work Performed

Assisting with research activities including:

1. Animal care (including receiving animals when they are delivered to the building, feeding, cleaning cages(if needed), enriching their environments, monitoring health)
2. Animal surgery and post-operative care (including surgical prep, surgery, injections, monitoring post-surgical health and giving bladder care);
3. Animal behaviour (including filming animals while they perform certain activities such as rearing test, catwalk, food pellet reaching over ground locomotion; performing analysis of the behavioral videos by digital measuring on a video screen or by descriptive observation and scoring)
4. Performs experiments using histological, molecular, in vivo and in vitro, techniques. Histological procedures includes cryostat-sectioning, staining and immunohistochemistry done to identify different cell types;
5. Necropsy;
6. Microscopy including picture taking and archiving;
7. Data analysis using digital imaging, Photoshop, Sigma Scan, Excel, etc.;
8. Image analysis, including quantification of axon density in the spinal cord;
9. Data compilation.

Performs other related duties as required.



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Supervision Received

The Technician will work independently from day to day, and will attend weekly lab meetings. Depending on specific research task assigned, work may be checked daily, weekly or infrequently by the supervisor or supervisor's designate.

Supervision Given

Although the Technician does not actually supervise any other staff on a regular basis, he/she may act as a resource for undergraduate work study and directed studies students and supervise volunteers.

Consequence of Error/Judgement

This position is not required to make major decisions, but poor choices when prioritizing tasks and or carelessness during the performance of research duties could reduce the quality of research conducted in the lab and jeopardize the lab's ability to secure future funding by competing for research grants.

Qualifications

High School graduation. Bachelor of Science degree with coursework in neurobiology, developmental neurobiology, neuroanatomy or psychology an asset. Minimum of 2 years related experience or the equivalent combination of education and experience. Demonstrated experience in animal handling and research required. Successful completion of UBC Chemical and Biohazard Safety Courses and Animal husbandry courses an asset. Experience in data analysis with statistical software an asset. Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens) Required skills include cryostat sectioning, post-operative care, animal behaviour, necropsy and tissue extraction, immunohistochemistry, and image analysis. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13034
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: Popultn&PublicHealth,Schoolof
Salary: \$ 20.61 - \$ 22.48 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-05-24
Job End Date: 2012-08-24 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-31 **Available Openings:** 1

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

Job Summary

The Research Assistant will conduct a literature review and prepare two written reports (a technical report and a lay report) on the impact of socioeconomic status on stage of cancer at diagnosis and survival in British Columbia.

Organizational Status

The Research Assistant position is within the Cancer Prevention Centre, which is in the School of Population and Public Health, Faculty of Medicine at the University of British Columbia.

Work will be conducted on the Point Grey Campus of UBC.

The incumbent will report to the Centre's Research Manager, who reports to the Centre's Director. She he will also interact with research associates, students, and or research technicians.

Work Performed

- Conducts a systematic literature review of both peer-reviewed scientific literature and gray literature;
- Sets up and maintains an EXCEL database of collected literature and data;
- Conducts data analysis with SPSS;
- Prepares written reports for scientific and lay communities;
- Performs other related duties as directed.

Supervision Received

The incumbent will report directly to the Research Manager for the projects and receive work direction from the Centre's Director, Research Manager, Research Associate, and Research Assistant for the projects'

Supervision Given

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Consequence of Error/Judgement

The Research Assistant works within well-defined guidelines and procedures, but exercises judgment in establishing priorities and carrying tasks through to completion; new or unusual problems are referred to supervisor.

Errors in judgment or lack of attention to detail could result in false data and would reflect poorly on the Centre, the School, Faculty and University.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree in relevant field and a minimum three years of related experience or an equivalent combination of education and experience;. Minimum of 3 years related experience or the equivalent combination of education and experience. Strong organizational skills and ability to work both independently and within a team environment. Good interpersonal skills and willingness to take direction from Project Manager. Must have the ability to maintain accuracy and attention to detail. Ability to maintain accuracy and attention to detail. Ability to effectively use Excel at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to gather, record, and organize information. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13033
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: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2013-06-30
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-31 **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 successful candidate will assist the team-leader in performing medium to high throughput cell screening assays utilizing the automated microscopy platform. This includes but is not limited to: the GE InCell Analyzer 1000 automated microscopy platform; the use of Matrix Hydra-II liquid dispensing platform; the use of Hamilton Liquid Handling Robot; the use of automated wash stations; and other liquid handling systems as part of the medium to high throughput microscopy platform. He or she will also be expected to perform routine molecular and cell biologic experiments, including, but not necessarily limited to: cell culture; preparation of DNA RNA for medium throughput cellular analysis; and or next generation sequencing analysis.

Organizational Status

Reports to Poul Sorensen, the Principal Investigator, at the BC Cancer Research Centre.

Work Performed

Works under minimum supervision performing wide range of duties including:

1. Maintains a clean and orderly working environment.
2. Performs routine testing of automated equipment used in the high throughput screening.
3. Executes experiments involving high content automated microscopy and data analysis.
4. Use of imaging software to the analysis of high throughput microscopy data. This includes but is not limited to the use of GE Developer Suit.
5. Independently executes experiments involving molecular biology techniques such as PCR, routine DNA cloning and agarose gel electrophoresis.
6. Provides significant contributions to the preparation of research publications.
7. Executes complex experiments, and troubleshoots problems as they arise.
8. Assists in the training of graduate students, undergraduate students and post-doctoral fellows on the high throughput microscopy platform.
9. Participates in meetings related to technical and scientific aspects of the projects in the laboratory.
10. Provides contributions to the preparation of research publications.



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EQUIPMENT USED:

GE InCell automated microscopy platform
GE Developer programming suit
Matrix Technologies Hydra II liquid handling platform
Hamilton Liquid Handling Robot
Multi-Drop Combi liquid dispensers
Bio-TEK microplate washers
well-pro 96 and 384 dispensers
ABI 7900 HT Gene Detection System
Agilent RNA nano chips and Agilent 2100 bioanalyzer
Coulter Counter
Incubators
Centrifuge
PCR Machines
Invitrogen E-Gel System
Microscopes
Cell counters
Other equipment used for molecular and cellular biology

Supervision Received

The successful applicant will be supervised by the Principal Investigator.

Supervision Given

None.

Consequence of Error/Judgement

The candidate will be expected to perform standard techniques as described, according to standard operating procedures available in the lab. The impact of incorrect decision and or error would include damaged equipment, failed experiments, delayed productivity and or loss of data. In the most extreme scenario, insufficient productivity could result in the loss of operating funds and termination of the technical position.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. B.Sc. graduate in Biochemistry, Microbiology, Cell Biology, Genetics, or Biology preferred.

Completion of UBC safety courses: biosafety and chemical safety. Minimum of 3 years related experience or the equivalent combination of education and experience. Related experience in a laboratory setting performing medium to high throughput cell screening assays. Demonstrated familiarity with robotic and systems. Programming knowledge for programming robotic instrumentation. Working knowledge of molecular biology techniques to enable and integrate these techniques to high throughput robotic applications. Experience in molecular and cell biology techniques. Experience in optimization for siRNA transfection for targeted genes.

Computer experience with PC, Microsoft Office and databases required. Ability to communicate effectively verbally and in writing. Good knowledge of preparation of culture media, safety procedures and familiarity with laboratory terminology related to media preparation.

Demonstrates skill in the use, operation and care of laboratory equipment.

Effective interpersonal and organizational skills.

Ability to work both independently or within a team environment.

Ability to perform assigned tasks according to prescribed procedures.



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Ability to adapt techniques and procedures to prescribed procedures.

Ability to plan, schedule and complete assigned tasks.

Ability to follow detailed oral and written instruction. Attention to detail essential.

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



Job Posting

Job ID: 13016
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: Radiology
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-02 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2012-05-30 **Available Openings:** 1

Job Summary

The individual will conduct experiments designed to build new models of receptor expressing tumour cells and reporter gene systems for in vivo imaging by positron emission tomography, fluorescence and bioluminescence systems. This requires expertise in gene transfection techniques, including lentiviral mediated transfection, to introduce new reporter genes and RNA interference. The applicant will also participate in managing the day-to-day operations of a translational research laboratory and may be asked to participate in maintaining tissue cultures, perform biodistribution and imaging experiments in rodents and conduct receptor binding assays to support the laboratory.

This position requires a high degree of skills and expertise in molecular biology, protein biochemistry and genetic techniques, as well as autonomy in designing and conducting the experiments.

Organizational Status

The Centre of Excellence in Functional Cancer Imaging is a new transversal program at the BC Cancer Agency which aims at developing new probes for cancer detection and characterization and includes research (at the BC Cancer Research Centre) and clinical programs. The clinical program already provides clinical positron emission tomography computed tomography (PET CT) to patients suffering from cancer. The research program is just starting at the BC Cancer Agency.

Working Relationships:

Works independently and refers to the Principal Investigator.

Coordinates with the molecular oncology laboratory manager the activities of the laboratory and the purchase and utilization of supplies.

Works closely with other members of the research program.

Provides technical expertise to graduate and undergraduate students, teaching laboratory and molecular biology techniques.

Work Performed

Design, perform and analyze or supervise biomedical experiments related to cancer imaging research. A high degree of autonomy is expected in particular for the molecular biology aspects of this position.

Organize, implement routine laboratory protocols for tissue culture, receptor binding experiments, transfection experiments, molecular biology protocols, immunology assays, cytotoxic or proliferation assays and introduce new methods through independent learning and research.



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Conduct gene transfection experiments for stable overexpression of cellular receptors in various models of cancer and validate the expression of RNA and proteins in cancer cells.

Develop new reporter based systems for positron emission tomography, fluorescence or bioluminescence by coupling reporter genes with specific promoters susceptible to the actions of hormone receptors.

Conduct RNA interference experiments to inactivate selected receptors and protein of interest using lipofectamine or lentiviral gene transfection.

Conduct western blot, cellular imaging experiments and FACS analysis of cells designed to monitor the expression of protein targets in cancer cells.

Maintain the active tissue cultures required for experiments scheduled in the laboratory and participate in planning the animal experiments. Conduct the ordering and coordinates the housing and maintenance of animals and cell cultures.

Coordinates and receive the laboratory supplies, including chemicals, and maintains the inventory.

Analyzes the data and perform the basic statistical analysis of the data. Write experiment reports and participate in writing manuscripts for publication.

Participate in the in vivo imaging experiments to evaluate new or existing probes for cancer imaging with small animal PET CT. In collaboration with the principal investigator, graduate students, other technicians and radiochemists, the individual should be able to manipulate radioactive tracers for in vivo use in small animal models of cancer.

Conduct in vivo imaging experiments using fluorescent and bioluminescence imaging systems.

Provides assistance in writing biosafety and animal ethics applications for the research projects.

Supervision Received

Supervision provided by the Principal Investigator, other researchers in Molecular Oncology and by the laboratory manager in Molecular Oncology. The individual is expected to be autonomous in molecular biology skills.

Supervision Given

The individual is expected to provide support and supervision to students on the technical aspects of molecular biology experiments.

Consequence of Error/Judgement

The individual will have a key role in identifying optimal strategies for gene transfection experiments and will be the key technical resource in the laboratory for molecular biology experiments.

Incorrect decisions and the use of wrong strategies, reagents or models could delay the successful conduct of the projects. Poor management of the projects, animals and supplies could waste financial resources of the group.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. M.Sc. of science in biochemistry, molecular biology, pharmacology or other appropriate discipline.

Advanced knowledge and experience in molecular biology, including maintaining cell cultures, performing gene transfection, quantitative PCR; DNA, RNA and protein gel separation techniques, FACS analysis of cells; ability to manipulate and handle mice.

Minimum of 4 years of related experience or the equivalent combination of education and experience. A minimum of 4 years experience with a strong background in molecular biology. Ability to communicate effectively verbally and in writing. 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



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