



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:30-JUL-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.



The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13334 (Repost)		
Location:	Kelowna - UBC Okanagan		
Employment Group:	BCGEU UBC-Okanagan		
Job Category:	Clerical - BCGEU		
Classification Title:	Clerk V	Business Title:	Clerk V
Department:	UBCO - Financial Services		
Salary:	\$36,036.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-13	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-07-30	Available Openings:	1

Job Summary

This position is responsible for the provision of payroll services to UBC Okanagan campus faculty, students and staff represented under the various collective agreements. Processes payroll and benefit documentation within guidelines and in accordance with complex agreements and statutory regulations. Responds to enquiries relating to payroll and benefit entitlements. Communicates with internal and external parties to resolve payroll and benefit entitlement issues.

Organizational Status

Reports to the Manager, Financial Services, UBC Okanagan campus. The position interacts with Faculty Relations, Human Resources and other administrative personnel at UBC in Kelowna and Vancouver as well as external organizations such as Human Resources Development Canada, Canada Revenue Agency, banks and benefit carriers to clarify information and respond to enquiries.

Work Performed

1. Provides payroll services to faculty, staff and students by:
 - Processing appointment forms and other payroll-related documents into the PeopleSoft HRMs system.
 - Verifying that all data on the forms is complete, accurate and that the form has been appropriately authorized.
 - Enrolling faculty and staff in mandatory and optional benefits.
 - Calculating and issuing payroll adjustments such as late and retroactive payments, pay advances, vacation pay, temporary promotion amounts and benefit premium deductions.
 - Processing termination documentation, updating system records, notifying benefit carriers, and issuing a Record of Employment.
 - Identifying and recovering overpayments including calculating income tax, Canada pension plan, employment insurance as well as other benefit deductions related to the overpayment.
 - Liaising with the employee and department administrators regarding all overpayment issues.
 - Preparing any journal entries or cash receipts as required.
2. Provides payroll information and documentation to faculty, staff and students by:
 - Supplying complete, accurate and timely information related to the collective agreements, such as compensation scales, vacation and benefit entitlements, statutory holiday pay, maternity parental leave, and overtime.
 - Responding in a timely fashion to payroll inquiries, requests and problems.
 - Providing training and orientation to staff in the departments regarding the processing of appointment forms and other payroll



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documentation such as student appointment forms, transfer and severance forms, timesheets and payroll deadlines.

-Providing information to employees on how to apply for maternity parental leave and sick leave. -Calculating and processing these in accordance with applicable collective agreements and legislation.

-Maintaining employee personal and family information including education level for faculty members and recording student work authorizations and landing immigration papers issued by Immigration Canada.

-Releasing payroll information such as employment verification letters and statements of earnings as provided for under the Freedom of Information and Privacy Act.

-Assisting with Payroll annual (T4) and fiscal year end reporting requirements. Responding to T4 T4A inquiries, identifying and resolving any T4 T4A problems.

-Identifying improvements to payroll policies and procedures to the Director.

3. Performs other related duties as required.

Supervision Received

Reports to the Manager, Financial Services, UBC Okanagan campus. This position works with limited supervision within established policies, procedures and accepted practices.

Supervision Given

None.

Consequence of Error/Judgement

Incorrect payments or non-payments to employees could result in financial loss to the University or financial hardship for employees. Significant financial fines from third party organizations (such as HRDC, WCB and CRA) and legal expenses could also result. Failure to correctly enter benefit information or provide timely notification of enrollment to benefit carriers could result in delays in the provision of benefits and financial hardship for employees.

Qualifications

Completion of Grade 12 with a minimum of two years post-secondary education in Commerce or Business Administration, including training in basic accounting principles and practices. Completion of Canadian Payroll Association (CPA) Payroll Compliance Practitioner (PCP) or equivalent preferred. Willingness to enroll in and complete PCP certification is required. Minimum four years of relevant experience in reconciling accounts and working in accounting operational environment. Competent with MS Word, MS Excel, MS Outlook and the Internet. Experience in payroll department of large unionized employer an asset. Detail oriented with excellent problem solving skills, able to multi-task, set priorities, manage workflow effectively and meet deadlines. Effective communication and organizational skills. Experience with PeopleSoft an asset. Ability to exercise sound judgment and discretion, and to work effectively with all levels of University personnel.

Demonstrated ability to work both independently and within a team environment.

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Job Posting

Job ID:	13546		
Location:	Kelowna - UBC Okanagan		
Employment Group:	BCGEU UBC-Okanagan		
Job Category:	Secretarial - BCGEU		
Classification Title:	Secretary II	Business Title:	Assistant to the Dean and Associate Dean
Department:	UBCO-Education - Dean's Office		
Salary:	\$36,036.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-20	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-07-30	Available Openings:	1

Job Summary

To provide a wide range of personal and confidential administrative and secretarial support to the Dean Associate Dean and the Director of the Okanagan Sustainability Institute in the Faculty of Education. This position requires a thorough knowledge of University and Faculty policies and procedures and office administration. Ability to work independently, professionally, and proactively. Must have outstanding judgment and be able to act with tact and discretion.

Organizational Status

The Assistant to the Dean and Associate Dean works most closely with (and reports to) the Dean and Associate Dean, but also liaises with Faculty of Education coordinators, faculty, and staff as well as other administrative offices including the Office of the President, Office of the Deputy Vice Chancellor Okanagan (DVC), Senate, as well as government, industry, and community representatives.

Work Performed

1. Provides secretarial support to the Dean and Associate Dean by:
 - Coordinating the Dean and Associate Dean's appointments and calendars.
 - Acting as liaison between the Dean and Associate Dean's offices and faculty and staff in the Faculty of Education and in other academic and administrative offices.
 - Coordinating Education Faculty Council meetings including logistics and correspondence with members; overseeing the compilation of background materials and ensuring the progress of action items. Preparing agenda, minutes and briefing materials.
 - Reviewing the Dean and Associate Dean's incoming mail and email and responding to routine inquiries. For non-routine inquiries, locates and provides the Dean and Associate Dean with background information as required.
 - Coordinating the Dean and Associate Dean's travel arrangements including airlines, car rental, and accommodations.
 - Planning, organizing and coordinating materials for the perusal of the Dean and Associate Dean in preparation for deadlines and meetings.
 - Providing presentation support to the Dean and Associate Dean which may include preparing PowerPoint slides.
2. Provides administrative support for the Dean's Office by:
 - Acting as initial contact for inquiries to the Dean and Associate Dean, researching and compiling background information as required and referring to the appropriate staff for response.



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- Preparing correspondence, letters, memos, e-mail and regular and special reports for the Dean and Associate Dean.
- Assisting the Dean and Associate Dean in determining project implementation, ensuring all are consistent with the Faculty of Education mission, strategic plans, and policies.
- Developing and implementing record keeping and office routines and procedures for efficient and timely work flow, such as filing systems and information retrieval, systems, bring-forward systems, and timetables for submissions of regular and special reports.
- Maintaining a file of current University and Faculty of Education policies and procedures.
- Preparing expense claims for the Dean and Associate Dean.
- Preparing confidential material on student and personnel matters.

3. Provides administrative support to the Director of the Okanagan Sustainability Institute by:

- Preparing expense claims
- Preparing confidential materials
- Assist with planning events
- Assist with travel arrangements

4. Performs other duties as required.

Supervision Received

This position reports directly to the Faculty Administrator in collaboration with the Dean, Associate Dean and the Director of the Okanagan Sustainability Institute, but works independently on a day-to-day basis with minimal supervision. Overall objectives are determined in consultation with the Dean. Within those guidelines, this position works independently, determining priorities as necessary. Guidance is received in matters of strategic significance.

Supervision Given

None.

Consequence of Error/Judgement

The Assistant to the Dean, Associate Dean and the Director of the Okanagan Sustainability Institute requires confidentiality, excellent communication skills, exercise extensive good judgment, strong organizational skills. Task-management skills are required to ensure jobs are executed efficiently, accurately, and in a timely fashion to meet stringent deadlines.

Qualifications

High School graduation or equivalent plus up to and including two years post-secondary training (University graduation preferred).

A minimum 3 years of related administration experience or an equivalent combination of education and experience. Knowledge of UBC systems, policies and procedures is an asset. Ability to compose correspondence and prepare reports in clear, concise business English and to draft more complex correspondence for signature. Experience with Microsoft Office (Word, Excel, Access, PowerPoint, Outlook, internet skills essential) at an advanced level. Ability to type 60 wpm and to operate a normal range of office equipment. Excellent interpersonal skills; must have strong attention to detail, accuracy, and presentation of information; ability to manage multiple projects and tasks, to prioritize and organize effectively, and to meet established timelines without undue stress; ability to maintain confidentiality. Ability to take and transcribe minutes. Ability to exercise judgment, tact and discretion. Ability to work both independently and as part of a team environment. Available to work after regular office hours for occasional faculty meetings and or events.

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Job Posting

Job ID:	13606		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116 (Cler/Sec/Bookstore)		
Job Category:	Clerical, CUPE 116		
Classification Title:	Custodial Scheduler	Business Title:	Custodial Scheduler
Department:	Building Ops - Custodial		
Salary:	\$49,728.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-07	Ongoing:	Yes
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	1

Must be able to work days, evenings, nights and on weekends as required. Rotating days off rotating hours.

Job Summary

Under general direction, plans, organizes and supervises all custodial training sessions. Once new employees are hired, they will attend 3 days of hands-on custodial training. The Scheduler Trainer is responsible for providing this hands-on training, plus the in-classroom training and evaluating if the new hire is able to perform all tasks. The Scheduler Trainer is also responsible for producing detailed work schedules based on the Annual Man-hour Requirement Summary.

Organizational Status

Position liaises with Facilities Manager, Supervisors, Head Service Workers, Superintendent, custodial staff, and Campus Customers.

Work Performed

- The Custodial Department is a 24 7 operation. If additional training or work performance concerns are raised, the Scheduler Trainer is responsible for working with that employee on a one on one basis.
- This work includes identification and communication of staffing situations and difficulties, along with recommendations for corrective action; includes the staffing requirements and ensures all safety and administrative policies and procedures are adhered to.
- This position handles various custodial office administrative tasks.
- Is a resource person for Facilities Managers, Custodial Manager, Assistant Supervisors, Head Service Workers and the custodial staff.
- Accumulates and collates custodial assigned space inventory of campus facilities; develops and evaluates custodial work schedules to meet departmental commitments and user requirements consistent with Custodial Department's processes and procedures.
- Responsible for training all new M&P and Custodial staff on custodial processes and procedures; cleaning and floor maintenance chemicals and equipment.



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- Reviews work schedules on an ongoing basis to ensure space inventory and assignment is effective and current; when necessary works with staff to improve efficiency and effectiveness.
- Summarizes staffing issues including shortfalls and recommends to Superintendent - Facilities Services, Managers, and Head Service workers of appropriate adjustments in staffing.
- Evaluates new products and equipment and makes recommendations in its selection.
- Responsible for administrative activities for the Custodial Office, including, but not limited to, maintenance of daily time card processing, photo identification cards, responding to user requests, and acting as liaison with campus department inquiries.
- Reviews and prepares reports on custodial schedules, staffing projections and equipment purchases for budget purposes.
- Relieves Head Service Workers, as required.
- Participates in various special projects assigned by the department, and or Superintendent.
- Carries out other related duties as necessary in keeping with the qualifications and requirements of the position.

Must be able to work days, evenings, nights and on weekends as required. Rotating days off rotating hours.

Supervision Received

Works under general supervision in accordance to established policies, procedures, guidelines and standards. May be required to work under close supervision and specific guidelines on assigned projects.

Supervision Given

None.

Consequence of Error/Judgement

Makes decisions regarding the scheduling of staff and establishing priorities. Makes decision regarding the training of new staff and if they are able to cope with our processes, procedures and training. Inappropriate decisions may impact the service provided and may create a negative perception of the University.

Qualifications

High School graduation and Certificate in Building Service Management. . Minimum 5 years of related experience or the equivalent combination of education and experience. Organizational and administrative skills, above average written and verbal skills, computer space and scheduling systems skills, ability to use various computer packages including Microsoft Word, Excel and Outlook.

Must have organizational and administrative skills to work without supervision. Must have scheduling and training skills to include, but not limited to, knowledge of the Campus buildings, the cleaning procedures, the cleaning and floor maintenance chemicals, the equipment needed for specific tasks.

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Job Posting

Job ID:	13578		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Clerical, CUPE 116		
Classification Title:	Prkng Facilities & Srvce Rep	Business Title:	Parking Facilities & Service Representative
Department:	Parking Services		
Salary:	\$ 16.86 (Hourly)		
Full/Part Time:	Part-Time		
Desired Start Date:	2012-08-01	Ongoing:	Yes
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	2

Job Summary

Under general supervision, the Parking Facilities & Services Representative is responsible for the daily access of motor vehicles to university parking facilities. As a member of PAACS this role has a strong customer service orientation with the Parking Facilities & Services Representative acting as an ambassador of the department to the UBC community and the general public. According to departmental policy and procedures, responsibilities include the collection of parking fees and processing financial transactions, traffic control, parking facility inspection and equipment maintenance, and citation issuance through enforcement of the University Parking Regulations.

Works indoors and outdoors. Must be able to work in all weather conditions. Must be flexible to work day, evening and weekend shifts.

Organizational Status

Reports to the Facility Manager, Supervisor or designate.

Work Performed

- Calculate and process financial transactions such as cash, credit cards, vouchers, prepaid and events through the computerize devices, and collect parking fees from patrons.
- Maintain custody of equipment float and ensure functionality of the pay equipment for designated facility.
- Maintain custody of kiosk floats, credit card receipts and all non-cash forms of payment.
- Ensure a clean, safe and functional facility, perform facility inspections and custodial duties and record and report anomalies to the Facility Manager and or designate.
- Ensure equipment operability; perform basic equipment maintenance duties including inspection and troubleshooting, and record and report anomalies.
- Perform basic enforcement duties including verifying permit parking, verifying pay parking and issuing citations in accordance with UBC Parking Regulations.
- Support, participate and contribute in daily operational, marketing and team activities.
- Maintain a high level of customer service.
- Provide assistance with Wayfinding, departmental and UBC information to patrons and visitors.
- Provide assistance with permit, facility and equipment use in a courteous manner and record and report anomalies.
- Resolve conflict with customer complaints and or record and report customer complaints for further action.



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- Maintain inventory of consumables to ensure essential daily operations and special event supplies.
- Maintain integrity of safety, first aid and emergency supplies.
- Comply with WorkSafe BC and University Health & Safety regulations.
- Carrying out other related duties as necessary in keeping with requirements and qualifications of the job.

Supervision Received

Direction is provided by the Facility Manager, who sets daily priorities, provides on-going training and feedback.

Supervision Given

None.

Consequence of Error/Judgement

- Deviation from responsibilities, departmental policy and procedures will impact customer service, facility operations, vehicle access, traffic flow, financial sustainability and University mission.
- In addition, failure to comply with these policies and procedures and report anomalies could lead to inadequate public safety and structural failures
- Good performance will improve customer service, business and financial sustainability.

Qualifications

Secondary school graduation. One year experience in related field of work preferred. Minimum one year experience with cash handling and records keeping required. Customer service experience required. Knowledge of parking and access control equipment and campus locations is essential. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing. Ability to provide quality service to all user groups within the community in a courteous, patient manner. Numerical aptitude, ability to balance transaction accuracy to written procedures and make accurate change. Mechanical aptitude, ability to comprehend mechanical and physical principles and perform basic maintenance duties. Ability to effectively use MS Word, Excel and web browsers at a basic level. Must be able to walk or stand for long periods of time and be able to lift items approximately 10 kg. Ability to work effectively with minimal supervision. Ability to work flexible hours.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13586		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Dental Assistants - CUPE 116		
Classification Title:	Dental Assistant 2	Business Title:	Dental Assistant 2
Department:	Dental Clinic		
Salary:	\$36,816.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-20		
Job End Date:	2012-11-30	Possibility of Extension:	Yes
Funding Type:	Self Funded		
Other:	Leave Replacement		
Date Closed:	2012-08-06	Available Openings:	1

Job Summary

This position is one of support to facilitate the operation of the dental school. Duties will involve sterilization and preparation of instruments and supplies for over 100 dental students.

Organizational Status

This position would report to a Dental Assistant III or IV, who reports to the Clinic Director, who reports to the Dean.

Work Performed

Setting up instruments and equipment for dental procedures.
Assisting in the dispensary with the disinfection and sterilization of supplies and instruments.
Dispensing of supplies and materials to dental students.
Preparing for and assisting during clinical demonstrations.
Cleaning cubicles, dispensaries, and lab areas.
Performing other related duties as required.

Would work 100% in the dispensary area- Room 218.
Work around sink area, sterilizers and ultrasonic units.
Lighting is good, floor is concrete, some anti-fatigue matting throughout.
Hazards- instrument cassettes are heavy, lifting of cassettes involved, and loading and unloading of trolleys. Special mask to be worn when using Assistina unit. Very hot temperatures in the sterilizers, proper mitts to be worn when unloading. Disinfection solutions are varied- phenol, glutaraldehyde, isopropyl alcohol- gloves to be worn.
Handling of used instrument cassettes could be hazardous.

Supervision Received

Would be supervised by a team of Dental Assistant III or IV's.

Supervision Given



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Staff Job Postings

None.

Consequence of Error/Judgement

Work would be checked by a Dental Assistant III or IV.

If an error occurred, possible damage to handpieces, instruments and equipment. If incorrect decisions were made it would impact on the clinic functioning properly the next day. Proper sterilization and disinfection is vital to patient care and student curriculum requirements.

Qualifications

High School graduation and completion of dental assistant program, B.C. dental assistant certification and current licence. . 2 years relevant experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to gather, record, and organize information. Ability to effectively use computers and typical software. Ability to exercise flexibility, self-motivation, tact and discretion. 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 develop and maintain cooperative and productive working relationships.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13601
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Dental Assistants - CUPE 116
Classification Title: Dental Assistant 2 **Business Title:** Dental Assistant 2
Department: Dental Clinic
Salary: \$36,816.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-04
Job End Date: 2012-12-21
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2012-08-06 **Available Openings:** 1

1:00pm - 9:00pm shift

Job Summary

This position is one of support to facilitate the operation of the dental school. It will involve chairside assisting, but also sterilization and preparation of instruments and supplies for over 100 dental students.

Organizational Status

This position- Dental Assistant II, would report to - Dental Assistant III or IV, who reports to the Clinic Director- Dr. Andrea Esteves , who reports to the Dean- Dr. Charles Shuler.

Work Performed

- Setting up instruments and equipment for dental procedures
- Assisting in the dispensary with the disinfection and sterilization of supplies and instruments
- Dispensing of supplies and materials to dental students
- Preparing for and assisting during clinical demonstrations
- Cleaning cubicles, dispensaries, and lab areas
- Performing other related duties as required

Would work in the clinic and the Central Sterilization and Dispensary area.

Work around the sink area, sterilizers and ultrasonic units.

Lighting is good; floor is concrete, some anti-fatigue matting throughout.

Hazards- instrument cassettes are heavy, lifting of cassettes involved, and loading and unloading of trolleys. Very hot temperatures in the sterilizers, proper mitts to be worn when unloading. Disinfection solutions are varied- phenol, glutaraldehyde, isopropyl alcohol- gloves to be worn.

Handling of used instrument cassettes could be hazardous.

Supervision Received

Would be supervised by a Dental Assistant III or Dental Assistant IV's.

Supervision Given



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Staff Job Postings

None.

Consequence of Error/Judgement

Work would be checked by a Dental Assistant III or IV. If an error occurred, possible damage to handpieces, instruments and equipment. If incorrect decisions were made it would impact on the clinic functioning properly the next day. Proper sterilization and disinfection is vital to patient care and student curriculum requirements.

Qualifications

High School graduation and completion of dental assistant program, B.C. dental assistant certification and current licence. . 2 years relevant experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to work toward consensus and effectively resolve differences. Ability to deal effectively with a diversity of clients students faculty colleagues. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to learn new computer programs and use computers effectively. Ability to exercise tact and discretion. Ability to gather, record, and organize information. Ability to work afternoon evenings (1-9pm)

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Job Posting

Job ID:	13585		
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:	Engineering Technician 4
Department:	Dental Clinic		
Salary:	\$ 28.14 (Hourly)		
Full/Part Time:	Part-Time		
Desired Start Date:	2012-08-13		
Job End Date:	2013-06-28	Possibility of Extension:	Yes
Funding Type:	Self Funded		
Other:	Leave Replacement		
Date Closed:	2012-08-06	Available Openings:	1

Job Summary

Performs maintenance on a wide variety of complex electronic and electromechanical (sterilization dental and digital radiology) equipment. Performs corrective maintenance and calibration of equipment.

Organizational Status

Reports to the Clinic Director and is supervised by the Manager of Facilities. Interacts with the Clinic faculty, staff and students and may liaise with external vendors.

Work Performed

- Maintains a wide range of dental equipment such as radiology, dental chairs, lights, handpieces and laboratory equipment.
- Performs maintenance on a wide variety of complex electronic and electromechanical sterilization dental and digital radiology equipment. Scheduled maintenance includes visual and mechanical inspection, safety testing, performance testing, scheduled parts replacement and adjustment, and corrective action which include adjustments, calibrations and repairs.
- Performs corrective maintenance and calibration of equipment as required, responding to telephone or direct requests for service from equipment users.
- Compiles data and assures accurate database entry.
- Acts as backup to Tech 2 if flushing of the dental chair is required.
- Performs other related duties as required.

Supervision Received

Reports to the Clinic Director. Supervised by the Manager of Facilities and takes direction from the Senior Biomedical Engineering Technician.

Supervision Given

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Consequence of Error/Judgement



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Errors or incorrect decisions could have a serious impact on the clinic as well as delivery of patient care, community service and educational activities. In addition, failure to ensure that adequate safety protocols are in place could cause significant risk and liability for the university as well as negatively impact life safety.

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. 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. BMET Certification required. Diploma in Biomedical Engineering Technology or equivalent required. Minimum of 5 years medical dental radiology equipment service experience required. Must have a working knowledge of computers, electronics, schematics, electricity, electro-mechanical, fluidics, pneumatics, hydraulic and digital radiology theories and practices. Ability to maintain accuracy and attention to detail. Excellent technical knowledge of biomedical (sterilization, dental and radiology) equipment preventive and corrective repair standards. Must be flexible to work an afternoon weekend shift if required. Ability to work effectively independently and in a team environment. Ability to analyze, troubleshoot and resolve complex equipment repairs. Ability to read colour codes on wiring and electrical components. Ability to function in a sterile environment as necessary. Ability to communicate effectively verbally and in writing. Ability to effectively use office software at an intermediate level (Outlook, MS Word, MS Excel).

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Staff Job Postings

Job Posting

Job ID:	13596		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Food Services - CUPE 116		
Classification Title:	General Worker (Heavy)-F/S	Business Title:	General Worker (Heavy)-Residence
Department:	Food Services		
Salary:	\$ 15.62 (Hourly)		
Full/Part Time:	Part-Time		
Desired Start Date:	2012-08-20	Ongoing:	Yes
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	6

Job Summary

Cleaning, stockroom, dishroom, and assigned kitchen duties that may require heavy lifting and physical exertion, and assisting in food preparation and serving.

Organizational Status

Reports to Supervisor or Manager of unit.

Work Performed

Washes and handles dishes and pots up to 25 kg. in weight.

Performs stockroom duties, such as, , receiving products in loading bay, counting items to match with corresponding paperwork, shelving products up to 25 kgs. and filling in paperwork as required; assists with inventory responsibilities.

Performs a variety of cleaning duties, such as, cleaning tables, kitchen preparation and seating areas, and kitchen equipment, mopping floor and cleaning washrooms and other areas as required, ensuring that proper cleaning substances are used and that areas are marked hazardous as required.

Recommends food inventory levels and calls in approved orders.

Busses tables.

Assists cooks in the preparation of food by pulling out and re-storing supplies, assisting in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items and portioning, plating, wrapping and packing food items.

Plates, portions and dispenses food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.

Sets up service counters and replenishes supplies for sale, ensuring appropriate stock levels and stock rotation in refrigeration, storage and counter display units.

Assesses and ensures quality of finished product prior to serving customers.

Performs the duties of other food service workers on a relief basis as operationally required.

Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.

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



The University of British Columbia

Staff Job Postings

Supervision Received

Works under general supervision and independently as required.

Supervision Given

None. May assist in training new employees or guide student workers.

Consequence of Error/Judgement

Makes minor decisions related to cleaning needs. Errors may negatively impact customer experience.

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. . Minimum of 1 year of related experience or the equivalent combination of education and experience.

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



The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13590		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Food Services - CUPE 116		
Classification Title:	General Worker (Heavy)-F/S	Business Title:	General Worker (Heavy)-Point Grill/LTK
Department:	Food Services		
Salary:	\$ 15.62 (Hourly)		
Full/Part Time:	Part-Time		
Desired Start Date:	2012-08-08	Ongoing:	Yes
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	1

Job Summary

Positions in this classification perform cleaning, stockroom, dishroom and assigned kitchen duties that may require heavy lifting and physical exertion and assist in food preparation and serving.

Organizational Status

Reports to unit Manager or Supervisor.

Work Performed

Washes and handles dishes and pots up to 25 kg. in weight.

Performs stockroom duties, such as, , receiving products in loading bay, counting items to match with corresponding paperwork, shelving products up to 25 kgs. and filling in paperwork as required; assists with inventory responsibilities.

Performs a variety of cleaning duties, such as, cleaning tables, kitchen preparation and seating areas, and kitchen equipment, mopping floor and cleaning washrooms and other areas as required, ensuring that proper cleaning substances are used and that areas are marked hazardous as required.

Recommends food inventory levels and calls in approved orders.

Busses tables.

Assists cooks in the preparation of food by pulling out and re-storing supplies, assisting in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items and portioning, plating, wrapping and packing food items.

Plates, portions and dispenses food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.

Sets up service counters and replenishes supplies for sale, ensuring appropriate stock levels and stock rotation in refrigeration, storage and counter display units.

Assesses and ensures quality of finished product prior to serving customers.

Performs the duties of other food service workers on a relief basis as operationally required.

Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.

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



The University of British Columbia

Staff Job Postings

Supervision Received

Works under general supervision and independently as required.

Supervision Given

None. May assist in training new employees or guide student workers.

Consequence of Error/Judgement

Minor decisions related to cleaning needs; impact of errors is minimal and can be easily corrected.

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. . Minimum of 1 year of related experience or the equivalent combination of education and experience.

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



The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13597		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Food Services - CUPE 116		
Classification Title:	Sales Attendant-Food Services	Business Title:	Sales Attendant-Residence
Department:	Food Services		
Salary:	\$ 16.09 (Hourly)		
Full/Part Time:	Part-Time		
Desired Start Date:	2012-08-20	Ongoing:	Yes
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	6

Job Summary

Serving customers, taking payment and preparing food in food service restaurants, residences and retail outlets.

Organizational Status

Reports to Supervisor or Manager.

Work Performed

Takes customer food orders at counter or at tables; prepares and calculates bills for payment.

Enters customer orders in computer or cash register and accepts payment via cash, meal plan card, bonus cards, vouchers, debit, or credit card; distributes change and receipts as required; and cashes out as per UBC Food Services policies.

Recommends food inventory levels and calls in approved orders; assists in maintaining inventory.

Assists cooks in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items; portions, plates, wraps, and packs food items.

Prepares made-to-order sandwiches; plates, portions and dispensing food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.

Sets up service counter and replenishes supplies for sale, ensuring appropriate stock levels and proper stock rotation in refrigeration, storage and counter display units.

Busses tables and cleans tables, kitchen preparation areas, kitchen equipment and seating areas.

Assesses and ensures quality of finished product prior to serving customer.

Performs the duties of other food service workers on a relief basis as operationally required.

Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.

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

Supervision Received

Works independently under general supervision.



The University of British Columbia

Staff Job Postings

Supervision Given

None. May assist in training new employees or guide student workers.

Consequence of Error/Judgement

Makes minor decisions related to sequence of duties. Errors may negatively impact customer experience.

Qualifications

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

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13607		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Trades - CUPE 116		
Classification Title:	Head Service Worker	Business Title:	Head Service Worker
Department:	Building Ops - Custodial		
Salary:	\$42,384.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-07	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	1

Head Service Worker Position. Afternoon Shift Monday to Friday. 6pm to 2am.

Job Summary

Under general supervision this position is primarily responsible for supervising the operation of Building Operation's Building Service Workers in the use of related materials, supplies, and equipment as well as ensuring security, safety and administrative policies are adhered to. Works from oral and written instructions and according to established procedures. May be assigned to Day, Evening or Night shifts, on any days of the week.

Organizational Status

Reports to the Custodial Manager or Superintendent, depending on their shift assignment

Work Performed

As outlined, performs one or more of the following:

- Supervises the performance of subordinates for the purpose of providing efficient and effective custodial service to faculty, staff, students and visitors.
- Ensures daily operation and resolves staffing issues by re-prioritizing schedules and providing direction to subordinates in order to provide appropriate coverage for absent workers as required, including performing custodial duties themselves as required.
- Evaluates cleanliness levels of areas to ensure all work is performed in accordance with the standards set out in schedules assignments, including the proper use and care of custodial equipment and supplies.
- Responsible for orientating, training and evaluating new employees, including completing new employee evaluations at defined times during their probationary period.
- Evaluates stock levels and appropriate purchase costs as outlined in established procedures and policies by manual and electronic documentation.
- Responsible for maintaining correct documentation and records for staff attendance, absences and reasons for those absences, as



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Staff Job Postings

well as ensuring medical or dental appointments are approved based on established guidelines.

- Ensures safety measures are adhered to by conducting regularly scheduled safety observations, providing feedback and follow up to staff as well as re-training as needed. Participates in accident investigations and return to work meetings with staff as well as ensuring staff understand and follow their return to work plan.
- Responsible for security in assigning and receiving key sets used by staff, including building masters and campus grand masters.
- Carries out other related duties assigned.

Supervision Received

Acts independently on routine matters and under general direction, receiving detailed instructions on the assignment of new duties. Refers policy and procedural problems to their immediate supervisor.

Supervision Given

Positions at this level are required to supervise and oversee training and provide guidance and support to more than 25 subordinates daily. May be required to provide close guidance to new incumbents.

Consequence of Error/Judgement

This position provides direction to staff in order to provide quality custodial services to the campus as well as many high profile events such as exams set up, graduation and holiday ceremonies, visiting dignitaries, as well as National and International conferences. Errors can cause significant impact to UBC's reputation on a domestic and international level as well as jeopardize labour relations. Nature of the work demands planning, exercising judgment based on a thorough knowledge of procedures, guidelines, regulations and established precedents.

Qualifications

High School graduation. . 5 years relevant experience and Supervise staff or the equivalent combination of education and experience. Thorough knowledge of custodial business procedures and practices gained through a minimum of five years' of recent related experience, including the proven ability to supervise staff. Ability to exercise judgement and initiative in decision-making and discern policy and procedural matters when requiring administrative action. Ability to apply new methods or procedures when required. Working knowledge of custodial operations and equipment, and operate related business equipment. Ability to operate custodial equipment. Ability to lift heavy objects.

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.



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Staff Job Postings

Job Posting

Job ID:	13587		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Trades - CUPE 116		
Classification Title:	Roofer & Caulker	Business Title:	Roofer & Caulker
Department:	Building Ops -Trades&Utilities		
Salary:	\$51,708.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-27	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	1

Job Summary

Under general supervision, performs skilled roofing work pertaining to construction, maintenance, and repair of buildings, following recognized roofing techniques. Is responsible for "trouble-shooting" roof leaks, repairing and minor replacement of roofs and using caulking compounds to seal flashings, masonry, and frames. Works from oral and written instructions and according to approved procedures.

Organizational Status

Reports to the Head Carpenter.

Work Performed

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

"Trouble-shoots" repairs and does minor replacement work on roofs constructed of shingles (asphalt and cedar), EPDM (or similar) membranes, built-up asphalt and gravel, tiles (slate, clay, concrete) and other generally recognized roofing materials.

"Trouble-shoots," minor recaulking repairs and installs new caulking materials to seal expansion joints, metal flashings, masonry, concrete, wood-metal frames and skylights.

Performs emergency call-outs in response to roof leaks as required.

Carries out roof inspections, submitting reports recommending roof repair and or replacement.

Provides roof repair and replacement cost estimates.

Ensures that the workplace is safe and that safe work practices are being followed.

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

Supervision Received



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Staff Job Postings

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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



The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13615
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 - Plant Ops
Department: Building Ops - Custodial
Salary: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-08-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 3

Building Service Worker. Part Time. Weekend. Day Position 7am-3pm

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors Head Service Worker.

Work Performed

- Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.
- Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
- Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.
- Cleans the interior and exterior of windows, shades and Venetian blinds.
- Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.
- Cleans up spillages, spot washing and spot waxing floors where spillage occurred.
- Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.
- Fills vending machines and attends to petty cash.
- May be required to move and set up furniture and equipment as and when required.
- Submits reports regarding maintenance or repairs needed to buildings and utilities.
- Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
- Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

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



The University of British Columbia

Staff Job Postings

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

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

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.



The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13611		
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:	2012-08-07	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	8

Building Service Worker. Full Time. Afternoon Shift. Monday to Friday. 6pm to 2am.

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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Staff Job Postings

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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

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

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



The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13613		
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 - Plant Ops
Department:	Building Ops - Custodial		
Salary:	\$ 17.35 (Hourly)		
Full/Part Time:	Part-Time		
Desired Start Date:	2012-08-07	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	3

Building Service Worker. Part time. Weekend and Evening position. 4pm-12am

Job Summary

Positions in this classification provide cleaning and servicing of campus buildings and fixtures.

Organizational Status

Reports to Assistant Supervisors.

Work Performed

Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment is in good operating conditions.

Dusts, sweeps, mops, washes, vacuums, strips, waxes, polishes, shampoos, disinfects and scrubs, as applicable, all surfaces of floors, walls, fixtures, furniture and appliances in various areas of buildings, operating light or heavy duty hand or power operated cleaning equipment in the performance of duties, as required.

Cleans up spillages and spot washes and waxes floors where spillages occur.

Cleans the interior and exterior of windows, other glass surfaces, shades and Venetian blinds.

Replenishes supplies, such as soap, toilet paper, paper towels and writing papers in designated areas according to need.

Sweeps and cleans sidewalks and related areas and clears snow when required.

Collects garbage and waste, empties waste receptacles and deposits in containers or at pick up points.

Performs minor maintenance tasks, such as, hanging pictures, drapes and blinds, changing light bulbs, oiling hinges and locks, unplugging toilets, removing and cleaning light fixtures and tightening loose fixture screws.

May be required to re-arrange, move and set up furniture and equipment.

May be required to make beds, distribute and change linens, remove soiled linen to designated collection area and collect laundry.

May be required to fill vending machines and attend to petty cash.

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

Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.

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



The University of British Columbia

Staff Job Postings

Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

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

Qualifications

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

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.



The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13614		
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 - Plant Ops
Department:	Building Ops - Custodial		
Salary:	\$ 17.35 (Hourly)		
Full/Part Time:	Part-Time		
Desired Start Date:	2012-08-07	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	8

Building Service Worker. Part Time. Monday to Friday. 9pm to 2 am

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors Head Service Worker.

Work Performed

- Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.
- Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
- Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.
- Cleans the interior and exterior of windows, shades and Venetian blinds.
- Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.
- Cleans up spillages, spot washing and spot waxing floors where spillage occurred.
- Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.
- Fills vending machines and attends to petty cash.
- May be required to move and set up furniture and equipment as and when required.
- Submits reports regarding maintenance or repairs needed to buildings and utilities.
- Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
- Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

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



The University of British Columbia

Staff Job Postings

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

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

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.



The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13555
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:** Library Office Assistant
Department: Library - Administration Div
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2013-02-28
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

Provides administrative support of a complex nature to the Associate University Librarian (AUL), Client Services and Programs and the Associate University Librarian, Research Services and general administrative support for members in the portfolios and other AUL's and Directors as needed.

Organizational Status

Reports to the AUL, Client Services and Programs and the AUL, Research Services. Works collaboratively with faculty and staff within the administrative division and across the Library as well as other staff, students, faculty, suppliers, and external stakeholders.

Work Performed

1. Provides confidential administrative support to the AUL's. Maintains the AUL's calendars including scheduling meetings, appointments and events. Makes travel arrangements for attendance at conferences and meetings.
2. Assists in planning meetings and special events: coordinates schedules, prepares agenda and other documentation, books rooms, makes catering arrangements; takes, prepares and distributes minutes; takes RSVPs for functions.
3. Verifies and monitors financial information, including budgets and expenses related to the AUL's office. Reconciles JV's and routine accounts, processes expenses, credit card payments and travel requisitions. Completes forms for financial processing and other documentation for authorization and signature.
4. Responds to both confidential and general telephone, verbal and written inquiries based on a thorough knowledge of the work of the unit.
5. Assists with the coordination of project work in the AUL's portfolio. Records action items for tracking. Working from AUL's general direction, conveys instructions relating to task assignment and follows up on status updates of action items. Updates the AUL and portfolio members to reflect progress on action items.
6. Under AUL's direction, prepares and distributes library hours for approval, coordinates changes, and updates hours website and



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Staff Job Postings

phone lines.

7. Assists in the maintenance of web site and blogs following Library web page guidelines as required, uploads and updates pages as materials are revised, checks links and graphical elements for functionality and uses other site maintenance tools as required. Supports creation of presentation slides using standard software.

8. Composes complex and or confidential correspondence and memoranda; compiles a variety of reports, letters, and other miscellaneous documents. Responds to queries on the AULs' behalf where appropriate.

9. Provides administrative support to members in portfolios and other AUL's and Directors as required.

10. Collects data and statistics from various sources; organizes, analyzes and presents information gathered in appropriate formats. Compiles and updates spreadsheets.

11. Develops and maintains files and filing system. Sorts, prioritizes and distributes incoming and outgoing mail. Orders and maintains office supplies.

12. Performs other related duties.

Supervision Received

Accountable to the AUL, Client Services and Programs and the AUL, Research Services. Broad work direction is received from the AULs. Position may work closely with, and may receive day to day work supervision from the Administrative Assistant to the University Librarian. May also receive direction from other members of the Library Executive Team in the absence of the AUL.

Supervision Given

Not required to supervise. May explain work procedures to other staff and student assistants.

Consequence of Error/Judgement

Incumbent is required to work independently with minimal supervision. The incumbent independently organizes, prioritizes and coordinates work in order to meet the needs of the AULs. The incumbent must exercise judgment, tact and initiative in dealing with confidential information and in handling matters of a non-routine nature. The incumbent represents the AULs, UBC Library and the University and is expected to act with diplomacy, tact and courtesy. Errors in judgment and behaviour could have a significant negative impact on the Library's internal and external relationships.

Qualifications

High School graduation and 1 year post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Ability to perform word processing at 60 words per minute. Ability to create and accurately maintain record and filing systems. Ability to operate standard office equipment. Ability to effectively use Microsoft Windows, Word, Excel, PowerPoint and Outlook at an intermediate level. Ability to compose written correspondence and documents using clear, concise business English with a strong attention to detail and accuracy. Ability to learn and access databases, applications and content management systems. Ability to work well under pressure and to prioritize multiple tasks to complete work within deadlines. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment.

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



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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.



The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13545
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Assistant
Department: Library - Administration Div
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2013-08-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

Provides administrative support of a complex nature for the Library Development Office.

Organizational Status

Reports to the Director of Development. Works collaboratively with faculty and staff within the Development Office and across the Library. Liaises with faculty and staff from other campus departments. Frequently communicates with the public, students, donors, contractors, vendors, institutions and community service providers.

Work Performed

1. Provides administrative support to the Director, Coordinator and Development Officer. Prioritizes and makes judgements to ensure that the needs of the Director and Library Development team are met in a timely manner. Schedules meetings and appointments, determining urgency and importance. Makes travel arrangements for the Director's attendance at meetings and conferences. Registers the Director, collects the agenda, background documentation, and other documents. Completes documentation for signature for the Director.
2. Assists with the coordination of the project work for the Development portfolio. Records action items for tracking donor meetings. Working from the Director's general direction, conveys instructions relating to task assignment and follows up on status updates of action items. Updates the Library Development team and the Director to reflect progress on action items.
3. Prepares donor remittances for the tax receipting for the Central Development Office. Responds to inquiries from central development office and other faculties on campus.
4. Prepares documentation for donor meetings at the request of the Library Development Office team.
5. Assists in coordinating donor stewardship events for the Library Development Office.
6. Prepares and distributes print and electronic correspondence. Assists with production of procedure manuals, newsletters, instruction sheets, presentations, memos, briefs, reports, and announcements; edits document drafts as requested. Assists with maintaining and adding content as advised by the Director for the Library website giving page.



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7. In support of basic research required by the Director and Library Development Office team collects data and statistics from various sources; organizes, analyzes and presents information gathered in an appropriate format including written briefing note, tables and spreadsheets.
8. Responds to both confidential and general telephone, verbal and written inquiries based on a thorough knowledge of the work of the UBC Library Development Office. Receives deliveries and visitors and donors to the Development Office.
9. Composes complex and or confidential correspondence and memoranda; compiles a variety of reports, letters and other miscellaneous documents. Responds to queries on the Director and Library Development Office team where appropriate.
10. Receives product orders. Fills product orders, prepares invoices and packages items for shipping.
11. Assists in planning various division functions and events. Makes arrangements, including coordinating schedules, reserving venues, making catering arrangements, reserving technical equipment and preparing documentation.
12. Provides administrative support to other members of the Development office by coordinating mail outs of newsletters, invitations and letters. Receives RSVP for events and functions. Assists with inventory maintenance for Vault products.
13. Maintains attendance records (vacation, sick, medical appointments and flex-time) for staff and students in the Development Office.
14. Develops and maintains the Director's and the division's office files and filing system;
15. Places and follows up on trouble calls to Plant Operations. Arranges for repairs and outside servicing of office equipment and follows up on problems.
16. Sorts and distributes incoming and outgoing mail.
17. Orders and maintains Development Office supplies.
18. Performs other related duties.

Supervision Received

Position is accountable to the Director, Library Development Office. Works independently under general supervision from the Director, Library Development Office.

Supervision Given

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

Consequence of Error/Judgement

The Library Development Office handles a large volume of complex transactions and deals with a wide range of sensitive matters. Tact, discretion and judgment are required in making decisions that would impact financial success and the image of the Library and the University.

Incumbent is required to work independently with minimal supervision. The incumbent independently organizes, prioritizes and coordinates work in order to meet the needs of the Director and Development team, The incumbent must exercise judgment, tact and initiative in dealing with confidential information and in handling matters of a non-routine nature. The incumbent represents the Development Office at UBC Library and the University and is expected to act with diplomacy, tact and courtesy. Errors in judgment



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and behaviour could have a significant negative impact on the Library's internal and external relationships

Qualifications

High School graduation and 1 year post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Knowledge of University and Library policies and procedures is desirable. Ability to perform word processing at 60 words per minute Ability to accurately create and maintain records and filing system. Ability to operate a normal range of office equipment. Ability to effectively use email, internet word processing, spreadsheet and database applications at an intermediate level (Microsoft Office preferred). Ability to learn and access databases, applications and content management systems. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively manage multiple tasks and priorities and work well under pressure to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to compose correspondence and other written materials using clear concise business English. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to work a five day work week. Will be required to work occasional evenings and weekends. Must be able to attend meetings off campus.

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Staff Job Postings

Job Posting

Job ID: 13571
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: UBC Sustainability Initiative
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2012-12-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-31 **Available Openings:** 1

Job Summary

This position performs administrative support of a complex nature requiring limited supervision to support the UBC Sustainability Initiative (USI). Duties include scheduling, correspondence, communications, travel arrangements, financial administration, data collection and meeting and event coordination. Incumbent responds to a variety of written and oral inquiries of an interpretive nature. Provides facilities and administration support to Inhabitants (currently 10 departments) and visitors of the Centre for Interactive Research on Sustainability (CIRS).

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 tgroups: a central office; Teaching and Learning; Research and Partnership; and an Operational Management Group.

Organizational Status

Reports directly to the Administration Manager. Works closely with the USI Executive Assistant. Takes direction from other USI team members.

Liaises with various departments within the University and has regular contact with staff, students, faculty members, Center for Interactive Research on Sustainability (CIRS) inhabitants, external organizations, senior officials, corporations, other universities nationally and internationally.

Work Performed

Administration:

- Acts as main point of contact and responds to building-related enquiries of a sometimes complex nature.
- Works with Administration Manager to develop and implement day-to-day office and facilities processes. Provides overall administration support for USI staff.
- Works with Administration Manager to support and develop processes for USI (including Teaching & Learning and Research and Partnership offices) programs such as the Greenest City Scholars and Modern Green internships (student appointments) and



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Sustainability Research Fellows (faculty appointments).

- Coordinates with Administration Manager to efficiently and effectively meet the administrative needs and deadlines of the department.
- Provides training and orientation to student workers on office procedures and workflow.
- Organizes the department's administrative records (paper and electronic) and maintains records so that they are accessible and held or culled according to the University's record retention schedules.
- Assists USI Projects Manager with developing processes to maintain departmental contacts spreadsheet database. Enters, edits and manipulates data and contact information within the databases spreadsheets on behalf of the department.
- Orders, organizes and keeps track of supplies for the USI office and building photocopiers.
- Coordinates the loaning out of audiovisual equipment and ensures everything is returned
- Sorts department and CIRS inhabitants mail into the appropriate trays.
- Orders catering for USI meetings.
- Assists in planning various USI workshops, meetings and special events. Makes arrangements, including coordinating schedules, reserving venues, making catering arrangements, reserving technical equipment and preparing documentation. Performs arranging and rearranging of room setup. . Receives RSVP's for events and functions.
- Performs secretarial backup support of a complex and confidential nature including vacation and sick time relief to the USI Executive Assistant (up to 8 weeks year).
- Enters trouble calls in Building Operations website for USI. Arranges for repairs and outside servicing of office equipment and follows-up upon problems.
- Handles requests for booking CIRS space in the building. Reviews cleanliness of CIRS meeting rooms.
- Makes trouble calls for custodial services as required.
- Processes building access requests (cards and keys) for USI.
- Performs other duties related to the qualifications and requirements of the job.

Finance:

- Under the direction of the Administration Manager prepares and processes various forms including student appointment forms, journal vouchers, purchase orders, requisitions, travel claims and advances, honorariums, American Express payments and cash receipts. Delivers paperwork to Financial Services when required.
- Supports the Associate Directors of USI and Teaching and Learning Office with reconciliations, appointments, expense reimbursements, and requisitions for all project grants.
- Supports the Administration Manager with the general building accounts (leases, printing, equipment, supplies, and rentals). This will involve determining service levels and charging costs back to building occupants, depending upon their usage, on a regular basis.
- Performs other related duties and responsibilities as required.

Supervision Received

Reports to the Administration Manager. Works closely with other USI team members. Works independently and prioritizes own work load. Uses initiative, interpretation and ingenuity to identify potential or actual problems and investigates causes and resolves problems.

Supervision Given

May explain work procedures to new staff, temporary staff and students.

Consequence of Error/Judgement

Errors may impact the credibility and reputation of both the USI and the University. The incumbent is required to exercise judgment and initiative in handling matters of a non-routine nature. Incorrect decisions would result in delay of office output, and possible injury to the USI and University's reputation.



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Staff Job Postings

Qualifications

High School graduation and 1 year post-secondary education. Training in secretarial practices and office procedures preferred. 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Ability to exercise sound judgment. Ability to work independently with minimal supervision, follow directions and work within a team environment. Ability to gather, record, and organize information. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to efficiently and effectively coordinate tasks. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively use Outlook and Excel at an intermediate to advanced level. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to take and transcribe accurate meeting minutes. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Lifting and moving of chairs, tables, furniture, and other equipment as required.

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Staff Job Postings

Job Posting

Job ID:	13577		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 3 (Gr6)	Business Title:	Administrative Assistant, Dean's Office
Department:	Medicine - Dean's Office		
Salary:	\$39,168.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-20	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-01	Available Openings:	1

Job Summary

Provides administrative support to the Dean of Medicine Vice Provost Health (Dean) and the Special Advisor, Government Relations as well as provides general reception and information to visitors arriving on the 11th floor of the Gordon and Leslie Diamond Health Care Centre (Diamond).

This position requires thorough knowledge of the activities of the Dean and the Faculty of Medicine, diplomatic persuasiveness, tact, discretion, good judgment, initiative, and the ability to work independently and cooperatively. Consistent with the Faculty's Professional Standards document, the Faculty is committed to the highest level of professionalism in all interactions whether they are emails, letters, or in-person.

The Faculty of Medicine currently has approximately 700 full-time faculty and 5,000 clinical faculty members appointed in nineteen Departments, two Schools, and 16 Research Centres and Institutes. The Faculty is geographically dispersed, with faculty and staff at the major teaching hospitals and other locations throughout BC.

The Faculty of Medicine, Dean's Office has two main locations - the 3rd floor of the Instructional Resources Building (IRC) on UBC's Point Grey campus and the 11th floor of Gordon and Leslie Diamond Health Care Centre (DHCC). The incumbent will be based out of Diamond and may be required to work out of the IRC location from time to time.

Organizational Status

Receives work assignments from the Dean, the Special Advisor, the Dean's Executive Coordinator and the Dean's Executive Assistant. This position reports to the Dean's Executive Coordinator.

Liaises with the Faculty's Departments, Schools and Centres; other Dean's Office Executive portfolio's and Dean's Office staff; Financial Services, Legal Counsel, Faculty Relations, and President's Office; as well as the BC Health Authorities and other external agencies.

Work Performed

Assists the Executive Assistant in coordinating the Dean's appointments for his time at the Diamond site including screening, prioritizing, and obtaining the background information on requests for meetings, confirming upcoming meetings, assembling meeting materials, setting-up the meeting room and greeting people as they arrive on the floor. The Dean's calendar is very complex and as a consequence, the Administrative Assistant uses tact and discretion at all times when arranging appointments and maintains regular communication with the Dean to ensure the calendar is up to date and that he is aware of all items.



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Staff Job Postings

Provides general reception and information to visitors arriving on the 11th floor of the Diamond Health Care Centre. The incumbent is expected to provide a variety of routine and general information to visitors, students, faculty and staff in a polite, professional and friendly manner.

Arranges the meeting logistics for a variety of meetings. This may include scheduling attendees, booking meeting rooms, arranging for video conferencing, ordering catering, preparing agendas and other materials for distribution, taking minutes, and tracking action items. These meetings include:

- Joint Advisory Council meetings with the six Health Authorities
- Post Graduate Planning Task Force meetings with the Ministry of Health Services
- Monthly Clinical Academic Learning Innovation Framework meetings
- Annual Performance Reviews with each member of the Dean's Executive Team
- Annual Mutual Assessment Meetings with each Department Head and School Director
- Other ad hoc meetings as required

Coordinates the Special Advisor's appointments for her time including responding to meeting requests, scheduling and arranging logistics for meetings, and confirming upcoming appointments.

Assists the Special Advisor with a variety of administrative tasks including editing and formatting documents, monitoring phones, processing expenses, managing the filing systems of both hard copy files and electronic documents on a SharePoint intranet site, etc.

Using clear and concise business English, prepares, in final format, a variety of documents and correspondence, many of which are sensitive and confidential, from handwritten materials, brief oral instruction, dictations and emails.

Assists Faculty Affairs members with meeting logistics at the Diamond site such as Departmental Reviews, Senior Leadership Search Committees, etc., as required.

Assists the Executive Assistant in arranging travel for the Dean and Special Advisor including airline, hotel, visas, ground transportation, and reimbursement of expenses, as required.

Prepares and verifies a variety of forms which require the signature of the Dean and Special Advisor as required.

Handles requests for information and data for specific projects, and tracks through to completion.

Creates and maintains databases and directories.

Orders subscriptions and memberships.

Maintains accounts and passwords.

Orders stationary and office supplies.

Acts as a back-up for the Dean's Executive Assistant where required.

Reception relief as required at the IRC.

Performs other related tasks as required.

Supervision Received

The Administrative Assistant, Dean's Office will work closely with the Dean, the Special Advisor, the Dean's Executive Coordinator and the Dean's Executive Assistant as well as the Faculty Affairs team. This position reports to the Dean's Executive Coordinator.



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Performs familiar duties independently and in accordance with established procedures.

Supervision Given

May supervise work study students or temporary staff.

Consequence of Error/Judgement

The incumbent must be able to work independently and within a team and exercise considerable judgment on a daily basis. Ability to communicate tactfully, sensitively, and to be highly responsive and flexible. Errors in performance of the above-related duties could have a significant impact on the effectiveness, image, and reputation of the Faculty of Medicine.

Qualifications

High School graduation and 1 year post-secondary education. Training in administrative secretarial skills and office procedures and practices. 4 years related experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Ability to gather, record and organize information. Ability to type 60 wpm and operate a normal range of office equipment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to be thorough, accurate and have a high level of attention to detail. Ability to compose correspondence, reports, presentations and other written materials using clear, concise business English. Ability to transcribe accurate meeting minutes. Ability to accurately maintain appointment calendars and schedule appropriate appointments. Ability to exercise diplomacy, tact and discretion. Ability to exercise sound judgment. Ability to effectively use at an intermediate level; Outlook, Word, Excel & SharePoint. Ability to work in a team environment. Ability to work independently with minimal supervision. Ability to politely screen calls and direct as appropriate.

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Staff Job Postings

Job Posting

Job ID:	13565		
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:	Part-Time (30%)		
Desired Start Date:	2012-07-23		
Job End Date:	2013-06-30	Possibility of Extension:	Yes
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-07-31	Available Openings:	1

Job Summary

The Administrative Assistant will be responsible for providing support to the Director of the Health Care of the Elderly Enhanced Skills Program (RIII).

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

Organizational Status

The Administrative Assistant will report directly to the Director of the Health Care of the Elderly Enhanced Skills Program (RIII).

Work Performed

Primary administrative support to RIII Director

Answer general RIII enquiries and direct enquiries to Director and PGE committees

Ensure proper documentation of acceptance and approval by committee

Contacts program directors program assistants at rotation specific sites to arrange rotations (3 mandatory & elective sites)

Provides support by maintaining and coordinating the RIII complexed schedule

Provides support by coordinating non-routine elective rotations at local hospital and clinics

Acts as the primary contact person for preceptors and residents

Arranges preceptors for mandatory and elective sites

Coordinates and communicates schedule with RIII

Deals with issues arising from scheduling problems and conflicts

Coordinates and gathers site evaluations of the RIII

Prepares meeting agendas, records and circulates meeting minutes for PGE meetings

Ensures proper documentation is collected for completion of training according to accreditation standards

Answer questions regarding Office of Research Services, UBC

Assist in reviewing and editing the application process for behavioral ethics application for RIII research projects

Assist in creating letters of intent, initial contact, and other appropriate documents for research study according to the Office of Research Services, UBC.

Performs other related duties as required



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Supervision Received

Works under general direction of the Director of the Health Care of the Elderly Enhanced Skills Program (RIII).

Supervision Given

N A.

Consequence of Error/Judgement

Errors or incorrect decisions could compromise the collegial relationships with partners and or participants, result in delays in completing projects, and potentially impact the credibility of the Department. 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.

Qualifications

High School graduation and 1 year post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to perform word processing at 60 words per minute. Ability to effectively manage multiple tasks and priorities. Ability to effectively use MS Outlook and Office including Word, Excel and Powerpoint at an intermediate level.

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Staff Job Postings

Job Posting

Job ID:	13595		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 4 (Gr7)	Business Title:	Administrative Support 4, Campaign Planning
Department:	Development Office		
Salary:	\$40,440.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-27	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-02	Available Openings:	1

Job Summary

Provides complex confidential secretarial and administrative support to Campaign Planning and operation and implementation activities and will directly support the Associate VP Development, Executive Director of Development, Executive Director of Campaign Planning and Director of Planning. The incumbent demonstrates initiative, tact, discretion and acts independently using good judgment in dealing directly with faculty, staff, donors, volunteers and alumni. Prioritizes daily workload to meet deadlines for ongoing tasks projects or events.

Organizational Status

Reports to Executive Director of Campaign Planning.

Work Performed

- Provides complex confidential secretarial administrative support to the Associate VP Development, Executive Director of Development, Executive Director of Campaign Planning and Director of Planning;
- Pulls data and performs complex analysis of the University central database categorizing donors for invitation lists for high profile events;
- Distributes the invite lists for feedback and brokers modifications to lists based on diverse and conflicting feedback in consultation with the Stewardship and Events Unit;
- Ensures and maintains the quality and timeliness of donor alumni information on the University's central database, LINKS and Blackbaud, and for generating reports to create various lists as well as entering POINTS as required;
- Pulls and performs complex analysis of the University central database to create weekly fundraising reports used for strategic planning purposes;
- Edits and corrects correspondence including complex letters and reports to ensure a high standard of accuracy is maintained by the unit;
- Responds to both written and oral enquiries of a sensitive and confidential nature;
- Compiles and prepares agendas, takes minutes, schedules meetings for staff; maintains meeting schedule; and coordinates activities of the unit;
- Composes departmental correspondence to meet the needs of the unit;
- Prepares and formats presentation materials for Board of Governors meetings using PowerPoint software;
- Develops and maintains a system to acquire and file materials, such as publications, annual reports, etc., from internal and



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external sources;

- Processes all expense claims;
- Provides training for temporary staff;
- Makes catering arrangements as required;
- Provides reception relief as required;
- Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Works under the day to day supervision of the Executive Director of Campaign Planning.

Supervision Given

None.

Consequence of Error/Judgement

Exercises initiative, tact and judgement in handling matters of a routine and non-routine nature. Works with conflicting demands and determines priorities. Must respect confidentiality of information handled (i.e. personal financial information of donors) and anonymity of anonymous donors. There could be embarrassment to the University if the incumbent does not deal tactfully with the volunteers and the business community. This in turn could affect the level of donation by the person or company to the University. Damage to the department's campus reputation may occur if the incumbent does not deal tactfully with other campus departments.

Qualifications

High School graduation and two year post-secondary diploma. High school graduation, plus a two year post-secondary diploma, plus four years of related experience or an equivalent combination of education and experience. 4 years related experience or the equivalent combination of education and experience. A minimum of four years related office experience, or three years relevant UBC experience. Computer experience required (Word, Excel, PowerPoint, Outlook, and LINKS preferred) at an intermediate to advanced level. Ability to communicate effectively and tactfully with faculty, staff, the general public, and the business community. Must be able to deal with corporate executive secretaries with the highest tact and discretion. Effective oral and written communication, interpersonal, public relations and organizational skills with a strong attention to detail. Ability to compose and edit correspondence, reports and presentations using clear, concise business English as well as the ability to check correspondence for accuracy is critical. Ability to handle material of a highly confidential and sensitive nature in an appropriate manner using good judgement in dealing with faculty, staff, volunteers and donors. The incumbent demonstrates initiative and acts independently while planning and completing work assignments without ongoing direction to meet departmental requirements. Ability to multi-task, prioritize under pressure while meeting deadlines. Strong computer skills including thorough knowledge of MS Excel, Word and merges is required. Also Powerpoint and data base systems. Ability to take and transcribe minutes. Ability to work effectively independently and in a team environment. Knowledge of the fundraising alumni relations field would be an asset.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13594		
Location:	Vancouver - Hospital Site		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 4 (Gr8)	Business Title:	Administrative Support 4 (Gr8)
Department:	Surgery		
Salary:	\$41,736.00 (Annual)		
Full/Part Time:	Part-Time (50%)		
Desired Start Date:	2012-08-20	Ongoing:	Yes
Job End Date:			
Funding Type:	Grant Funded		
Other:			
Date Closed:	2012-08-02	Available Openings:	1

Job Summary

The Department of Surgery's Research Administrative Assistant identifies and facilitates acquisition of research grants and establishment of collaborations that will foster the Department's advancement of knowledge and innovations in health care for the Centre for Surgical Research ("Research Centre"), provides administrative support for the Canadian Institute of Health Research (CIHR) Transplantation Training Program ("Tx Program") program by organizing the yearly schedule of academic activities, and supports the delivery of the Department's Masters of Surgery program.

Organizational Status

The Research Administrative Assistant reports on a day-to-day basis to the Research Centre's Co-Directors and the Transplant Program co-Directors as appropriate. The Department's Director of Administration provides overall management of, and direction to, this position regarding work performance. The Research Administrative Assistant is liaison between the central CIHR program administrator and the Faculty of Graduate studies as needed and also interacts and collaborates with the University's faculty, staff, and students.

Work Performed

WORK PERFORMED

For the Centre for Surgical Research

1. In tandem with UBC's VP Research Office, UBC's Office of Research Services, and the Faculty of Medicine's Research office, assists Department's members in obtaining information related to current and potential funding opportunities, administration of their research applications and ethics approvals.
2. Assists MSc course director with administration of MSc in Surgery courses. Provides information to prospective MSc Surgery students related to application requirements. Assists with surveys and evaluations to gather feedback from students on various aspects of the programs; summarizes information and reports back to the team.
3. Assists with the planning, scheduling, organization, conduct, and reporting of presentations, seminars, the annual W.B. & M.H.



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Chung Lectureship, and other events which the Research Centre conducts.

4. Coordinates preparation and delivery of reports and other communications to internal and external communities concerning the Department's research endeavors.

For the Canadian Institute of Health Research (CIHR) Transplantation Training Program ("Tx Program")

1. Provides support in organizing the academic activities of the program. Activities include weekly lectures from September to May. An annual research day and an annual Ethics Forum in December. Support includes: booking rooms, confirming lecturers and ordering catering.

2. Organizes the annual Tx Program trainee scholarship program. This includes: sending out the call for applications, receiving the applications, and organizing the applications into a CD to provide to the Trainee selection committee. Once the trainees are selected, the Research Administrative Assistant will contact applicants with the competition results.

3. Liaises with UBC academic departments to set up the appointment and salaries of the selected trainees.

4. Provides support for the academic curriculum. This includes: ensuring students are registered in the required SURG 548 course, uploading grades to the online grades system, and scheduling the visits to the Transplant clinics and operating room for the trainees.

5. Coordinates preparation and delivery of reports and other communications to internal and external communities concerning the Tx program research and academic endeavors.

Miscellaneous

1. Assists with monthly webcasts of Department of Surgery Grand Rounds.

2. Provides up-to-date Research content for Departmental websites and databases.

3. Performs other responsibilities, as required.

Supervision Received

The Research Administrative Assistant works independently and reports to the Research Centre's Co-Directors and Transplant Program's Co-Directors in determining, planning and completing activities to further the Research Centre's and Transplant Program objectives. The Department's Director of Administration provides overall management of, and direction to, this position in accountability for work performance.

Supervision Given

None

Consequence of Error/Judgement

Errors in judgment and in timeliness and completion of service delivery may adversely affect the funding, reliability, credibility, and continuity of the Department's research activities and graduate programs and Transplant program's educational goals, may compromise the trajectory of students' academic pursuits, and may diminish the reputation of the Department and University. Breaches of confidentiality and security may result in serious clinical and academic consequences.

Qualifications



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Staff Job Postings

High School graduation and two year post-secondary diploma. Undergraduate degree in a relevant discipline is preferred. 4 years related experience or the equivalent combination of education and experience. At least 4 years' experience in administering research and education programs. Demonstrated knowledge and experience in successful research grant applications, facilitation and administration in non-profit or academic sectors. Ability to initiate and conduct research projects. Ability to work effectively independently and in a team environment. Ability to prepare effective grant applications. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively in writing. Ability to develop and deliver effective presentations and workshops. Ability to exercise tact and discretion. Ability to effectively use computer applications (e.g., Outlook, MS Word, MS Excel). Ability to work a flexible schedule and occasionally additional hours during evenings and early mornings, as required. Demonstrated knowledge and experience in successful research grant applications, facilitation and administration in non-profit or academic sectors.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13461		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Financial		
Classification Title:	Financial Proc. Spec 3 (Gr4)	Business Title:	Financial Proc. Spec 3 (Gr4)
Department:	Pacific Educational Press		
Salary:	\$37,308.00 (Annual)		
Full/Part Time:	Part-Time (60%)		
Desired Start Date:	2012-08-13		
Job End Date:	2013-08-12	Possibility of Extension:	Yes
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-07-30	Available Openings:	1

Job Summary

Provides support to the Business Manager in a variety of moderately complex financial and clerical tasks. Major tasks include distributor register reconciliations, ledger account reconciliations, accounts payable and receivable, creation of sales and expense summaries.

Organizational Status

The financial assistant reports directly to the departmental business manager, who will set priorities, assign specific tasks, and review performance. The financial assistant will not supervise other staff, but will communicate with external clients, suppliers, Faculty of Education staff and UBC financial services.

Work Performed

- Preparation and processing of journal vouchers, purchase orders and requisitions ensuring accuracy and adequate backup
- Reviews and reconciles distributor registers and resolve discrepancies
- Prepare monthly summary of distributor's account receivable payments & deposits
- Posting of departmental revenue and expense data onto internal financial spreadsheets and internal accounting system
- Collect and organize data to generate project sales and expense reports
- Extracts and analyze data and reports from distributor's systems
- Reconciliation of FMS monthly expenses with departmental records
- Extraction and analyze of accounting data for internal and external audit verification
- Performs calculation of sales commissions payable
- Maintain in house sales transaction report
- Investigates and solves journal voucher and ledger entry anomalies
- Review and processing of travel reimbursements and requisition submissions
- Preparation of annual and semi-annual royalty statements; reviews data for correctness; responsible for data collection and updates
- Monitor distribution; prepares summary inventory reports
- Liaise with Education central accounting regarding outstanding requisitions
- Initiates collection of outstanding accounts and follow up to resolve issues
- Prepare monthly house accounts receivable reports



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Staff Job Postings

- Prepare bank deposits and processes credit card transactions on CBM and perform monthly reconciliations
- Create forms, invoices and packing slips
- Sorts and distributes incoming mail, courier deliveries
- Monitor stationery supply and place orders
- Answers telephone, email and in person general enquiries
- Filing and maintaining financial documents, hard and e-copies
- Performs day to day accounting functions ensuring transactions are processed accurately and in a timely manner within specific deadlines.

Supervision Received

Receives initial instruction on new responsibilities from the business manager. The incumbent is expected to be able to take initiative and problem solve, apply discretion to determine the course of action.

Supervision Given

None.

Consequence of Error/Judgement

Works within well established guidelines and procedures, but is expected to exercise initiative and judgment in choosing which methods to use in any given situation, establishing priorities and carrying tasks through to completion. Poor performance such as lack of discretion, omissions, delays and negligence will contribute to the inefficient operation and deterioration in the financial management of the department.

Qualifications

High School graduation and Completion of one year post secondary education in a related field. 3 years of relevant accounting experience or an equivalent combination of education and related experience. 3 years of related experience or the equivalent combination of education and experience. Excellent organization skills and an ability to work effectively under pressure. Demonstrated ability in performing detailed reconciliations and competent understanding of accounting principles required. Proficiency in spreadsheet, database, accounting and word processing applications (e.g. Outlook, MS Word, MS Excel) Ability to exercise tact and discretion when dealing with customers, authors and suppliers. Ability to work effectively independently. Ability to maintain accuracy, thoroughness, dependability and to recognize urgency and set appropriate priorities. Knowledge of FMS an asset.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13579		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Financial		
Classification Title:	Financial Proc. Spec 5 (Gr7)	Business Title:	Financial Proc. Spec 5 (Gr7)
Department:	Ctr for HighThroughput Biology		
Salary:	\$40,440.00 (Annual)		
Full/Part Time:	Part-Time (60%)		
Desired Start Date:	2012-08-20		
Job End Date:	2013-08-19	Possibility of Extension:	Yes
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-01	Available Openings:	1

Job Summary

The Financial Processing Specialist 5 is responsible for performing administrative and clerical duties of a complex nature to provide accounting support to the Centre for High-Throughput Biology (CHiBi) and the Administrative Manager. Roughly 30% of the role involves administrative and receptionist duties.

Organizational Status

Reports to the Administrative Manager.

Work Performed

70% Financial

Responsible for data input and online processing of detailed payment, expense requests and transfers via FMIS (Financial Management Information System software). Prepare and process reimbursement cheques to individuals and vendors. (FMS Certification required). Ensure funding agency guidelines regarding expenditures are adhered to.

Monitors, reconciles, and investigates errors and exceptions in large, complex accounts, such as payroll, GST, and credit cards.

Assists with University year-end financial statement preparation by performing duties such as year-end accruals.

Tracks actual results against established budgets, reconciles transactions, and follows up on variances.

Maintains files of all financial transaction documents and supporting material for audit and reference purposes.

Maintains and reconciles the Centre's main operating account on a monthly basis using FMIS and monthly ledgers.

Responsible for maintaining and correcting financial records and transactions for department research grants and contracts.

Checks, investigates and resolves queries and errors independently or interacts directly with faculty members involved.



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Staff Job Postings

Provides advice to faculty and associated staff regarding UBC policies and procedures.

Prepares and processes bank deposits.

Responsible for reconciliation of personal P-Card.

Works with the Administrative Manager to identify and implement finance policies that have an impact on the operation of the main office.

Trains faculty and staff to facilitate understanding of existing financial and accounting procedures, policies and systems as required. Works closely with faculty members and staff on the final resolution of account deficits and closures.

Organization of retreats, seminars and other communal activities. Arrange a weekly Coffee Hour.

Key Operator for the Centre's photocopier machines. Maintains supplies, generates reports from photocopiers on a bi-annual basis and processes charges to users.

Provide financial oversight of the PCF facility.

30% Other Duties

Responds to departmental written and oral inquiries as required; processes incoming and outgoing mail and faxes, responsible for room and AV bookings within the department and the ordering of general supplies.

Maintains an updated Centre directory and email lists.

Issues keys to Centre personnel.

Provide occasional administrative support to the Genome Science + Technology graduate program.

Assists faculty members with grant application processes and CV updates as needed.

Perform other duties related to the qualifications and requirements of the job as assigned.

Supervision Received

Works independently with minimal supervision from the Administrative Manager. Able to take initiative, problem solve, determine course of action and then follow through independently.

Supervision Given

Formally trains new staff on financial policies and procedures.

Consequence of Error/Judgement

This position is responsible for ensuring all financial information entered into FMS PeopleSoft is accurate, appropriate and substantiated by back-up. Information and recommendations must be accurate and provided in a respectful, timely and supportive way. Delayed service or payment results in poor public relations and potential loss of credit with vendors. Failure to apply policy and procedures at all levels could cause serious problems for department administration.

Qualifications



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Staff Job Postings

High School graduation and CGA CMA Level 2 or Payroll CPA Level 1. Advanced training in office procedures and practices. Knowledge of University's accounting systems, purchasing and travel policies and procedures. Computer knowledge required (Word, Excel, FMS, and Internet Explorer and Firefox preferred). Accounting background and or experience in financial sector preferred. 4 years related experience or the equivalent combination of education and experience. Knowledge of University budget procedures, financial policies and guidelines preferred. Ability to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database and Internet applications at an intermediate level. Ability to maintain accuracy and attention to detail. Must be able to efficiently and effectively coordinate tasks, and prioritize work to meet deadlines. Ability to work effectively independently and in a team environment; Accurately process requisitions for vendor payments within required timeline; Accurately prepare bank deposits; analyze and reconcile accounts and financial statements and effectively perform accounts payable and accounts receivable related duties. Effective oral and written communication, interpersonal and organizational skills. Ability to exercise tact and discretion. Completion of 1-2 years of an accredited accounting program certification is a definite asset. UBC FMS certification for on-line processing is required.

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Staff Job Postings

Job Posting

Job ID:	13616		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Financial		
Classification Title:	Senior Financial Spec 1a (Gr8)	Business Title:	Finance Officer
Department:	Research and Trust Accounting		
Salary:	\$41,736.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-13	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-03	Available Openings:	1

Job Summary

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

Organizational Status

Reports to the Team Leader.

Work Performed

1. Oversees own portfolio of contract and grant accounts for sponsored research and specific purpose trust funds. Portfolio includes complex PGs. Works independently with no direct supervision.

Tasks include:

- Interpreting Agency's guidelines and University policies to ensure that the administration and the use of the funds are in compliance;
- Preparing invoices and financial statements to sponsor agencies according to terms & conditions of Agency & University policies & procedures;
- Preparing complex reconciliation of PGs, reviewing & maintaining budgets, initiating and following up on collection of funds due to the University, inactivating PGs, and monitoring deposit of funds;
- Reviewing Requisitions for payments to advance funds to collaborating institutions to ensure the appropriateness of transfer and that procedures are adhered to;
- Reviewing Requisitions for Payments & journal vouchers as requested, exercising judgment in determining appropriateness of transaction in relation to University policy and Agency terms and conditions.
- Reviewing PG set-up and budget set-up initiated from Research Services
- Identifying and reviewing cash receipts to ensure correct allocation of funds to the appropriate PG account
- Assist in over expenditure monitoring of PG accounts
- Advises and provides authoritative advice to Faculty, Department Administrators, and Department Heads regarding: Financial information pertaining to their research PG's; granting agency policies and contract terms; University policies and procedures;



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Staff Job Postings

- Communicate with Research Services, Industry Liaison, Faculty, and administrative personnel.
- Answers non routine enquiries concerning research and trust PGs.
- 2. Train new staff, provide training to departmental administrators and participate in Faculty visits.
- 3. Assist internal and external auditors as required.
- 4. Function as a trainer in the Finance training program by providing training for faculty and staff at UBC and participate in site visits as needed. Conduct Finance Training workshops.
- 5. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

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

Supervision Given

N A

Consequence of Error/Judgement

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

Qualifications

High School graduation and CGA CMA Level 3. post-secondary education and enrolment in a 3rd or 4th year professional accounting program. 4 years related experience or the equivalent combination of education and experience. Experience and demonstrated ability in performing complex and detailed reconciliations is required. Experience in a complex operational accounting environment is required. Proficient understanding of accounting principles. Good organizational skills and an ability to work effectively under pressure. High degree of analytical accuracy, thoroughness, and dependability. Excellent communication skills and assertiveness skills. Must be able to multi-task and set appropriate priorities. Competent with the use of Word, Excel and database software. Functional knowledge of MS Access. Ability to create or modify Access database structure is an asset. Knowledge of FMS required.

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Staff Job Postings

Job Posting

Job ID:	13563		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Grad Student Support		
Classification Title:	Grad Student Support 2 (Gr6)	Business Title:	Grad Student Support 2 (Gr6)
Department:	Sociology		
Salary:	\$39,168.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-07-31	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-07-30	Available Openings:	1

Job Summary

Advanced senior level of secretarial assistance where, in addition to secretarial duties, the incumbent is expected to organize and complete administrative tasks related to graduate and undergraduate students, graduate and undergraduate programs in sociology and departmental graduate and undergraduate committees, requiring a thorough knowledge of office routines, department functions and University policies and procedures. The nature of the work requires independent action under direction of Committee Chairs, judgment when referencing departmental and University policies and procedures, (responsible leadership and clear liaison role relative to awards, programs and admissions).

Organizational Status

Relevant to tasks, reports to the Department Head, Graduate and Undergraduate Committee Chairs and Administrative Assistant.

Work Performed

Responsible for providing assistance to Committee Chairs, Faculty, graduate and undergraduate students in the administration of the two programs by providing information, interpretation of policies and procedures and giving advice on protocols and interpretation, how to interpret reasons for decision, consequences and alternatives related to policies and protocols.

Acts as a pro-active resource person for Committee Chairs and Committee members, Faculty and students, regularly informing Committee Chairs and members of upcoming deadlines and developments regarding policies.

Acts as key individual for collection and distribution of incoming and outgoing documents including applications, letters to all applicants, appointment forms and student records. Acts as liaison to direct graduate and undergraduate students to appropriate individuals and university and department resources. Keeps records on graduate and undergraduate major minor honor students, some filtering to other appropriate departments and processes applications and follows up on missing documents.

Assembles dossiers for assessment by the Graduate and Undergraduate Committees. Provides information on status of applications to Graduate Committees as required. Advises applicants and Faculty of Graduate Studies of the Committee's decisions. Acts as source of information to graduate applicants by telephone and in-person and answers e-mail inquiries about the Graduate Program and on academic matters and financial assistance; mails out applications packages upon request. Acts as source of information to undergraduate Majors Minors Honors by telephone, advising and guidance in-person and e-mail.



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Staff Job Postings

Organizes and maintains files for past and current graduate and undergraduate students.

Informs committee members and posts notices relevant to graduate and undergraduate program including information on awards, employment, graduate schools, collects Directed Readings course outlines, maintains files of current Directed Readings courses, etc

Interacts and liaises with the Faculty of Graduate Studies, Arts Advising, the Registrar's office, departmental graduate and undergraduate Committees and other departments.

Works closely with the Graduate and Undergraduate Committee Chairs and members of the Graduate and Undergraduate Committees, provides assistance, compiles and prepares agendas, arranges and attends meetings, takes, transcribes and edits minutes.

Must thoroughly understand the eligibility criteria and application process of Awards, especially UGF and SSHRC so that students can rely on the Graduate Undergraduate Secretary as a resource in assisting qualified students to apply well in advance of deadlines.

Collects statistics on graduate and undergraduate program for transmission to outside agencies, university and department committees as required. Creates and maintains a large spread sheet database of comprehensive graduate student information (past and present); manipulating data to produce analyses and reports such as UBC SSHRC information, contact information, TA applications, admission information, end date information, awards held, evaluation results as required, lists of undergraduate majors minors honors, make up exams, outstanding grades. Maintains current information and informs Chairs and committee members of information sent out by Faculty of Arts and Faculty of Graduate Studies and Arts Advising in regard to Graduate and Undergraduate Programs and liaison contacts in the Faculty of Graduate Studies as well as across campus.

Development of online forms and integrated information management system on an ongoing basis. Monitors processes and revises in consultation with Graduate and Undergraduate Committee Chairs in order to streamline.

Prepares forms and appropriate back-up material for University Graduate Fellowship nominations and other graduate and undergraduate awards. Compiles data for the Graduate and Undergraduate Committees in the adjudication of graduate and undergraduate scholarships fellowships and prepares documents forms included in nomination packages.

Prepares a summary of Graduate and Undergraduate Awards for publication in the Departmental Newsletter.

Prepares and keeps records of student appointment forms and offer letters to TA's. Assists in assignment of offices for TA's.

Prepares letters of offer and assignment and appointment notices for teaching and research assistants.

Maintains up to date records of academic committee memberships for graduate and undergraduate students and informs committee members when specific reports on students are due. Arranges scheduling of departmental MA and Ph.D. examinations. Co-ordinates final Ph.D. examinations with the Faculty of Graduate studies and Chair of Advisory Committees. Announces results of completed MA and Ph.D. defense meetings.

Updates Graduate and Undergraduate Program information in consultation with the Graduate and Undergraduate Committee Chairs by collecting information and regularly updating the web-based version of the "Guide to Graduate Studies", "Invitation to Graduate Studies" and Undergraduate Summer and Winter course information guides.

Maintains graduate and undergraduate web pages, check links, update materials regularly and in a timely fashion as this is the primary source of all Departmental information. Ensure that interface is very organized and as simple for users as possible.

Keeps application materials, brochures, and scholarship information.

Compiles and keeps up to date Sociology Graduate Student Directory and Sociology Undergraduate Majors Minors Honors. Compiles graduate and undergraduate course descriptions.

Prepares departmental newsletter on a regular basis both in paper and web versions.

Performs various duties associated with Graduate and Undergraduate Programs, including registering graduate students using in



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appropriate courses using SIS and or FSC and collecting and entering report of grades on FSC; registering undergraduate students in Directed Readings courses and processes undergraduate add drop forms. Acting as resource person for the graduate and undergraduate program by clarifying department and University policies and procedures; planning and coordinating the orientation program for new students.

Organizes binding of student theses; maintains records of departmental theses and Ph.D. comprehensive examinations. Maintains, conserves, adds and protects a library of theses.

Responsible for updating information on electronic application form for graduate studies and Up-to-date database on applicants status. Tracks the number of applications received on a regular basis.

Must maintain cordial relations and excellent professional working relationships with Committee chairs, Committee members, Graduate Students, Undergraduate Students, other Departments and Faculties, etc.

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

Supervision Received

Works under limited supervision and direction of Committee Chairs and Administrative Assistant. Reports to Committee Chairs and Administrative Assistant.

Supervision Given

None.

Consequence of Error/Judgement

Errors made can have serious impact on both potential and current graduate students and on the department's reputation and ability to attract students and funding.

Qualifications

High School graduation and two year post-secondary diploma. Business training in office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. Four year's office experience or three years' relevant UBC experience. Ability to maintain accuracy and attention to detail Ability to work effectively independently and in a team environment, Ability to work effectively and take initiative, with minimal supervision Ability to perform word processing at 60 words per minute Ability to exercise tact and discretion Ability to exercise sound judgment Ability to communicate effectively verbally and in writing

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Staff Job Postings

Job Posting

Job ID:	13608		
Location:	Vancouver - Hospital Site		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Program Assist		
Classification Title:	Program Assistant 2 (Gr5)	Business Title:	Program Assistant 2 (Gr5)
Department:	Medicine Department		
Salary:	\$37,956.00 (Annual)		
Full/Part Time:	Part-Time (60%)		
Desired Start Date:	2012-09-01		
Job End Date:	2013-08-31	Possibility of Extension:	Yes
Funding Type:	Grant Funded		
Other:			
Date Closed:	2012-08-03	Available Openings:	1

Working Hours Conditions:

The office is located on the 10th floor, Gordon & Leslie Diamond Health Care Centre, 2775 Laurel Street, Vancouver, BC. This position requires flexible working hours (e.g., ability to attend evening meetings and early morning late afternoon examinations) on a 4 day per week schedule normally composed of 3 days per week from 8:30am to 2:30pm and one day per week from 8:30 am to 3:30 pm.

Job Summary

The Program Assistant is responsible for the day-to-day administrative and operational running of the UBC Department of Medicine Undergraduate Education Program Ambulatory Component at Vancouver Acute. This position requires a broad and extensive knowledge of University policies, the medical school's curriculum, operation of the Clinical Teaching Unit (CTU) at the associated hospital site and out-patient clinics. This position ensures that all phases of the Ambulatory Component match or exceed faculty and national accreditation standards. The main functions include organizing logistics of orientation sessions, locating and confirming clinic availability with faculty and scheduling of students to available out-patient clinics. It also includes scheduling teaching sessions and student assessment meetings. The tasks include planning, recruiting, implementing, tracking, monitoring and evaluating the Ambulatory Component with a view to developing and streamlining processes.

This position's activities are conducted on behalf of the clinical clerkship rotation in the Third Year Undergraduate Education Program. This new position (part of a program pilot approved until August 31, 2013) is proposed to meet the challenge of delivery of the ambulatory component to 70+ students assigned to Vancouver General Hospital (VGH). The UBC Department of Medicine Third Year Clinical Clerkship has traditionally been in-patient rotations on a Clinical Teaching Unit (CTU). This initiative was proposed by Dr. Grant Stiver and Dr. Jim Busser, of the Undergraduate Education Program. Initiating, developing and coordinating the ambulatory component at Vancouver Acute will have the advantage of expanding and aligning accreditation standards and the spectrum of clinical problems managed by students. This is a two-week ambulatory experience within the eight-week third year clinical clerkship rotation.

This position has the primary responsibility for program coordination of the Ambulatory Component at Vancouver Acute by compiling information necessary for the development of timetables, schedules and materials and any other planning and collaboration of teaching activities in the ambulatory component. As timetables for the ambulatory component are generated by this position, the incumbent is in constant liaison with Program Directors, Discipline Site Specific Leaders (DSSLs), Program Administrators Assistants in Vancouver Acute, Vancouver Acute hospital administrators, clinic attendings, patient service managers, and clinical nurse leaders to ensure schedules and educational materials are prepared and distributed appropriately so students and teachers are supported as



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well as to ensure there are no time conflicts. This position coordinates all orientation materials for students and is responsible for reviewing the student assessments for the ambulatory component at Vancouver Acute. This data will be provided on one spreadsheet available for review by the Department of Medicine Undergraduate Education Committee (which meets monthly) and the Years 3 & 4 Student Promotions Committee (which meets six times each year). This position will provide timely and accurate data and information for management to make strategic and operational decisions. The Program Assistant handles student enquiries of a non-routine and routine nature. With respect to non-routine matters, interprets guidelines, policies and procedures in determining how the matter should be handled, and what type of action should be taken; or refers the matter to the appropriate person. Use of knowledge, discretion, tact, and judgment when dealing with students' requests and concerns as well as faculty recruitment. The position plays a key role in ensuring the smooth delivery of expanding undergraduate education programs at Vancouver Acute.

Organizational Status

Reports directly to the Program Manager, Ambulatory Clinic Mentor(s) and Directors of the UBC Department of Medicine Undergraduate Education Program.

Work Performed

1. Organizes and coordinates UBC Department of Medicine Undergraduate Education ambulatory component and its curriculum at Vancouver Acute. Provides analysis and suggestions when monitoring and evaluating this component. Keep statistics for planning processes. Provides projections, forecasts, and analysis of teaching assignments and provides this information to the Program Manager, Directors and Clinic Mentors.
2. Compiles schedules, timetables and materials for the ambulatory component:
 - a) Coordinating schedules for third year medical students at Vancouver Acute, e.g., scheduling students to available out-patient clinics. The responsibilities of this position include identifying and confirming clinic attendings, student handouts and materials, and maintaining email lists. Timetables are distributed to Program Directors, Clinical Teaching Unit Directors, Faculty, Program Administrators Assistants, Chief Medical Residents, Clinic Secretaries and Medical Students. Monitors student attendance for all students scheduled in ambulatory clinics at Vancouver Acute site and reports to Program Manager and Clinic Mentors.
 - b) Responsible, when faculty requests, for all mini-seminar teaching arrangements and meetings etc for the ambulatory component at a VGH associated clinic, as well as arranging necessary room bookings. This may involve working with a centralized booking system to book all sessions in advance - ResourceScheduler.
 - c) Coordinate teaching evaluations on WebEval (one45) for ambulatory component.(Currently not available but may be a future consideration). Download and report on Google teaching evaluations.
 - d) Responsible for coordinating, collecting and forwarding completed schedules and resource materials, properly formatted, for input into the MEDICOL site for third year medical students, as well as arranging the printing and distribution of necessary handout materials.
 - e) Responsible for requesting and communicating to the students access usernames and passwords to the network and CareConnect Excelleris prior to the start of each rotation.
 - f) Responsible for tracking and reporting all teaching sessions delivered by faculty in the Department of Medicine Undergraduate ambulatory component at Vancouver Acute for payment data purposes and teaching contributions for faculty re-appointments and consideration for promotion.
 - g) Responsible for coordinating and maintaining assessments of all third year medical students scheduled at Vancouver Acute in the ambulatory component and follow-up where necessary including the completion of final assessments by the clinic mentor on



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One45.

- h) Responsible for maintaining and distributing orientation materials for third year medical students in ambulatory component at Vancouver Acute.
 - i) Responsible for monitoring, tracking and reporting student completion of SIMPLE virtual patient cases and reporting non-compliance to Program Manager.
 - j) Maintains student files (assessments and marks) and ensures accurate student information.
 - k) Ensures up-to-date class lists are generated and distributed to all parties requiring them throughout the academic year.
3. Assists, as required, Senior Program Assistants with exam process at Vancouver Acute. Orders catering and linen supplies. Prepares exam rooms. Liaise with Standardized Patient (SP) Manager to arrange patients for the exams. Ensures patients sign Consent Forms and complete Time Sheets and return them to SP Manager. Develops and prepares student assignment sheets and exam score sheets. Resolves any conflicts scenarios regarding student assignments or examination process.
4. Invigilates exams - NBME, as required.
5. Acts as a back-up to the Program Assistant - Ambulatory , SPH and the Senior Program Assistants at Vancouver Acute who are responsible for second, third and fourth year of the Department of Medicine's Undergraduate Education Program.
6. As required, attends the Department of Medicine Undergraduate Education Committee meetings to act as a resource person. As required, prepares agenda and provides any required materials for the above mentioned meetings.
7. Attends the Department of Medicine Administrative Team meetings.
8. Works with the Program Manager and Departmental Program Directors and Staff to establish new policies and procedures that currently do not exist as they relate to the UBC Department of Medicine Undergraduate Education Program and the ambulatory component and the expansion of the MD Undergraduate Program as well as, assists with curriculum development projects.
9. Deals with telephone, in-person and written enquiries with regard to numerous matters of concern to students and faculty.
10. Creates and maintains Procedures manual and Document Retention Process for this position.
11. Program support to colleagues during absence.
12. Performs other related duties as necessary in keeping with the qualifications and requirements of the job.

Supervision Received

Duties are performed independently as required, under limited supervision.

Supervision Given

None.

Consequence of Error/Judgement

It is important that student records are dealt with conscientiously, and students are given accurate information regarding their program. Impact of error is considerable as incumbent is dealing with confidential information that is widely distributed. Any errors in decision could have repercussions for faculty, students, staff and the image of the faculty as a whole. Scheduling



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accuracy and coordination of sessions and out-patient clinic assignments are critical as mistakes are costly for both students and physician instructors whose working days are tightly scheduled. This position involves strong organizational and prioritization skills and good judgment. Incumbent must possess a good understanding of the Undergraduate Medical Education Program and must have the ability to resolve situations in the absence of established policies, procedures and guidelines. Utmost tact and discretion must be exercised when dealing with issues of a sensitive nature.

Qualifications

High School graduation and 1 year post-secondary education. Training in administrative and computer skills, office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. 5 years of related experience or four years relevant UBC experience preferred. Experience in an outpatient medical setting preferred. Word processing computer experience required (MS Word, Excel, Filemaker Pro, NCS Survey, MEDICOL, ResourceScheduler, Internet Programs Email software and Web Browser). Knowledge of University administrative processes. Ability to type 60 wpm. Ability to operate normal range of office equipment. Ability to exercise high level of tact and discretion. Demonstrated ability to take initiative, set priorities and work effectively under pressure to meet constant deadlines. Ability to work both independently and in a team environment. Strong interpersonal and problem-solving skills. Superior organizational skills. Ability to take and transcribe accurate meeting minutes. Ability to travel between sites. Proficiency in English, grammar, spelling and punctuation. Ability to maintain accuracy and attention to detail. Effective oral and written communication, organization, and time management skills. Ability to work in a busy environment.

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Staff Job Postings

Job Posting

Job ID:	13605		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Program Assist		
Classification Title:	Sr Program Asst-Gen (Gr8)	Business Title:	Sr. Clinical Program and Financial Assist (Gr8)
Department:	Audiology & Speech Sciences		
Salary:	\$41,736.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-27	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-03	Available Openings:	1

Job Summary

Provides programme coordination of clinical placements for a two year graduate health profession program with direction of the Audiology and Speech-Language Pathology Clinical Coordinators and the Clinical Faculty Personnel Committee. Liaisons with students, faculty, clinical supervisors and the wider Audiology and Speech-Language Pathology Community. Assists the Graduate Program Administrative Assistant on the processing of admission applications and answering complex queries regarding admission.

Provides financial and administrative support to the School of Audiology and Speech Sciences. Responsible for reconciling and preparing financial reports for the Administrator Director of the School and the Faculty of Medicine Dean's Office.

Organizational Status

Reports to and works closely with the team of Clinical Coordinators for audiology and speech-language pathology (c. 5), the Chair of the Clinical Faculty Personnel Committee, and Administrator on personnel and financial matters. Interacts with faculty (c. 15); clinical faculty (c. 167) and clinical educators (c. 1100) at hospitals, school districts, health units, and contract agencies throughout the country; sessional faculty; staff (c.5); and, the general public. This position also interacts daily with the graduate students in the program and prospective students by email phone.

Work Performed

Clinical Program Coordination & Clinical Faculty Affairs (60%):

- Assists in the coordination of clinical placements for students in audiology and speech-language pathology by sending out requests for and confirmation of student clinical externships to Clinical Educators and outside agencies across Canada, including Hospitals, Schools, Health Units, Private Practice and Other Agencies. The position also sends out other correspondence to Clinical Educators including thank you letters, site profile forms, externship confirmation packages, evaluation forms, acknowledgements of contributions to administrators, site certificates.
- Maintains and updates the Clinical Placement database, including entering student placements, tracking correspondence, address updates, clinician relocations, etc.
- Edits, produces, and distributes the Clinical Educators' handbooks and supervision materials.
- Answers routine enquires from clinical educators and agencies across Canada.
- Updates Externship site information binder with "Clinical Educator Caseload Profiles."
- Produces requested reports for Clinical Coordinators and Externship Programs.



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- Manages all student clinical files, including criminal record check process for applications and confirmation, flu shot and immunization documentation, producing and updating student schedules, tracking student clinical hours, insuring submission of mid-term and final evaluation forms, maintaining updated student profiles
- Assists in the planning of conferences and workshops for clinical educators.
- Attends and records minutes at Clinical Coordinator meetings.
- Maintains calendar of Clinical Coordinator schedules.

Clinical Faculty Affairs :

- Coordinates the review of Clinical Faculty members for the purposes of appointment, promotion and tenure and maintains and updates the database of Clinical Faculty. Duties include determining eligibility for appointment and promotion, scheduling meetings, assembling dossiers, updating Clinical Faculty Handbook, mailing appointment promotion packages, maintaining clinical faculty mailing address list and e-mail lists informing Faculty of Medicine and Human Resources of changes in Clinical Faculty contact information. Answers queries from Clinical Faculty regarding benefits and appointment queries.

Finance (30%):

- Liaises with other University Departments Faculty Administrator to verify and ensure the accuracy in the processing of payments.
- Helps to identify discrepancies with payments, determines reasons for discrepancy and takes corrective action to resolve the problem or discrepancy.
- Prepares financial reconciliations and budget, funding and expense reports for the Administrator and the Faculty of Medicine Finance Office,
- Participates in the design and implementation of financial management systems for the School as needed to meet the operational requirements of the School and Faculty of Medicine.
- Assists Faculty in the financial management of research grants and contracts. Ensures Faculty and the School adheres to grant agency spending guidelines and requirements.

Admission and Graduate Student Affairs (5%):

- Provides back-up support to the Graduate Program Administrative Assistant by answering complex admission inquiries
- Distributes Student Externship placement assignments to students.
- Coordinates employment opportunities for students. Duties include managing the job placement board and informing students of employment opportunities.
- Edits and produces Student Clinician Handbooks for Major and Minor placements for both speech and audiology (this includes four separate handbooks).
- Creates student photo directory and Student ID badges using photos from the FSC database.
- Manages clinical tests and recorder sign-out.

General Services (5%):

- Redesigns and updates publications and brochures for admission material and other informational materials about the School.
- Assists in editing fundraising development proposals.
- Researches and prepares supporting documents for independent projects, including marketing and website updating
- Provides back-up reception support to the main office including answering inquiries from faculty, staff, students, and outside persons, interacting with couriers, mail distribution, monitoring projector computer, room, collecting student fees, photocopy print management, petty cash, collecting student forms, troubleshooting office equipment, monitoring office supplies, and facility management reporting maintenance concerns.
- Performs other duties related to the qualifications and requirements of the job.

Supervision Received

The Administrator has ultimate responsibility for the administration of the office staff, and thus oversees this position to ensure that workloads and assigned duties are appropriate, and that jobs are being accomplished in a proficient, timely manner. The general nature of the tasks to be carried by the incumbent is provided by the Clinical Coordinators and Chair of the Clinical Faculty Personnel Committee. The incumbent is expected to manage to his/her own workload and there is no direct supervision of the position on a task-by-task basis.



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Supervision Given

The position has some supervisory responsibilities. The position directs, trains and coordinates the activities of a part-time clerk and or work study student.

Consequence of Error/Judgement

The general nature of the tasks to be carried out by the incumbent are provided by the Clinical Coordinators and Clinical Faculty Personnel Committee Chair, but the incumbent has much discretion in organizing and determining the best means to accomplish each task. Clinical Placements Scheduling is extremely detailed and errors in scheduling could have significant impact on the student's learning, faculty and student satisfaction. The nature of the position requires an ability to work independently and manage a heavy workload with self-direction and initiative. The position requires confidentiality, both in disclosing and obtaining sensitive information relating to students and financial information. Failure to exercise appropriate judgment in dealing with this confidential information could comprise the School's academic and professional viability.

Qualifications

High School graduation and two years post-secondary education. training in secretarial, office procedures and practices. 4 years related experience or the equivalent combination of education and experience. Minimum three years of related experience or five years of relevant UBC experience. Ability to effectively use MS Word, Excel, Access, electronic mail at an intermediate level. Ability to communicate effectively verbally and in writing. Ability to deal with hearing and speech-impaired people in a calm, courteous, and effective manner. Ability to perform word processing at 60 words per minute. Ability to operate the normal range of office equipment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to accurately balance cash and resolve discrepancies. Ability to analyze and reconcile accounts. Ability to develop and monitor budgets. Ability to apply generally accepted accounting principles in an appropriate manner. Knowledge of medical terminology an asset. Ability to effectively recruit, train, supervise, and motivate employees. Ability to explain, assign, and monitor work.

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Staff Job Postings

Job Posting

Job ID:	13551	
Location:	Vancouver - Point Grey Campus	
Employment Group:	CUPE 2950 (Cler/Secr/Library)	
Job Category:	CUPE 2950 Public Serv Library	
Classification Title:	Pub Svc Library Asst 3 (Gr6)	Business Title: Pub Svc Library Asst 3 (Gr6)
Department:	Library - Life Sciences	
Salary:	\$39,168.00 (Annual)	
Full/Part Time:	Full-Time	
Desired Start Date:	2012-09-01	
Job End Date:	2013-07-08	
Funding Type:	Budget Funded	
Other:	Leave Replacement	
Date Closed:	2012-08-06	Available Openings: 1

Job Summary

Acts as office assistant for the Head, Woodward Library. Assists in the management of the full range of facility issues, serves as the main contact for service providers. Assists users at the Circulation and Reserve desk areas. Performs other Circulation duties as required.

Organizational Status

Reports directly to the Head, Woodward Library. Works under the general supervision of the Circulation and Office Manager. Provides administrative support for Head, Woodward Library. Consults with other staff as necessary.

Work Performed

1. Works at the Circulation desk as scheduled, including weekends and evenings. Circulates and discharges books, and performs storage retrievals if required. Operates the cash register, does telephone renewals, and accepts traces and other requests and overdue payments. Answers questions relating to circulation services, and refers complex questions to the circulation supervisor or a librarian. Processes library card applications whenever appropriate, and issues temporary cards according to guidelines.
2. Acts as first contact for problems with facility issues. Works to resolve issues and places trouble calls for others. Places trouble calls for malfunctioning services for electrical, plumbing, telephone, mechanical, compact shelving, etc. Arranges for repairs and outside servicing of office and library equipments as required. Communicates with repair staff, including providing specific information about the work, and communicates any updates on work with staff. Keeps a complete record of calls made and services rendered, and follows up on problems if necessary.
3. Under the direction of the Head of Woodward Library and the Office and Circulation Manager, develops, organizes, and implements space planning and facilities projects such as book moves, renovations, etc.
4. Assists users in searching the UBC catalogue and UBC e-journal collection and provides information and reference services to library users on a regularly scheduled basis at the Reference desk. Assesses user needs, and assists with research by searching bibliographic or complex reference resources.
5. Provides health and safety training and orientation for new staff and student assistants to meet both Work Safe BC and



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university requirements. Assists in the updating and revision of health and safety instructions and manuals. Attends health and safety workshops and meetings regularly.

6. Assists in planning various functions across the LSL Portfolio.

7. Takes notes of meetings, produces correspondence, reports, confidential documents from drafts as required. Provides other general office duties such as faxing, photocopying, etc.

8. Assists with collecting, collating, and reporting of statistics for library and administrative purposes.

9. Prepares reference desk schedules. Records related schedule information, such as librarians' vacations, conference attendance, on scheduling software.

10. Orders and maintains office supplies for all units in the library. Monitors and maintains emergency supplies. Keeps copies of invoices and receipts and passes appropriate paperwork (supplies, work orders, etc) to the Library's financial clerk for processing.

11. As requested, creates and maintains special project files (Voyager reports, Curriculum Consult file)

12. Ensures supplies of library publications are maintained and available in public areas, assists with associated tasks. Produces signs, manuals and orientation publications.

13. Organizes and maintains records and procedures and takes payment for carrel rentals in the building. Provides information to users and responds to inquiries and troubleshoots problems related to carrel rentals.

14. Schedules the Sherrington Room, Teaching Room, Computer Lab, and other rooms as requested. Posts notices of bookings.

15. As requested, acts as technical support for on-line teaching performed in the unit.

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

Supervision Received

Works with minimal supervision. Works under general supervision of circulation manager, in consultation with Head. Some specific areas of work are supervised only by Head.

Supervision Given

None.

Consequence of Error/Judgement

Variety of tasks require ongoing prioritization. As front line contact for many facility issues, needs to be able to identify urgent issues from routine and to refer, as appropriate.

Qualifications

High School graduation and two year Library Technician diploma. Knowledge of the Library's online files and systems an asset. 3 years relevant experience or the equivalent combination of education and experience. Computer experience required (Word and Excel preferred). Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to perform word processing at 50 words per minute. Ability to operate a normal range of library and office equipment. Ability to effectively use word processing and spreadsheet applications at an intermediate level.



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Ability to exercise tact and discretion. Ability to prioritize work and to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to work both independently and within a team environment. Ability to supervise and train staff. Ability to push, pull and lift heavy objects over 35lbs or 16 kg. Ability to climb stairs and step ladders. Ability to work a five day work week and to work evenings and weekends when required.

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Staff Job Postings

Job Posting

Job ID:	13553		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Public Serv Library		
Classification Title:	Pub Svc Library Asst 4 (Gr8)	Business Title:	Pub Svc Library Asst 4 (Gr8)
Department:	Library - Rare Books & Spcl Col		
Salary:	\$41,736.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-09-01	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	1

Job Summary

Responsible for the training, scheduling, and supervision of all Library Assistant and Student Assistant functions. Supervises circulation functions; reproduction services; gift processing; shelving, shelf moves, and inventories; the general maintenance of RBSC physical facilities; and the day-to-day security of the Division. Compiles and reports RBSC statistics. Prepares monthly and yearly reports on reproduction services revenue. Writes letters, prepares forms, and coordinates shipping for gifts and exhibition loans. Implements both general Library and RBSC's policies and procedures as they affect the Library Assistants. Liaises with Digital Initiatives (DI) unit to coordinate digitization activities and the transfer of material to and from DI, and works with Permissions coordinator to assist with patron-driven digitization requests. Assists with RBSC outreach activities.

Organizational Status

Works independently and organizes own work routines under the general supervision of the Rare Books and Special Collections Librarian or designate. Trains and supervises support staff. Communicates with staff in Technical Services Division regarding technical problems.

Work Performed

1. Supervises, trains and schedules support staff and student assistants and coordinates their activities and distribution of tasks including; their work at the Public Service Desk, paging activities, circulation functions, shelving and stack maintenance, labelling and bar-coding of books and pamphlets, and copying and digitising using a variety of processes. Helps develop and implement new procedures.
2. Provides performance feedback concerning staff to the Head of RBSC and participates in the performance evaluation of staff. Participates in the selection of staff.
3. Liaises with Digital Initiatives (DI) unit to coordinate regular and on-demand digitization activities and the transfer of materials to and from DI, and works with Permissions coordinator to assist with patron-driven digitization requests.
4. Works at the Public Service Desk as scheduled. Assists users and provides basic reference service, referring questions requiring more specialized knowledge to a Librarian or Archivist.



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5. Maintains vacation, attendance and sick leave records for all support staff in RBSC. Develops the vacation schedule for the approval of the RBSC Librarian in consideration of the needs of RBSC and co-ordinates vacation schedules with University Archives.
6. Assists the RBSC Librarian in producing the annual student assistant budget and tracking its expenditures. Prepares and maintains all payroll records and time sheets for student assistants. Monitors and evaluates student assistants' performance and takes appropriate action if problems exist.
7. Compiles and reports RBSC circulation, reference, gate count, and collection growth statistics.
8. Reconciles and records revenue from RBSC reproduction services at the end of each month. Prepares monthly revenue report for Copy Services division and yearly revenue report for RBSC Librarian. Processes cheques received in division.
9. Manages the RBSC filing system at a practical and conceptual level by ensuring the accuracy and relevancy of filing categories. Makes decisions regarding updates and revisions to the file list.
10. Under the direction of the RBSC Librarian maintains liaison with the Cataloguing Unit in relation to gift processing, serials and other catalogue records. Performs item and holdings maintenance duties for RBSC. Supervises Technical Services staff when they are temporarily assigned to processing or cataloguing work in RBSC.
11. Transfers material between other UBC Libraries and RBSC, and between RBSC locations, and updates location records as required.
12. Adds manuscript boxes and other RBSC materials to the ASRS. Monitors storage availability in the ASRS. Performs basic troubleshooting and consults with IKBLC circulation regarding more serious ASRS problems.
13. Supervises gift processing and shelving, and shipping of gift materials to and from Cataloguing Unit. Drafts letters to donors and prepares gift agreements, appraisal forms and approval forms. Liaises with donors to coordinate shipping of gifts from donors to RBSC.
14. Supervises shelving and maintenance of the stacks, shelf moves and inventories of the physical collection.
15. Oversees preparation of the supply orders for Rare Books and Special Collections including University Archives' orders. Orders stationery supplies when necessary.
16. Supervises the general maintenance of Rare Books and Special Collections physical facilities (e.g. equipment in RBSC, lighting, trouble calls to Physical Plant, etc.).
17. Trains staff and students in the operation of the RBSC online circulation system, issues and verifies Community RBSC Borrowers Cards.
18. Assists librarians and archivist with coordination of classes, tours and orientations.
19. Supervises the day-to-day security of RBSC. Ensures that RBSC security policies are being enforced. Maintains reports of lost or missing items.
20. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Works under the general direction of the Rare Books and Special Collections Librarian or designate.



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Supervision Given

Supervises support staff and student assistants.

Consequence of Error/Judgement

Errors may result in failure to train staff correctly, errors in catalogue and archival records, budgeting and the general operations and security of Rare Books and Special Collections.

Qualifications

High School graduation and two year Library Technician diploma. Knowledge of library systems, policies and procedures. 4 years relevant experience or the equivalent combination of education and experience. Experience in serials and cataloguing and with rare books and special collections an asset. Computer experience required (MS Office, Voyager, HTML and Dreamweaver preferred). Experience in web maintenance an asset. Ability to communicate effectively verbally and in writing. Ability to organize and prioritize and work effectively under pressure to meet deadlines. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively recruit, train, supervise, and motivate employees. Ability to operate a normal range of library equipment. Ability to use word processing, spreadsheet, and library database applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to lift up to 20 kgs of boxed materials and climb 5 feet high rolling ladders. Ability to plan and coordinate work to meet unit requirements. Ability to handle fragile and rare materials in an appropriate manner. Ability to work a five-day work week. Ability to work evenings and weekends as required.

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Staff Job Postings

Job Posting

Job ID: 13554
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Public Serv Library
Classification Title: Pub Svc Library Asst 4 (Gr8) **Business Title:** Program Services Assistant
Department: Library - Irving K.Barber
Salary: \$41,736.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-09-01
Job End Date: 2013-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

Works as senior Library Assistant at the Irving K Barber Learning Centre. Oversees the planning and coordination of the Robson Reading Series, at both the UBC-V and Robson Square campuses. Maintains student payroll and attendance records. Schedules, participates in selection, trains, and supervises student assistants. Provides basic information assistance to library users. Answers patrons' queries and resolves problems regarding community programs and events at the Learning Centre. As needed, assists Program Services staff with planning programs and events that support the outreach and engagement activities of the Learning Centre. Coordinates details of the Robson Reading Series in partnership with the UBC Bookstore Robson Square and Irving K. Barber Learning Centre.

Organizational Status

Reports to and works under the direction of the Assistant Director, Irving K Barber Learning Centre in carrying out daily tasks. Interacts with Program Services and other Library staff regarding planning and implementing public programs and events that support the community engagement mandate of the IKBLC and UBC Library. Supervises and works closely with library student assistants, and liaises with staff in other library divisions and with other UBC groups at Robson Square, UBC-V and UBC-O, or works directly with them on special projects. Liaises with the UBC Bookstore, publishers, publicists, authors, granting agencies and various members of the media.

Work Performed

1. Coordinates Robson Reading Series including arranging dates and travel plans for authors, manage distribution of all funds, write and distribute press releases, coordinate with UBC and greater Vancouver cultural groups, apply for grants and other reading series funding from various arts and cultural groups (Canada Council for the Arts, Writer's Union, League of Canadian Poets, etc), host events, and coordinate with Robson central, the UBC Bookstore, the Irving K. Barber Learning Centre and authors and their publishers.
2. Collects and compiles statistics related to public programs and events at the Learning Centre using manual and electronic systems, and prepares monthly report for the Assistant Director, IKBLC.
3. Works closely with IKBLC Circulation Services to ensure effective communication and coordination around programs and public events that are taking place in the Learning Centre.



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4. Trains, schedules and supervises a library student assistant in performing activities that relate to Program Services, including providing metadata for IKBLC webcasts, loading webcasts into UBC's Digital Repository, securing and filing recording permission forms for speakers at public events and developing signage and related posts on IKBLC social media channels..
5. Participates in interviewing, selecting, and scheduling student assistants and completes required personnel and timesheet records. Monitors and evaluates student assistants' performance and takes appropriate action if problems exist.
6. Maintains stationery and supplies for the Program Services team.
7. As requested, assists with special projects at the IKBLC, under the direction of the Assistant Director and other Program Services staff.
8. Assists with and participates with the Program Services staff in preparing exhibits, displays and associated events at the Learning Centre. This may involve liaising exhibitors directly to coordinate access to display cases, as well as assisting the Program Services Librarian with securing community-based exhibitions from external groups.
9. Updates information on the branch web page in conjunction with the Program Services librarians.
10. Performs other duties as required.

Supervision Received

Reports to, receives direction from, and is supervised by the Assistant Director, IKBLC. This position works independently at the Learning Centre (UBC-V) location and any issues beyond the scope of this position are referred to the Assistant Director as appropriate.

Supervision Given

Supervises student assistant(s).

Consequence of Error/Judgement

Works independently, following established guidelines and priorities with some latitude for exercising judgement and organizing work. Works as part of the Program Services team to coordinate author reading series, exhibitions, public lectures and other events at the Learning Centre. Most new or unusual problems are referred to Assistant Director. Errors in judgement will inconvenience library users and other co-locators within the Learning Centre. Unprofessional work ethic will impact on the Learning Centre's campus and public image.

Qualifications

High School graduation and two year Library Technician diploma. . 4 years relevant experience or the equivalent combination of education and experience. Knowledge of general library systems, policies and procedures is helpful to the position. Familiarity with Canadian literary or publishing scene a strong asset. Experience with event planning, organization and implementation is preferred. Computer experience required (Word and Excel preferred). Experience in basic web maintenance, content management systems and mainstream social media tools is an asset (HTML, WordPress, blogs, wikis preferred). Effective oral and written communication, interpersonal, supervisory, public service and organizational skills required. Ability to train and supervise staff. Ability to use word processing, spreadsheet and database applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to work a five-day week and weekends and evening shifts as required.



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Staff Job Postings

Job Posting

Job ID: 13544
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Lib Asst & Specialist
Classification Title: Library Specialist (Gr8) **Business Title:** Collections Management Co-ordinator
Department: Library - Technical Services
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2014-08-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

Provides leadership for collections management functions across the Library. Organizes and performs collections analysis work for all Library units. Designs and implements appropriate solutions to data integrity problems. Participates in the development and execution of collections-related projects system-wide around the Library.

Organizational Status

Acts as liaison with staff in library branches. Represents the unit at library committee meetings and reports changes in policies and procedures to the supervisor. Communicates with other members of the campus community and with external organizations.

Work Performed

1. Oversees the operation of collections management functions across all library branches by taking a lead role in the development of new policies, procedures, and services. Acts as functional expert system-wide for collections management operations and initiatives.
2. Compiles , reports, interprets, analyses and manipulates data on the library's physical and electronic collections and generates reports for same.
3. Uses various tools to analyze, describe, model and validate data from a variety of sources, both in response to particular situations and on own initiative.
4. Supports Library units through the provision of data analysis products and services. Examples include documentation, lists, reports and statistics.
5. Works as a member of the CMP team to analyze and develop solutions to collections and or data integrity issues.
6. Interprets and ensures compliance with Library and collections management rules, policies and procedures. Evaluating and making authorized decisions regarding situations requiring deviation or exception from normal procedures.
7. Participates in developing strategies for dealing with complex collections management problems and how to apply them.



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Identifies issues or patterns.

8. Designs, organizes and executes plans for system-wide special projects.

9. Plans, oversees and implements the general organization of the collection including shifting materials to accommodate growth and planned moves of library materials.

10. Develops training programs, materials and tracking documents. Writes instruction sheets and procedural manuals.

11. Maintains communication and collaboration tools, including websites, wikis, surveys, project administration and others.

12. Processes error reports from collections project workflows.

13. Performs updating and maintenance to holdings records and item records.

14. Edits records with incorrect statuses, material codes, locations, holdings or other errors.

15. Corrects, refers, or returns other problems to the appropriate unit and branch.

16. Compiles and maintains statistics on collections projects. Prepares statistical summaries. Prepares and presents project reports on a regular basis. May write project proposals, updates and final reports.

17. Performs other related duties.

Supervision Received

Position is accountable to, receives daily supervision from and performance reviews conducted by the Collections Management & Planning Librarian.

Supervision Given

Formally trains new staff on work procedures, and may oversee the work of students and temporary staff.

Consequence of Error/Judgement

Works independently under minimal supervision. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete recurring assignments independently, and judgement to determine which of many methods are applicable in any given situation. There are a variety of job tasks requiring ongoing prioritization. Responsibilities and work situations are broader in scope, with limited opportunity for standardized solutions. Consequences of error include loss of access to library materials, diminished quality of service to patrons and creation of extra work for colleagues.

Qualifications

High School graduation and two year Library Technician diploma. . 5 years relevant experience or the equivalent combination of education and experience. Experience with library collection management, technical services and or information technology preferred. Experience with one or more integrated library systems and or electronic resource management systems preferred. Experience with one or more content management systems (Sharepoint, Wordpress, Confluence) preferred. Knowledge of common library data standards and formats (MARC bibliographic, authorities and holdings; AACR2; RDA; Dublin Core; NISO holdings) preferred. Familiarity with both print and electronic collections preferred. Ability to effectively use e-mail, word processing, spreadsheet and library database applications at an advanced level (MS Office and Voyager preferred). Ability to communicate effectively verbally and in writing. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to



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develop and maintain cooperative and productive working relationships. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to clearly describe and explain complex issues involved in data integrity and collections management. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to gather, record, and organize information. Ability to exercise sound judgment. Ability to maintain accuracy and attention to detail. Ability to analyze problems, identify key information and issues, and effectively resolve them. Ability to efficiently and effectively coordinate tasks and oversee work processes. Ability to work a five day work week and to work evenings and weekends as required.

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Staff Job Postings

Job Posting

Job ID: 13549
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Tech Service Library
Classification Title: Tech Svc Library Asst 2 (Gr3) **Business Title:** Digitization Assistant
Department: Library - Digital Initiatives
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2014-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-08-06 **Available Openings:** 1

Job Summary

The CUPE digitization assistant will support the creation of a digital collection of the Canadian Pacific Railway (CPR) material that is found in UBC Library's Chung Collection. This collection holds one of the largest research collections on the CPR and includes lithoprint and silkscreen posters, brochures, books as well as artifacts that have been salvaged from the bottom of the ocean. The CUPE digitization assistant will digitize items from the archival collection and will process files so that they are suitable for web display and searching and will also upload files and cataloguing metadata to our content management system, CONTENTdm.

Organizational Status

The Digital Initiatives Unit is a key part of the Library's effort to adapt to the evolving needs of faculty and students and to support teaching, research and learning at UBC. Our goal is to create sustainable, world-class programs and processes to make the collections and research at UBC available to the world. The Digitization Assistant works with the Director, Library Digital Initiatives, Digital Projects Librarian and other digital initiatives staff and student workers to complete assigned tasks.

Work Performed

1. Digitizes items (books, manuscripts, letters, photos, artefacts, illustrations) using a variety of equipment and software, such as flatbed, book and large format scanners and digital cameras to scan items and save the files.
2. Processes digitized items so they are suitable for web display and discoverability using various software programs including graphics editing (Photoshop) and OCR software. Ensuring image quality is acceptable.
3. Creates and edits metadata according to defined processes and standards under the supervision of professional staff.
4. Uploads files and accompanying metadata to digital collection management systems CONTENTdm.
5. Retrieves and shelves items related to the collections.
6. Becomes fully conversant with the scanning software and equipment, and any other software relevant to the projects, and assists with the testing of the final digital collections. Problem solves technical issues.



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7. Assists in the training of, and acts as a point of contact for, technical and procedural questions from student workers and staff members.

8. Prepare and keeps up to date procedures on all work performed in job.

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

Supervision Received

Works under the general direction of the Director, Library Digital Initiatives or designate. Works under the direct supervision of the Digital Projects Librarian. Carries out the work independently under general supervision. New or unusual problems are referred to senior staff.

Supervision Given

None. Trains new CP project staff on work procedures, and oversees work of students or temporary staff.

Consequence of Error/Judgement

The Digitization Assistant digitizes items following standards and practices established by the supervisor and others on the project team. Work is performed in accordance with established procedures and accepted practices involving the freedom to select applicable methods in setting priorities and carrying tasks through to completion. Appropriate judgement is required in knowing when to refer an issue to the supervisor. Errors could affect access to digitized items and slow the project timeline.

Qualifications

High School graduation. . 2 years relevant experience or the equivalent combination of education and experience. Working knowledge and experience with computers and with scanning software and hardware (Photoshop and OCR). Working knowledge and experience with word processing, spreadsheet, and database software. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to exercise sound judgment. Ability to understand and apply policies, procedures, and instructions.

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Job Posting

Job ID:	13547		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Tech Service Library		
Classification Title:	Tech Svc Library Asst 3 (Gr6)	Business Title:	Tech Svc Library Asst 3 (Gr6)
Department:	Library - Digital Initiatives		
Salary:	\$39,168.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-09-01	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-06	Available Openings:	2

Job Summary

The Rights & Permissions Assistant processes copyright clearance requests for UBC and UBC Okanagan. Acts as a point of contact for rights holders, course instructors for information on permissions requests and general inquiries. Creates and maintains a database of permissions requests. Uses critical thinking to search online databases to locate right holders.

Organizational Status

The Scholarly Communications & Copyright office is a key part of the university's effort to adapt to the evolving needs of faculty and students and to support teaching, research and learning at UBC. The goal of the Rights & Permissions service is to clear permissions for copyrighted material for use in course materials. The Rights & Permissions Assistant communicates with course instructors and rights holders.

Work Performed

1. Receives, sorts, distributes, refers and responds to incoming permissions requests.
2. Creates, edits, updates a growing database of permissions records including faculty contact information, course lists, item requests, and transactional licenses.
3. Uses critical thinking to search the internet and informational databases to locate rights holders.
4. Investigates and assesses rights holder fees and terms according to established guidelines set by the Library Copyright office. Refers those set outside the guidelines to the Rights and Permissions Manager.
5. Contacts copyright collectives, publishers and rights holders for material usages.
6. Resolves unfilled requests by verifying the citation's accuracy and notifying instructors of the request's status.
7. Receives and forwards permissions invoices.
8. Explains general guidelines and specific agreements for permissions and terms determined by the rights holder to course



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instructors to ensure copyright compliance.

9. Informs the Rights & Permissions Manager when an issue has been identified (e.g. non-responsive copyright holder.)

10. Prepares and keeps up to date procedures on all work performed in job.

11. Performs other related duties.

Supervision Received

Receives daily supervision from the Rights & Permissions Manager. Works independently under minimal supervision. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete work independently and judgement to determine which methods are applicable in a given situation.

Supervision Given

None.

Consequence of Error/Judgement

The Scholarly Communications & Copyright Office is a complex new University operation with major legal and policy aspects. This position needs to exercise tact and judgment when communicating with faculty and rights holders. Errors could affect users' perception with potentially negative impacts for the Office. Errors in publisher copyright policies could potentially have legal implications. Works under general policies and administrative framework. Work is reviewed in terms of quality and effectiveness in meeting Rights & Permissions Office goals. Good judgment is required in knowing when to refer an issue to the Rights & Permissions Manager.

Qualifications

High School graduation and two year Library Technician diploma. . 3 years relevant experience or the equivalent combination of education and experience. Working knowledge and experience with word processing, spreadsheet, database software, and the internet is required. Working knowledge of electronic filing systems is an asset. Ability to perform complex searches on web using advanced searching techniques, information tools, and library tools an asset. Ability to gather, record, and organize information. Ability to maintain accuracy and attention to detail. Ability to identify and correct missing and incomplete data. Ability to understand and apply policies, procedures, and instructions. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment.

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Staff Job Postings

Job Posting

Job ID:	13604		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Accounting		
Classification Title:	Accounting, Level D	Business Title:	Manager of Finance
Department:	Operations		
Salary:	\$59,602.00 - \$71,550.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-09-04	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-20	Available Openings:	1

Job Summary

This position is responsible for performing senior level financial management and accounting functions for the VP Development and Alumni Engagement and VP Communications and Community Partnership. The portfolios comprise the university-wide fundraising operation and communications strategy. This position works with donations received annually in the region of \$150 million and a combined GPO budget of \$35 million. This position is primarily responsible for developing and maintaining financial systems to support financial decision making, to provide advice, tools and reports to directors and budget managers; development of unit level individual budgets; financial modeling; sensitivity analysis for financial planning beyond the budget period, conducting financial analyses in respect of fundraising revenues; assessing existing financial systems and recommending changes; and developing supporting financial processes. This position plays a significant role in supporting the Director of Finance in providing strategic financial management for two VPs; providing fundraising reports in the public domain for comparison with other higher education institutions and charities, and for supporting the Director in ad hoc project work in support of the DAE Finance team.

Organizational Status

Reports to the Director of Finance, VPDAE and VP C&CP. He She works independently or in collaboration with the Director of Finance, and other portfolio executives, directors, managers, and staff.

Work Performed

A. Planning, Budget and Control

1. Responsible for developing budgeting and financial planning for each of the units in collaboration with Unit Directors.
2. Makes recommendations to the VP on investment, divestment and revenue generating opportunities, assessing alternatives and consequences with Unit Directors.
3. Implements budget policy and procedure throughout the portfolio.
4. Manages the reporting of performance and makes financial projections for each unit.
5. Assesses the impact of surpluses deficits, and reviews any large variances with the appropriate senior management.
6. Develops systems and processes to identify and resolve problems and improve financial management of portfolio resources.
7. Ensures that portfolio units are expending specific purpose and endowment funds in accordance with the respective fund guidelines and are in financial order at all times.
8. Monitors the financial progress of long term projects.



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9. Provides support to Unit Directors on all aspects of the financial management of their accounts.
10. Ensures that all internal cost recoveries and external billings have been made and revenues are being collected on a timely basis.
11. Works with Unit Directors to produce five year forecasts as required.
12. Ensures that all units are operating at maximum efficiency, particularly in relation to cost effectiveness.

B. Policy, Development and Establishment of Standards and Support to Faculty and Staff

1. Implements new internal controls to improve workflow efficiency, accuracy of financial data and avoid error, duplication and omission.
2. Ensures that all UBC and Advancement Services Finance Unit policies and procedures are adhered to
3. Maintains a current knowledge of all relevant federal and provincial legislation and regulations relating to taxation and other financial issues.
4. Provides financial advice, training, support and ongoing assistance to portfolio staff.
5. Ensures appropriate reconciliation is performed for all balance sheet accounts on a timely basis
6. Ensures that all areas in the portfolio are in compliance with internal and external audit requirements.

C. Financial Reporting

1. Advises senior management on causes of large variances between budget and actual amounts and variances in comparative years' results, as revealed by analytical review.
2. Prepares interim and year-end financial statements for funders/partners, as required.

D. Accounting

1. Authorizes payments, transfer of funds, year end accruals and prepayments.
2. Performs other responsibilities related to this position.
3. Responsible for Financial Statement Certification for the portfolios.

Supervision Received

This position works independently within broad mandates. Work is reviewed by and reports to the VP DAE and VP CCP Director of Finance.

Supervision Given

Not applicable.

Consequence of Error/Judgement

The Manager exercises considerable judgment in advising senior management on forecasting and budgeting matters, financial policies and fundraising trends. Errors in judgment could cause missed opportunities for the university's fundraising efforts, missed opportunities for effective delivery of services to units, faculty and staff and could severely compromise VPDAE and VP External portfolio and the University's ability to achieve their goals. The many diverse functions and locations of VPDAE and VP C & CR units increase the complexity of this role. Failure to provide sound financial advice on policy and systems along with timely and accurate financial information could seriously interfere with the university's fundraising capacity, unit decision-making and resource allocation.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). . A minimum



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of 7 years of experience or the equivalent combination of education and experience. A minimum of related accounting experience including financial planning, systems development, budgeting and financial control. Experience with accounting systems within a University or large complex organization. Experience of financial planning and budgetary control in the university sector an advantage. Experience as a Financial Analyst an advantage. Effective oral and written communication and interpersonal skills. Demonstrated supervisory and problem solving skills. Ability to effectively manage workflow to meet deadlines.

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Staff Job Postings

Job Posting

Job ID: 13591
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level E **Business Title:** Senior Manager, Student Financial Services
Department: Administrative Services
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-02 **Available Openings:** 1

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

Job Summary

The Senior Manager, Student Financial Services is responsible for the management of processes related to student financials, primarily in the area of tuition and student fees. The annual tuition assessment is over \$340 million; this is approximately a third of the University's operating budget. The Senior Manager also provides strategic financial management and performs senior level accounting functions in Enrolment Services (ES). The ES organization consists of multiple specialized student services and administrative units in both Vancouver and Okanagan campuses with a combined operating budget of \$12 million. This position plays a significant role in supporting the Director of Finance in providing financial leadership, strategic guidance and support for the tuition life cycle and to the various ES units which collectively serve students and faculty of the Vancouver and Okanagan campuses.

Organizational Status

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

Work Performed

Tuition and Student Fees

1. Builds complex mathematical and financial models to assess the impact of tuition allocation principles and changes thereto on a faculty's funding allocation. Provides recommendations in the further downstream strategic re-allocation of tuition-related funding for faculties.
2. Develops and manages all reporting requirements related to student financials, from transactional level details required to support monthly reconciliation processes to summarized reports to enable decision-making.



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3. Develops, recommends and implements changes to existing financial processes, policies and systems affecting tuition revenues and all activities related to student financials including tuition payments, write-offs, and award disbursements.
4. Manages the process of creating and mapping student financial data to the PeopleSoft financial management system to ensure accurate tuition revenues and related student accounts are appropriately recognized in the University's financial statements.
5. Manages the process of implementing new program and tuition fees approved by the Board of Governors and new student levy fees approved by the respective governing bodies in the Student Information System (SIS). This includes configuring tables in the Maintenance Service Centre (MSC), coordinating with the Academic Systems team to make appropriate rule changes in Quick Rules, developing test scripts and performing extensive systems testing to confirm tuition and fee assessments are accurately done.
6. Provides expert support to the Provost Office, faculties, departments, and student societies to address complex tuition and student levy fee matters. This includes supporting the Provost Office in the preparation of annual board dockets for the approval of tuition fees, non-instructional fees, and student society fees.
7. Provides expert support to Financial Reporting and Budget Office for tuition and fee-related matters. This includes providing information and reporting requests, forecasting fees and write-offs, performing variance analysis, and implementing chartfield changes for both revenue and student accounts.

Strategic Financial Planning and Budgeting

1. Develops short and long-range strategic financial plans, quarterly forecasts, and annual budgets for the entire ES portfolio in Vancouver and Okanagan campuses, a combined operating budget of \$12 million.
2. Develops unit budgets in collaboration with unit directors, assesses the impact of the implementation of new funding initiatives and other budget adjustments, provides training in the use of Hyperion budgeting and other financial management and reporting systems, and develops systems and processes to improve management of the ES organization's financial resources.
3. Develops and prepares financial reports for individual units and provides unit directors with high level variance analysis of actual operating results in relation to forecast and planned activities to support decision-making.
4. Leads the implementation of University budget policy, initiatives, and priorities within the ES portfolio. Serves as primary liaison to the Budget Office for all Hyperion budgeting and reporting requirements as well as confirming allocation of funding initiatives.
5. Develops, analyzes and generates comprehensive financial reports and supporting analysis for key concerns of ES senior management. Performs comparative funding reviews and collaborates with managers in resolving financial and business related issues including those involving deficits in operating, endowment, and award accounts.
6. Supports the development and monitoring of the student financial assistance and awards budgets, a combined budget of \$24 million, in operating, endowed awards, and annual awards funds, comprising of over 2700 award accounts.

Other

1. Provides insight into significant financial risks and makes practical recommendations to reduce risk, improve operational performance and increase management confidence. Provides solutions to effectively manage change, combat employee resistance, and build senior management support for projects.
2. Maintains current knowledge of and ensures compliance to Generally Accepted Accounting Principles, University policies and procedures, Canada Revenue Agency regulations on the issuance of tax slips, US Department of Education audit requirements, and other relevant federal and provincial legislation.



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3. Leads business process reviews or process streamlining projects and performs special analytical and ad hoc projects to increase efficiency and effectiveness of processes as required and in response to regulatory changes or University agreements.
4. Leads the efficient and timely completion of all year-end activities and internal cost recoveries within internal ES units, or between ES units and other University departments based on established agreements.
5. Prepares complex UPass reporting and remittance requirements in coordination with Trek Office, TransLink, Ministry of Transportation, and affiliated colleges (Regent, St. Mark's and Vancouver School of Theology). This includes reconciling UPasses received from returned to TransLink vis-à-vis actual UPasses issued to students, and reconciling assessments made in the Student Information System (SIS) vis-à-vis actual remittances to TransLink. This involves extensive knowledge of UPass administration and complex UPass financial accounting processes.
6. Prepares complex reconciliation of student accounts used in the assessment and collection of tuition and fees in the Student Information System (SIS sub-ledger) vis-à-vis student accounts receivable in the Financial Management System (FMS general ledger). This involves an in-depth systems knowledge of student financial accounts, all interface files from SIS to FMS, and full comprehension of complex student financial accounting practices.
7. Represents ES on the FMS Advisory Committee, the Network of University Business Officers (NUBO) and other committees related to financial systems and financial management issues.
8. Serves as approver for all HR and Finance related workflow processes, such as ePAF, eRecruit job posting and job offer.
9. Performs other related duties as required.

Supervision Received

The Senior Manager works independently under broad directives from the Director of Finance. Work is reviewed in terms of service provided to faculties, departments and ES units, soundness of judgment, adherence to deadlines, achievement of objectives, and overall effectiveness in analytical and problem-solving skills demonstrated.

Supervision Given

Supervises accounting and support staff.

Consequence of Error/Judgement

The Senior Manager, Student Financial Services exercises considerable judgment in advising management on forecasting and budgeting matters and financial policies. Errors in judgment could cause financial hardship or missed opportunities for effective delivery of services to units, students, faculties and departments and could severely compromise ES and the University's ability to achieve their goals. The many diverse functions and locations (including Okanagan campus) of ES units increase the complexity of this role. Failure to provide sound financial advice on policy and systems along with timely and accurate financial information could seriously interfere in decision-making and resource allocation. Student revenue reporting errors could cause serious inaccuracies in the University's records perhaps resulting in errors in the financial statements and errors in funding allocations to faculties.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). Postgraduate university degree in financial management or business administration preferred. A minimum of 8 years of experience or the equivalent combination of education and experience. Strong technical and systems skills and an ability to take advantage of technology to improve productivity. Ability to develop and implement financial policies in an environment of conflicting needs and views through a collaborative process. Experience with forecasting, budgeting, financial planning, complex reconciliation, systems



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development, and internal controls required. Knowledge of University policies and procedures preferred. Working knowledge of University financial and student systems (Hyperion Budgeting, PeopleSoft FMS, and SISC) and reporting tools preferred. Proficient spreadsheet (Excel) skills required. Ability to engage with senior levels of management and financial personnel in an organization. Effective oral and written communication. Ability to develop and monitor financial budgets and plans required. interpersonal, analytical, problem-solving and organizational skills. Ability to work both independently and within a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy, attention to detail, and to demonstrate strong initiative, work ethics, and integrity.

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Job Posting

Job ID:	13581		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Administration		
Classification Title:	Administration, Level A	Business Title:	ELI Student Services Assistant Manager
Department:	Continuing Studies		
Salary:	\$43,809.00 - \$52,592.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-15	Ongoing:	Yes
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2012-08-01	Available Openings:	1

Job Summary

The ELI delivers complex and varied programs for international students; CAP Program for international students with strong academics who do not meet UBC's English Language requirements (22 students in 2011, 79 in 2012 and expected to grow exponentially over the next few years); Academic English Support program for both Undergraduate and Graduate international students who have English as an additional language (supported 335 students in 2011 12, committed to support 1,000 students in 2012 13 (expected to continue to grow exponentially over the next few years); Intensive English Language Program which offers 7 levels of English, level 600 qualifies students for a UBC Certificate in English Language (CEL) and meets UBC's Undergraduate English Language admission standard; English for the Global Citizen programs which provide students from international universities and organizations an opportunity to improve their English conversation skills & experience how UBC's is a leader in applying principles of sustainability, global citizenship & civil society; and many other customized programs. This position manages the day-to-day operations of the Student Services Office, of the English Language Institute, which handles thousands of students, in a multitude of different programs, each year. This position liaises with others across campus regarding strategic international developments in order to identify needs and possibilities for collaboration and coordination. This position coordinates communication flow across Continuing Studies and with other UBC departments regarding the ELI's international activities and initiatives.

Organizational Status

Reports to the Admissions Manager.

Work Performed

- Ensures efficient day-to-day operation of the Student Services Office
- Ensures appropriate staffing levels
- Keeps abreast of trends and developments internationally
- Researches and makes recommendations based on up-to-date and accurate information on the continuously changing international markets and immigration requirements for foreign students
- Liaises with others across campus regarding strategic international developments in order to identify needs and possibilities for collaboration and coordination
- Strengthens and develops long-term partnerships with international organizations and universities
- Works to increase the number of international students



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- Coordinates communication flow across Continuing Studies and with other UBC departments regarding the ELI's international activities and initiatives
 - Identifies systemic problems for students seeking information and adjusts service delivery as necessary. Works to resolve issues and remove barriers for a more efficient and effective service delivery
 - Makes strategic recommendations for communication improvement
 - Responsible for streamlining and improving the flow of important client and program information
 - Recruits, trains, evaluates, develops, disciplines and terminates Student Services support staff
 - Manages yearly performance appraisals with Student Services support staff
 - Maintains awareness of customer service best practices with an education institution
 - Develops contingency plans for peak student services requirements
 - Establishes strategies for effective utilization of staff
 - Makes decisions regarding the application of policy; provides advice, instruction and support to students; advises and directs student services clerks in the interpretation and implementation of registration and cancellation policies and procedures
 - Remains current in world events that might affect international student numbers from various countries
 - Manages the unique registration process of ELI's various international student programs
 - Writes reports relating to changing demographics and student numbers and makes recommendations to ELI executive on program opportunities
 - Handles difficult or complicated files, which are considered outside the general expectations of the Student Services Clerks.
- Acts as the first contact for disputes from students concerning registration procedure and policy
- Collaborates with the Admissions Manager in the development and implementation of major policy and procedural changes affecting student registration caused by, system and operational changes; a changing educational market; etc.
 - Communicates policy and procedural changes to UBC, ELI program areas, agents, international organizations and institutions, students and support staff as necessary
 - Responsible for the day-to-day communications with foreign embassies and institutions that administer sponsored students.
- Communicates any changes in policy by foreign embassies and or institutions
- Performs other assignments of an administrative nature as required

Works in the Continuing Studies Building, Student Services Office.

Supervision Received

Reports directly to the ELI Admissions manager; works independently in assigned areas of responsibility. Exercises considerable judgment in the performance of duties.

Supervision Given

Recruits, trains, evaluates, develops, disciplines and terminates Student Services support staff. Currently manages three Student Services support staff plus additional staff during peak periods.

Consequence of Error/Judgement

This position is vital to the efficient operation of the English Language Institute and particularly the Student Services Office. Accurate and timely communication is essential. Inaccurate information may mean the ELI loses students and therefore revenue (the ELI is Cost Recovery). It may also result in missed opportunities for new programs and collaboration with others across UBC departments, impacting long term financial viability. Inappropriate judgment can lead to negative labour relations outcomes and reduced productivity.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Intercultural communications training preferred. Experience in human resources management and supervision, preferably in a union environment. Experience in registration processes an asset. Experience dealing international students



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required. Multicultural experience required. Demonstrated leadership skills, excellent people skills, Must be confident, tactful, and diplomatic. Effective conflict resolutions skills. Must be culturally sensitive. Excellent oral and written communication skills. Effective interpersonal and organizational skills. Ability to plan, prioritize and execute workflow to meet deadlines accurately and timely. Ability to work effectively both independently and as part of a team. Ability to work effectively and accurately in a multi-tasking environment and when under pressure to meet deadlines. The ability to remain calm but firm and fair in dealing with disputes. The ability to think independently and creatively when presented with unfamiliar situations. Excellent computer skills, intermediate level required, knowledge of databases required. Fluency in one or more foreign language an asset.

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Job Posting

Job ID:	13609		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Administration		
Classification Title:	Administration, Level B	Business Title:	Administrative Manager
Department:	Medicine - Dean's Office		
Salary:	\$51,099.00 - \$61,343.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-06	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-03	Available Openings:	1

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

Job Summary

The Administrative Manager is a shared position to be assigned to various departments based on their needs to provide managerial support of the academic activities. These responsibilities include human resources, education, research and administrative portfolios. The position reports to the Chief Operating Officer and the Executive Director, Faculty Affairs of the Dean's Office on overall operational and significant administrative matters. The Administrative Manager takes direction from the Head, and serves as the primary administrative link between the university and its clinical partners.

Organizational Status

Due to the scope of the role combined with the complex operational and financial relationships between the university, teaching hospitals, region and health ministry, a high level of knowledge, organizational and communication skills are required to fulfill the responsibilities appropriately and effectively. The Administrator exercises initiative and judgment to respond to issues and resolve administrative problems relating to administration, , human resources, , education, and research activities. Interpretation of guidelines from numerous other areas such as UBC Faculty of Medicine, UBC and teaching hospital Human Resources, Finance, Faculty Relations and Research Services; Ministry of Health Services; and Research Affairs is required for efficient implementation of policies and procedures. The Administrator will work closely with the unit's Finance Manager to determine the financial implications of decisions and issues. Decision making, planning and implementing initiatives frequently involves understanding of complex and diverse issues. The administrator ensures that the department is functionally synchronous and aligned with the clinical services in its sphere (if any).

Work Performed

The Administrator will oversee the efficient operation of administrative, human resources, teaching, educational, and research activities of the Department as detailed below:

Overall Organization and Planning:

- Develop processes for the efficient administration, organization and operation of the assigned department(s) .
- Provide operational leadership, participates in the implementation of strategic plans and changes to meet initiatives and evolving needs to enhance productivity and to streamline business processes.
- Manage and oversee implementation of administrative policies and procedures to ensure efficiency and effectiveness.



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- Participate in the formulation, interpretation and evaluation of the department's philosophy and objectives, oversee implementation of the objectives and ensure they are in accordance with the department strategic plan.
- Works in partnership with the department's finance manager to ensure resources are available to meet the initiatives, objectives and strategic plan of the department.
- Work with clinical leaders and support structures to ensure that their activities are coordinated and aligned with the mission of the department.
- Participate in administrative and academic committee meetings.

Human Resources:

- Manage the administrative process for faculty recruitment, appointment, reappointment, promotion tenure, salary arrangements, immigration, and termination per UBC guidelines policies. Maintains current knowledge of the relevant University Policies & Procedures and of the Agreement of Conditions of Appointment for Faculty and of the Faculty Policy on Clinical Faculty Appointments as well as academic licensing and academic certification requirements.
- Be responsible for the management of the department's support staff recruiting, interviewing, disciplining, terminating, conducting annual performance development reviews. Training and establishing work schedules. Identifies skill upgrading needs of support staff and ensures appropriate training is received.
- Overseeing the management of the Faculty data base (STAR) in maintaining the appointments and reappointments of all departmental faculty and staff.
- Provides expertise and advice on human resource policy at UBC to investigators in relation to complex situations found within employment conditions, salary guidelines, equity, benefits and interpersonal issues.

Capital Resource Planning:

- Oversee maintenance and acquisition of resources for infrastructure (equipment, furniture, space, etc) for operation, including offices and defined research space.
- Collaborate with the department's finance manager to ensure that there is sufficient financial resources for capital and resource plans.
- Manage allocation of departmental space in accordance with the Faculty's Space policies

Communications and Information:

- Write reports and other communications for internal and external individuals and agencies.

Research:

- Manage grant applications including communications between applicants, communications with agency offices, Dean's Office and Research Services Departments.
- Assist in grant compilation for submissions to the CIHR and other agencies.
- Works closely with the department's finance manager to prepare budgets for grants, to review funding and expenses and to monitor the finances of grant accounts.
- Remain current on policies and new developments pertaining to research awards and liaise between faculty and UBC and health authority research departments and institutes.

Overall:

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

Supervision Received

Works independently and makes decisions as required to meet overall objectives and goals. Direction regarding complex issues or when developing new policies is obtained from the Department Head.

Supervision Given

Direct supervision of support staff.



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Consequence of Error/Judgement

Work is performed with minimal direct oversight; the incumbent keeps the Department Head informed through ongoing communication. Effective management of the department is important to maintain the department's operational effectiveness. The Administrator alerts the Department Head to any unusual situations that may affect the Department or its members, and keeps the Department Head advised of problems that have arisen or that can be anticipated. Poor decisions about policy, resource allocations, staffing and a failure to get the work done in a timely and effective manner would lead to damage the credibility of the Department and consequently to the Department Head's ability to perform his/her job well and to a misuse of resources. Incorrect interpretation of policies and procedures, union agreements and manuals could cause personnel, financial and operational difficulties. Incorrect advice to faculty and students applying for grants and scholarships could impact funding. Incorrect procedures and practices in human resource management would affect overall morale as well as efficiency and best use of departmental resources.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. Administrative experience in a combination of university, health care, government and or unionized environment. Experience working at a supervisory level.

Project coordination experience an asset. Understanding of financial management is preferred. Demonstrated knowledge of human resources principles and procedures. Demonstrated ability to function effectively in an environment of complex and dynamic institutional systems and structures. Knowledge of University policies, procedures, governance and administrative systems and ability to work effectively with all levels within the University an asset. Ability to effectively use MS Windows & Office 2007/2010 at an advanced level. Human Resources Management (HRMS) systems, and eRecruit on-line recruiting system preferred. Ability to communicate effectively verbally and in writing. Excellent command of the English language. Ability to analyze problems, identify key information and issues and effectively resolve. Ability to develop and implement strategic business plans. Effective interpersonal, public relations and organizational skills. Ability to maintain accuracy and attention to detail. Ability to exercise sound judgment. Ability to exercise tact, discretion and diplomacy. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively recruit, train, supervise and motivate employees as well as establish standards and goals, evaluate performance, provide feedback and take corrective action. Ability to work effectively independently and in a team environment.

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



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Job Posting

Job ID:	13568		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Information Systems & Tech		
Classification Title:	Info.Sytems&Technlgy, Level B	Business Title:	Programmer Analyst I
Department:	UBC IT - Client Services		
Salary:	\$51,099.00 - \$61,343.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-09-01	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-07-31	Available Openings:	1

Job Summary

The Programmer Analyst I programs software application modules and codes, tests, debugs, documents, and maintains those modules. The incumbent also consults with users regarding business processes in to align initiatives with information technology solutions.

Performs analysis to enable programming, design, and development of enterprise database software in support of the department's operations. Extracts statistical and accounting data from the departmental database to support decision-making and the reconciliation of departmental accounts. Develops documentation and training procedures for front line staff in the use of custom developed systems.

Organizational Status

Reports to the Systems Development Manager. Interacts with other University technology professionals and management and with staff and students. Liaises with other staff from across campus regarding campus wide systems as well as those systems supported by SHHS and UBC IT.

This position is required to be on call for after hours and weekend technical support on a weekly rotational basis.

Work Performed

Specific Duties:

- Programs discrete but complex modules for use in enterprise production systems such as Oracle development tools and databases.
- Uses HTML, JS, PHP, PLSQL, Java, and other programming scripting and db-query languages within Oracle development tools and databases and other Web-based software to enhance and support SHHS enterprise systems.
- Documents code for internal distribution and creates user manuals and documentation for end users.
- Provides technical advice on system applications; advises programmers developing department specific modules.
- Advises through face-to-face interaction, phone and email ticketing system
- Extracts and formats statistical and financial data for use by management in presentations and decision making.
- Develops custom management, as well as operational reports from departmental databases using various reporting tools
- Provides training on the use of systems and hardware to professional and support staff in
- Assists in Oracle Database Administration Tasks



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- Assists in the overall coordination of IT projects

Core Duties:

- Programs small discrete software application modules
- Conducts testing and debugging of small modules to ensure application meets specifications
- Prepares programming documentation for assigned programs
- Supports software development lifecycle, and applies and follows appropriate programming development methodologies and best practices as instructed
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools
- Participates in project planning and implementation
- Builds and maintains good working relationships and collaborates with others to achieve client objectives
- Performs other related duties as required

Supervision Received

Works independently, under the general direction of the Systems Development Manager.

Responsibility defined in terms of general departmental or project objectives.

Supervision Given

None.

Consequence of Error/Judgement

The position is responsible for the design and integrity of the department's financial and operational systems. Poor design or errors in implementation could have significant financial consequences as well as result in significant loss of productivity.

Qualifications

Undergraduate degree in a relevant discipline. Computer Science Engineering or equivalent field. Minimum of two years experience or the equivalent combination of education and experience. Experience developing database management systems. Experience with ORACLE RDBMS, PL SQL scripting and SQL query language. In depth knowledge of Oracle RDBMS, PL SQL, SQL, Javascript, HTML and XML languages.

Strong working knowledge of Oracle Visual Development Tools.

Strong command of the HTTP as well as the XML-RPC protocols.

Ability to prioritize service and development requests efficiently based on sound technical knowledge of task time requirements.

Ability to create and maintain technical documentation.

Working knowledge of TCP IP networking.

Able to work effectively with all levels of management, administrative and technical staff.

Flexibility and ability to deal effectively with change.

Ability to work independently with minimal direction.



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Ability to work under pressure.

Collaboration - Participates willingly by supporting team decisions, assisting other team members, and doing his/her share of the work to meet goals and deadlines. Informs other team members about client-related decisions, group processes, individual actions, or influencing events. Shares all relevant and useful information.

Communication for Results - Speaks and writes to peers in ways that support transactional activities. Shares information and asks questions prior to taking action.

Problem Solving - Asks questions and looks for data that helps to identify and differentiate the symptoms and root causes of every day, defined problems. Suggests remedies that meet the needs of the situation and those directly affected. Resolves problems and escalates issues appropriately.

Accountability - Asks questions and provides feedback in an effort to clarify mutual expectations. Seeks advice on tasks and responsibilities when needed.

Business Process Knowledge - Identifies and documents processes within area of responsibility. Seeks guidance on aspects of process that are out of immediate scope. Drafts procedures that comply with the process.

Information Systems Knowledge - Aware of the primary uses of technology by customers, learning the systems of the enterprise and the customers affected. Responds to day-to-day requests for technical support in areas of primary usage. Escalates questions and problems to relevant technical expert groups.

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Staff Job Postings

Job Posting

Job ID:	13443		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Information Systems & Tech		
Classification Title:	Info.Sytems&Technlgy, Level B	Business Title:	Systems Administrator
Department:	Earth and Ocean Sciences		
Salary:	\$51,099.00 - \$61,343.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-01		
Job End Date:	2013-07-31	Possibility of Extension:	Yes
Funding Type:	Funded by Multiple Sources		
Other:			
Date Closed:	2012-07-30	Available Openings:	1

Job Summary

The Geophysical Disaster Computational Fluid Dynamics Center (GDCFDC) within the Department of Earth, Ocean and Atmospheric Sciences makes daily operational numerical weather predictions (NWP) in support of industry, government agencies, and university researchers. Their focus is currently on weather for clean energy (wind and hydro power), transportation (shipping, highways, railroads, etc.), weather-related disasters (floods, avalanches, rain-triggered landslides, forest fires, air pollution episodes, etc.), and other projects.

As a member of the GDCFDC team, the systems analyst will be the chief computer system administrator for a suite of computers ranging from high-performance computational clusters, web servers, to desktop workstations. Also the systems analyst will provide computer user support for researchers in the GDCFDC team.

Organizational Status

Reports to the senior Research Associate in the GDCFDC, who in turn reports to the professor leading this research team.

Work Performed

Computer System Administration (roughly 50% of the job). Duties include:

- chief system administrator on the GDCFDC clusters.
- be on call for computer system issues.
- manage the queue of operational runs (and restarting jobs if needed).
- respond to power and air-conditioning outages by providing alternate cooling and or taking down and brining up our systems.
- provide hardware & software support to the GDCFDC desktop computers, & provide strategic guidance on future upgrades.
- design, help acquire, install, & run new computer clusters and servers.
- oversee service, maintenance and troubleshooting, and manage service contracts.
- purchase computing supplies and small parts.
- represent GDCFDC and the department at IT, space & network planning meetings.
- move GDCFDC clusters & servers to the new Univ. Data Center (UDC).
- help research & enable new technologies, such as GPUs and FPGAs for NWP research
- use apache web servers.



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Programming (30%):

- help develop new graphical display & file-conversion programs.
- maintain & upgrade GDCFDC forecast web pages.
- write scientific programs in support of GDCFDC work on pure and applied research grants, and service contracts.

Scientific Projects (10%):

- administer a database of weather observation and forecast data called EmWxNet , where this administration involves software, hardware, security, backup, and access issues. Also, enhance EmWxNet, including develop new data, verification & calibration capabilities. [this activity involves mostly database admin and programming].
- lead a forest-fire smoke project called BlueSky (daily operations, hardware and software maintenance and enhancement, user support, report writing). [system admin, tool usage, scripting].
- for existing NWP code called MM5, the systems analyst will be the primary operations modeler, and will modify add domains to satisfy varying client requirements. [tool usage].
- support daily operations for all current new NWP models & other models (weather, hydrologic, etc.) going to finer resolution, larger domains, & longer forecast duration. [tool usage].
- engage in new operational & forecast-improvements of weather and electric load for BC Hydro and other energy clients. [web, system admin].
- adapt to new projects & activities, such as ensemble calibration , data assimilation, analog ensembles [all skills].

User Support (10%):

- user support of the GDCFDC research team and training new team members on computer programming, web page writing, graphics creation, and running jobs on our computers.
- client support (responding to queries and requests and changes).
- write documentation.
- help write grant and contract proposals and progress final reports.
- give guest lectures on computing for scientists.
- support the research team as they work on new and unforeseen projects.
- interact scientifically with researchers via seminars & informal discussions on numerical weather prediction (NWP).

Supervision Received

The incumbent reports to the senior Research Associate. The Professor who leads the team assigns projects, activities, operational priorities, and identifies resource constraints. The incumbent works independently but coordinates with the Research Associate and the Professor as required by the activity.

Supervision Given

None planned, although the incumbent will help teach members of the GDCFDC on computing issues as needed to advance the research and operational projects.

Consequence of Error/Judgement

The incumbent will have root access to GDCFDC computer and network systems. The consequence of misuse to these systems can be absolute. The consequence of errors in routine system management can include widespread and prolonged loss of computer and web services. Incorrect design decisions can result in systems that are difficult to manage and subject to spontaneous failure. Incorrect system configuration can expose security vulnerabilities with similar consequences. Delays in response to system events could result in a loss of services to our clients that require daily operational reliability. Delays in responding to field support requests can have consequences for individuals responsible for critical GDCFDC operations. Incorrect backup and recovery management can increase the severity of any of these consequences.

Any of these effects could prevent the GDCFDC from meeting its research and operational-forecast obligations, and could reflect on its relationship with clients in the private and public sector.



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Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. University degree in a relevant discipline (computer science systems management). A minimum of two years of experience or education in Linux UNIX systems administration preferably in an academic or mid-size data-center environment. Experience with desktop support for Windows and Mac OSX is desirable. Experience in administration of MySQL (or related) database systems. Solid understand of shell-level scripting and scripting languages (at least one of PERL, Python, bash, or similar). Basic experience in C programming from conception to implementation. Experience in C++ or Fortran is also desirable. An understanding of issues associated with scientific programming is preferred. Basic experience with web technologies, interfaces, and design. Understanding of PHP, HTML, Javascript, Apache, and Tomcat are desirable. Excellent communication skills are required. The incumbent must be capable of explaining difficult concepts to laypersons, as well as listen intently to clients to determine needs. Reading and writing skills are essential and the incumbent must be dedicated to maintaining and creating documentation for systems, programs, and other scientific technologies for which he she is responsible.

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Staff Job Postings

Job Posting

Job ID: 13612
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Business Analyst
Department: Operations
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-10 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-03 **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 Business Analyst leads the assessment of client needs in an effort to align business initiatives with information technology solutions. The Business Analyst carries out a variety of analyses (business process, gap, security and privacy, requirements, etc.) in an effort to align business initiatives with information technology solutions, and makes recommendations on how capabilities of automated systems can be used to improve business processes and solve business problems. The Business Analyst participates in strategic development, training and management of project plans through all phases of the Systems Development Life Cycle for the Development and Alumni Engagement System (Links). This position works closely with Development Office in Vancouver, Hong Kong and with UBC Okanagan.

Organizational Status

Reports to the Director, Information Systems and will work closely with the internal Enterprise Systems Architect, Network Support group, Systems Analyst, Data Quality Manager and Advancement Programmers to ensure modifications are consistent and meet the required end user needs.

Work Performed

- Consults with clients to identify and specify complex business requirements and processes
- Reviews, analyzes and evaluates business systems, functional requirements and user needs
- Analyzes design issues and develops test plans and testing schedules to meet user requirements
- Identifies, documents and resolves system deficiencies internally and in conjunction with Vendor (Blackbaud) Assists with preparation of business requirements and works with systems analysts to identify technical specifications for enhancements and identifies testing and conversion approaches
- Logs and reports status of user report requests and responds to complex and routine requests
- Analyzes metrics pre and post process technical changes to ensure benefits are being realised and have had a positive effect on the DAE portfolio
- Researches and analyzes (future) requirements of information to meet team objectives
- Provides support and training to all users of the system
- Creates training documentation for Links
- Documents functional specifications for enhancements to all systems and works with Systems and Business Analysts to ensure



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specifications meet business requirements

- Provides project management expertise to support upgrade path for Links
- Designs and supports security hierarchy and system roles within Links
- Identify opportunities to improve efficiency of business processes
- Provides consultative services on changing and streamlining business processes and tool sets for Development and Alumni Engagement and Advancement portfolios
- Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities and recommends options.
- Provides assistance and advice to business users in the effective use of applications and information technology
- Participate on Links Advisory Committee as required
- Is involved in the requirements and design phases of any new IT projects
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools
- Leads short-term planning sessions to implement integrated business process improvements and documents discussion and agreements
- Develops user test cases and validates test results during user acceptance testing and system acceptance testing stages.

Typically performs functional testing

- May prepare project status reports and communicate status to client
- Provides consultative services for the development of policies and procedures
- May prepare project status reports and communicate status to client
- Performs other related duties as required

Supervision Received

Works both independently and with teams under general direction of the Director, Information Systems. Performance reviewed against set objectives and upon completion of set projects.

Supervision Given

None.

Consequence of Error/Judgement

Makes independent studies, analyses, interpretation and conclusions involving the application of computer solutions to systems problems. Errors in design may impact operational efficiencies or negatively affect the interpretation of data. Errors in judgment could severely impact the security and privacy of data, hampering the DAE portfolio and UBC from meeting monetary targets and negatively impact the reputation of UBC.

Qualifications

- Undergraduate degree in a relevant discipline. - University degree, preferably in Information Management Computer Science, or an equivalent combination of experience and training
- Professional development courses in Information System skills (i.e. analysis, design, etc.) desired through continued education
 - Working knowledge of systems methodologies and structured development techniques. Minimum of three years experience or the equivalent combination of education and experience. - Good working knowledge of microcomputers and LAN technology both at the hardware and software level
 - Must have experience with the Links Alumni Development System or other comparable fundraising development systems and prospect management concepts
 - Ability to perform complex queries using MS Access, SQL or other similar database application
 - Good working knowledge of Microsoft Windows and Office products
 - Experience in fundraising development or related field essential
 - Demonstrated experience in business analysis, business process knowledge, supporting system development, and end user training.
- Effective oral and written communication, analytical, multi-tasking and organizational skills. Must be able to work with computers at the technical level. Ability to audit system configurations. Ability to gather information for and model business



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processes. Ability to perform business technical writing Ability to implement and enhance computer software systems. Ability to make decisions and recommendations involving groups of disparate stakeholders with potential competing goals and priorities. Ability to develop and deliver effective presentations. Ability to interact effectively and diplomatically with people at all levels and to work under pressure with minimal direction Ability to plan and initiate and complete programs and projects independently. Ability to exercise tact, confidentiality and judgement. Ability to write clear, concise business reports, proposals and correspondence. SQL programming language skills would be an asset. Well developed technical skills, including ability to review and critique technical specifications.

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Staff Job Postings

Job Posting

Job ID:	13567		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Information Systems & Tech		
Classification Title:	Info.Systems&Technlgy, Level C	Business Title:	Network Analyst I
Department:	UBC IT - UBCNETwrk& Inf Facil.		
Salary:	\$59,602.00 - \$71,550.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-13	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-07-31	Available Openings:	1

Job Summary

The Network Analyst I consults with and analyses user requirements for information network systems and monitors capacity requirements and network performance.

This position is responsible for provision of second and third level technical and administrative support for the Network Management Centre (NMC). As a member of the NMC team, this position participates in the creation and support of the UBC data networking environment in alignment with the University and UBC IT's mission and customer business needs.

The Network Management Centre manages the UBC network and connections to external national and international networks. The NMC also manages the BCNET backbone, the Provincial Regional Network. BCNET provides Internet access for the University including access to CANARIE and international research networks. The Network Management Centre provides planning, design, engineering, analysis, support, configuration, troubleshooting, security, and implementation of the UBC voice, data, wireless, and video communication systems, including all UBC campus sites, and BCNET. This position is responsible for the orderly growth of these communication networks and ensures their reliable operation.

On-call after hours support and off-hours scheduled maintenance is required.

Organizational Status

Reports to the Manager, Network Management Centre.

The position requires daily interaction with teams, both formal and ad-hoc, consisting of personnel from within UBC IT, from other campus IT units, IT units at other universities and institutions, the research community, and from communities of customers.

Work Performed

Specific Duties:

- Provide network security operations support including installing, configuring, managing firewalls, VPNs and related network security devices and applications for the UBC network.
- Provide general guidance and recommendations to the campus community surrounding security policies and securing infrastructure.



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- Configure and administer security scans for the campus. Run security scorecards and reports.
- Works with departments to provide network centric knowledge and feedback in support of PCI compliance efforts.
- Ensure compliance of network systems in line with the university's security mandate.
- Keep abreast of security concerns and vulnerabilities. Alert the team of any requiring attention.
- Troubleshoot and investigate security incidents using tools and packet capturing.
- Identify and mitigate gaps in security. Work with other team members to resolve security incidents.
- Compile related documentation and reports.
- Implement security best practices

Core Duties:

- Consults with users to determine the required technical support for network systems including monitoring network activity, and troubleshooting and diagnosing network problems.
- Monitors facilities capacity requirements, schedules requests for bandwidth and adjusts bandwidth on a daily or weekly basis.
- Assesses network performance to ensure that it meets the present and future needs of the enterprise.
- Assists in the development of disaster recovery plans and executes network test plans.
- Analyses user requirements, prepares equipment specifications, and installs and configures or reconfigures network components.
- Implements network security procedures and predetermined software or hardware changes to rectify any security issues.
- Contributes to the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Manager, Network Management Centre. May work independently or as part of a team on assigned projects upon receiving general project guidelines.

Supervision Given

May supervise staff as required, in order to ensure coordinated functioning of the Network Management Centre.

Consequence of Error/Judgement

The actions of this position affect all academic faculties, departments on the UBC campus sites and clients on BCNET. This position deals directly with the availability, reliability and security of the campus network used for academic computing administrative computing.

High attention to detail is required, in addition to the need to maintain a broad knowledge of all aspects of networks and network operational procedures.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Electrical and Computer Engineering, Electronics and Communications Engineering, Computer Science or other related discipline. Minimum of three years experience or the equivalent combination of education and experience. Working experience managing firewall policies and familiarity with networking, firewalls, VPNs.

Experience running and analyzing packet captures.

Cisco certifications, an asset.

Experience using Cisco security products, Nessus, an asset.



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Understanding of security concepts, constructs, vulnerabilities, exploits.

Familiarity with IDS IPS, SIEM, scanning tools.

Collaboration - Takes initiative to actively participate in team interactions. Without waiting to be asked, constructively expresses own point of view or concerns, even when it may be unpopular. Ensures that the limited time available for collaboration adds significant customer value and business results.

Communication for Results - Converses with, and writes to, peers in ways that support transactional and administrative activities. Seeks and shares information and opinions. Explains the immediate context of the situation, asks questions with follow-ups, and solicits advice prior to taking action.

Problem Solving - Investigates defined issues with uncertain cause. Solicits input in gathering data that help identify and differentiate the symptoms and root causes of defined problems. Suggests alternative approaches that meet the needs of the organization, the situation, and those involved. Resolves problems and escalates issues with suggestions for further investigation and options for consideration as required.

Analytical Thinking - Collates and reports information. Identifies trends and exceptions. Investigates to define problems more accurately. Sorts information in order of importance. Identifies relationships and linkages between components. Identifies variable potential causes and effects. Solicits guidance to define criteria and assign values of importance and urgency. Escalates issues of an exceptional nature.

Information Systems Knowledge - Possesses a basic understanding of the strategy, structures, processes, and procedures of the enterprise in its relationship with the business and its activities. Troubleshoots in response to requests for technical support. Identifies problems and needs. Escalates problems to appropriate technical experts.

Thoroughness - Performs tasks according to quality and output standards. Takes initiative to ensure that outcomes meet internal and external customer requirements. Solicits feedback on performance in new tasks. Measures accuracy using performance metrics. Sets improvement standards to reduce errors, omissions, and oversights.

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Staff Job Postings

Job Posting

Job ID: 13559
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Facility Information Systems Manager
Department: Facilities Planning
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-30 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-30 **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 Facilities Information Systems Manager leads staff, consultants and multiple committees in the planning and development of infrastructure and facilities data. Coordinates funds, contracts and time required for initiatives involving location based spatial data and information including all functions involving computer aided drafting processes and documentation. Supports purpose-based contracts or assignments through spatial reporting and data analysis for university wide facility service operations and departmental functions.

Organizational Status

Reporting directly to the Associate Director, Facilities Planning, Infrastructure Development, the Facilities Information Systems Manager liaises with administrative departments and users. Additional responsibilities include ongoing interaction with and reporting to internal organizations and committees such as IAM, Archibus Working Group and external groups such as Vancouver Coastal Health and Fraser Health Authority.

Work Performed

The Facility Information Systems unit (FIS) is the primary resource for location based information and spatial representation within the university. The spatial data derived from the system is used to support policy and key decision makers in the development of UBC's infrastructure and facilities. The development of the campus maps facility floor plans and information within FIS requires numerous resources, including technical staff and consultants, reporting to the FIS Manager for coordination. System integration projects vary in time and complexity, the number of people involved will vary. The FIS Manager may consult and coordinate less than 10 people on a small project while larger initiatives, such as security access and keyless entry, can have 20 or more such people reporting directly and indirectly on the project. The FIS Manager may direct a consulting team or undertake the work directly, in Addition to the ongoing system integration initiatives, Upon completion of major minor capital planning initiatives, the FIS manager is responsible for the ongoing management of facilities and infrastructure data, processes and resources in a technical environment, as required in planning and operative functions, such as facility planning, room scheduling, security access and work management within the Vancouver and Okanagan campus environments. Work includes, but is not limited to, the following: utilized by a variety of planning operative functions

- Supervises in-house technicians who primarily works on mapping drafting functions and the related datasets. Provides support in developing production procedures. Manages project timelines and task assignments and evaluates the units productivity,



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develops efficient work procedures and ensures compliance to campus policies and unit standards

- Manages Hardware and Software requirements utilized within the FIS unit including the budgeting and coordination of system licensing, installation, configuration, upgrades, customizations and troubleshooting system process gaps
- Participates in steering committees for UBC enterprise system applications on initiatives based on departmentally oriented functions
- Liaises and coordinates with administrative departments for management of projects requiring location based information
- Develops all CAD CAFM functions and applications including report form management, security access, schema modifications and other administrative tasks for the users of spatial data and inventory as required
- Formulates and recommends data protocols based on industry standards for in-house technicians and intradepartmental data custodians.
- Defines the terms of reference for system integration and service collaborations if required;
- Supervises consultants in the development, review and approval of FIS project requirements and definitions; including budgets and timelines
- Coordinates and monitors the activities of on-campus and off-campus resource people at all times during FIS projects
- Provides domain knowledge and analysis for the customer delivery team at each phase of FIS project execution, including design, implementation and audits departmental space, inventories equipment, furnishings and functions through ongoing site visits.
- Organizes and chairs user group meetings;
- Maintains accurate, up to date project records;
- Applies industry specific and departmental graphic standards and best practices for mapping and drafting record floor plans, campus maps and other graphical requirements for the university. Negotiates, compromises, and conciliates agreements which are in the best interest of the project and the university;
- Determines the best resources to use and when and how to use them. This may encompass the employment of specialist CAFM Services, Database Analysts, Program Developers, Campus Security, Computing Services etc. Arranges for specialist participation in FIS projects, assists resource people and the users in developing detailed requirements, monitors completion of these requirements, and manages the project budget. The FIS Manager may supervise in-house resources for data collection and entry requirements.
- Reports to the Associate Director, Facilities Planning, Infrastructure Development concerning schedule, budget, and preparation of documents and provides documentation, analysis, and recommendations to UBC Senior Executive for decision-making. Prepares spatial data reports and mapping graphical presentations to support initiatives for Facilities Programs, Master Plans and Preliminary Planning Development. Works with the Associate Director, Facilities Planning, Infrastructure Development on presentations to UBC's Senior Executive for decisions.
- Participates in meetings of appropriate University committees for representation and discussion of location based data services and operations, making FIS presentations and participating in decision making.
- Keeps up-to-date on CAD CAFM technology, standards and best practices for team and process development and productivity This is accomplished through affiliation with various professional associations (AUGI, Archibus User Groups, etc.), use of



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professional journals, attendance at professional seminars and conferences and continual communication with professional CAD/CAM managers, architects and engineers and work data management specialists involved in University sector work. Provides staff with formal/informal training and troubleshooting techniques on various graphic applications and other related software aspects including web platforms used to deliver Infrastructure and facility data.

- Performs other related duties as required.

Supervision Received

Subject to general direction from the Associate Director, Facilities Planning, Infrastructure Development, the FIS Manager is responsible within Department and University guidelines to determine what actions must be taken to achieve the ultimate project goal of meeting User and University requirements on schedule and on budget.

Supervision Given

This position gives general direction to in-house technicians in the mapping and drafting related duties and provides guidance to a number of project-based resources such as consultants, departmental staff, IT programmers and developers.

Consequence of Error/Judgement

Error in judgment and planning of data integration projects can have serious financial impact not only on the department that the work is being completed for, but for the University as a whole. Errors in the planning and linked system process and facility information can result in delayed facility planning projects, occupancy, scheduling and security access and result in faculty unable to teach/carry out research as required and unnecessary university service interruptions, costs and delays. Other potential consequences include misuse and loss of facilities and infrastructure data that can impose security risks to faculty, staff and students and damage to the reputation of the university.

Qualifications

Undergraduate degree in a relevant discipline. Certification or Diploma in Computer Aided Drafting, specializing in an Architectural nature is preferred. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Minimum of 5 years in CAFM system administration plus experience in leading/implementing a CAFM solution and/or Integration in combination with CAD management and administration.

Certification or Diploma in Computer Aided Drafting, specializing in an Architectural nature is preferred, plus a minimum of 5 years experience working with Autodesk products.

Must have advanced AutoCAD skills including customization, automation, basic programming, application of third party software and external data connectivity.

Knowledge and experienced in database design and processes.

An in-depth knowledge of the BC University Space Standards, and industry accepted measuring standards such as BOMA and IFMA.

Experience in preparing and presenting information to Senior Management to assist them with making decisions

Experience in project management and business process modeling

Experience gathering and assessing needs and applying technical skills to resolve issues of productivity.

Previous experience in project management practices is essential.



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Advanced level in computer skills in a PC environment.

Demonstrated organizational and leadership skills.

Strong interpersonal, oral and written communications skills with demonstrated good listening skills.

Effective negotiating, bargaining, compromising, and conciliation skills.

Ability to summarize needs, determine priorities, multi-task and exercise mature judgment.

Ability to develop creative solutions and apply integrated workplace management solutions unique to user requirements.

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.



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Job Posting

Job ID: 13592
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** MedIT Change and Customer Experience Manager
Department: MedIT
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-06 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-02 **Available Openings:** 1

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

Job Summary

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

The MedIT Change and Customer Experience Manager provides strategic leadership and advice to MedIT's management and directly oversees customer engagement activities and change management processes related to MedIT's services. Incumbent leads a unit that promotes the adoption of MedIT technologies in support of the Faculty's strategic goals.

Organizational Status

This position reports to the Director of IT Operations and serves as a member of the senior management team, assisting with strategic thinking and leading change management and communications. The position has extensive contact externally with other departments and groups within the Faculty of Medicine and the UBC community. It is also liaison point with partner organizations whose customers may rely upon use of Medicine's technology services and or collaboration with Medicine's staff.

Work Performed

- Oversees development of MedIT customer facing online presence including the MedIT website, the Online Health Education Platform, and MedIT's intranet.
- Owns internal communication processes and initiatives to strengthen MedIT cohesion.
- Owns outreach to stakeholder groups to determine appropriate project and service strategies; determining if services being delivered by MedIT meet stakeholder expectations.
- Engages and supports MedIT staff in managing change; liaises with business owners, users and stakeholders on technology use and provides strategies, advice and support for adoption.
- Creates and implements or oversees change plans related to MedIT projects, products and services; ensures consistent messaging across MedIT projects and programs.
- Supervises team of Management and Professional staff and manages vendors.
- Ownership of the development of MedIT's customer engagement strategy.

Core Duties:

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



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and activities.

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

Supervision Received

Works independently within established guidelines and standards to improve the staff and customer experience. Work is reviewed in terms of achievement of defined goals by the Director of IT Operations.

Supervision Given

Directs the work co-op students, project team members, external service providers, and a team of Management and Professional staff.

Consequence of Error/Judgement

The consequence of error in this position could be very serious for the Medicine and or the University as it concerns the public image and profile of our high profile Faculty. Errors in judgment and or mistakes could result in embarrassment for the University and financial loss to Medicine. Inability for FoM staff, faculty, researchers or students to locate accurate information or access services supporting research, education or administration in a timely manner would lead to a loss of confidence in MedIT and the Faculty.

Qualifications

Undergraduate degree in a relevant discipline. Masters degree in a relevant discipline; English, Communications, Computer Science, or Library and Information Studies preferred. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Experience implementing customer and staff engagement strategies
Experience in building and managing relationships at senior levels in a matrix organization
Experience in change management methodology.

Effective interpersonal and leadership skills; ability to exercise a high level of diplomacy, tact and discretion when working with information of a confidential and or sensitive nature and in dealing with various levels of senior administration and external agencies.

Demonstrated ability to exercise initiative, resourcefulness and sound judgment.

Effective oral and written communicator including demonstrated writing, editing, proofreading and design skills.

Effective management skills such as time management, supervision and negotiation.

Demonstrated skills in developing, implementing and evaluating strategic communications and change management plans.

Able to juggle multiple projects simultaneously in a deadline-driven environment.

Ability to analyze problems, identify key information and issues, and effectively resolve.

Ability to communicate effectively verbally and in writing.

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



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Ability to develop and implement strategic business plans.

Ability to analyze and interpret data, determine implications, and provide recommendations

Ability to effectively use job-related design and analysis applications.

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

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

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

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

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

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

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



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Job Posting

Job ID: 13576
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Manager, Learning Technologies Developer Community
Department: Center for Teachng,Learng&Tech
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2014-08-31
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-08-10 **Available Openings:** 1

Job Summary

The Manager, Learning Technologies Developer Community will provide leadership in enabling UBC to harness innovative software development practices in support of teaching and learning, with an emphasis on development in association with the implementation of UBC's new learning management system. The individual will 1) engage a diverse stakeholder community to plan, develop and facilitate a community of practice amongst learning technology-focused software developers and educators; 2) consultatively develop and implement policies and procedures to streamline the process of technology integration and adoption; and 3) ensure timely dissemination of key developments and research findings to the stakeholder community and more broadly as appropriate.

Organizational Status

This position has a solid line report to the Managing Director, Centre for Teaching, Learning and Technology (CTLT); and a dotted line report to the Director, Enterprise Architecture, UBC Information Technology.

The position works closely with senior management and staff within CTLT, UBC IT and other IT and Learning Technology groups at UBC, including the Centre for Teaching and Learning at UBC Okanagan campus and Faculty-based units at UBC Vancouver.

On a day-to-day basis the Manager, Learning Technologies Developer Community will work in close collaboration with the Project Manager of the LMS Transition Project, the UBC IT Manager of Learning Applications and the CTLT Senior Manager, Teaching and Learning Technologies.

Work Performed

- In partnership and in consultation with a diverse cross-university stakeholder community, encourages and facilitates the development, adoption and sustainable integration of learning technology innovations into UBC's learning technology ecosystem.
- Plans, develops and facilitates a community of practice amongst learning technology-focused software developers and educators.
- In consultation with the Learning Applications team and the Learning Management System Steering Committee, defines and communicates processes and procedures associated with accepting community developments into production systems. This includes documenting methods for measuring teaching and learning impacts, defining acceptance criteria, test processes, quality assurance and support processes.
- In consultation with Faculties and other stakeholders, gathers and documents requirements for new Blackboard Building Blocks, learning tool integrations, and or systems enhancements. Directs the process of collecting, analyzing, reviewing, documenting,



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and communicating business needs and requests to the Learning Applications team.

- In consultation with the LMS Steering Committee and system managers as appropriate, identifies and prioritizes development and integration requests, ensuring adherence to policies and procedures and alignment with stated strategic educational priorities..
- Manages the expectations of business units and faculties, negotiating timing of deliverables across multiple stakeholders.
- Provides monthly status reports on development activity, integration requests and tools usage to the LMS Steering Committee and the Developer Community; prepares and disseminates annual and ad-hoc reports for senior University leadership as needed.
- Proactively researches new tools that could be integrated with Blackboard to meet Faculty needs. Stays informed on evolutions in educational modalities with a view to exploring how these can be used to meet faculty needs and or opportunities.
- Builds and maintains strong relationships with the instructional support staff and their unit leaders in all Faculties.
- Facilitates cross-Faculty discussions to see how developments or ideas generated in one Faculty could be used by the broader community.
- Fosters the development of a community of experts who will have the capacity to engage in the development of innovative educational technologies.
- Works with the Faculties to move faculty developments through the acceptance and quality assurance process into the central production instance of the LMS ecosystem.
- Leads the development of learning technology roadmaps in consultation with the Enterprise Architecture team, CTLT, the LMS Steering Committee, and the Learning Applications team.
- Develops and maintains a detailed knowledge of software process improvement. Contributes effectively to identifying new areas of learning technology improvement and innovation within the organization. Carries out improvement and innovation assignments, justified by measurable business benefits.
- Facilitates a community process to develop and document business requirements and to translate these requirements into proposals. Plans, directs, and co-ordinates activities to manage and implement interrelated projects from innovation proposal to final operational stage; plans, schedules, monitors, and reports on activities related to the community.
- Works with management, governance groups and the broader community, to determine which systems development projects will support the organization's objectives and plans. Ensures that management is both aware of and able to provide the required resources, and that available resources are properly utilized and accounted for. Monitors and reports on the progress of systems development projects, using appropriate quality assurance processes to ensure that projects are carried out in accordance with agreed standards, methods and procedures.
- Provides technical leadership in the analysis and review of existing or proposed system features and integration, security, scalability and performance requirements with clients, business analysts, architects and team members.
- Considers overall systems design, researches and evaluates vendor supplied applications, provides customization or development recommendations, and implements accordingly.
- 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.
- Develops and maintains a productive working relationship with project sponsors, vendors and key clients.
- Defines and promotes detailed application specifications and standards which may include diagrams and developing coding logic flowcharts for the community.
- Documents and promotes functions and changes to new or modified modules, tests activities results, error handling and backup recovery procedures.
- Keeps abreast of current technologies and tools and provides input to strategies for ongoing support and upgrade of these systems.
- Provides technical expertise, training, and consultation to other staff.
- Supports software development lifecycle and applies and follows appropriate programming development methodologies and best practices as instructed.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.

Supervision Received

Works under general direction from the Director of Enterprise Architecture and the Managing Director, Centre for Teaching, Learning and Technology. This is a senior position and the incumbent is expected to be capable of working to a high degree of quality unsupervised. Work is reviewed in terms of achievement of broad project objectives and goals over the long-term.



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Supervision Given

The Manager, Learning Technologies Developer Community will supervise and mentor project groups as applicable. Such groups may be drawn from a wide variety of roles, including: developers, analysts, architects, subject matter experts, line of business staff and or managers.

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 Manager, Learning Technologies Developer Community plays an important part in the formulation, alignment and implementation of the strategic plans for learning technologies across the University.

If UBC's learning technology strategies do not align with or enable the academic goals of the University, or if the related services and support that Administrative Units and Faculties receive is not fully aligned with their needs and goals, the University's learning technology resources will inhibit the University from achieving its strategic targets. Failure to ensure alignment and direction for the University in this role will negatively impact on the reputation of the University, leading to loss of prestige that could impact enrollment, donations, and public relations.

The role carries a high degree of responsibility for Enterprise-wide learning systems that may carry a significant level of risk to the operation of the University. Therefore the consequences of error judgment are also very high, potentially leading to operational and or legal consequences.

Qualifications

Undergraduate degree in a relevant discipline. A postgraduate degree in a relevant discipline preferred. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Minimum of 8 years of related experience, including extensive experience designing, developing and implementing medium to large scale applications preferred.

Experience with all aspects of systems projects from requirements definition and functional application design through development, testing, implementation, and operations in more than one industry sector.

A solid working knowledge of the following systems development and operations disciplines:

- Quality assurance
- Release management
- Change management
- Quality standards
- Systems integration
- Programming software development

A solid understanding of higher education and the role of learning technologies in enhancing classroom practice.

Strong understanding and experience with software development methodologies (e.g. test-driven, behaviour-driven) and tools (e.g. JUnit, Cucumber).

Strong project management skills including a working knowledge of software development lifecycle methodologies such as RUP and Agile.

Proven experience of working in large, multi-site operations with matrix-management of projects teams. Self motivated individual capable of working with minimal supervision while maintaining a commitment to coach and mentor others.



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Demonstrated ongoing career development through active and self-motivated professional development.

Proficient with office productivity tools (e.g. MS Office, SharePoint, Visio).

Ability to work on several projects at once and to change priorities quickly as needed.

Ability to work under pressure in time sensitive, mission critical situations, with a minimum of supervision.

Experience with Learning Management Systems (e.g. Blackboard, Moodle, WebCT) or similar enterprise systems (e.g. Enterprise Resource Planning) is highly desired.

Nice to Have:

- Familiar with learning technologies (e.g. Respondus, Wimba Collaboration Tools, iClicker, Turnitin, uPortal, Mediawiki, Wordpress).
- Familiar with streaming media technology (e.g. Kaltura).

Leadership Skills:

Capable of leading within a collaborative, consensus driven organization with decentralized decision-making. Able to lead in a complex environment with multiple users and to engage a broad range of people in the pursuit of organizational vision and goals. Effective at leading significant change.

Interpersonal Skills:

Builds and maintains positive, productive relationships with peers, colleagues, staff, faculty, consultants, and suppliers. Flexible and sensible.

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 Process Knowledge:

Describes and documents critical cross-functional business process flows. Applies business process reengineering techniques and methods in analyzing process flow and accountability charts. Recommends and advocates substantive process enhancements and assesses both internal and external implications.

Information Systems Knowledge:

Identifies means of integrating technical support requirements with enterprise processes and strategies. Identifies technological opportunities to meet client needs. Creates information system solutions to meet the needs of business stakeholders. Partners with appropriate technical consultants, experts, and managers to resolves complex problems across all IT solutions.

Business Enterprise Knowledge:

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

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,



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by matching individual capabilities and skills to the team's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

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

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

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

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.



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Job Posting

Job ID:	13610		
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 Software Architect
Department:	Operations		
Salary:	\$73,448.00 - \$91,809.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-10	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-03	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 Software Architect analyses business needs and develops strategies and system's infrastructure. This position is responsible for the major technical decisions in the software design process and ensures these decisions are effectively and accurately communicated to the development teams.

This position leads the review, analysis, design and development of existing or proposed system features and requirements and devises computer programs, systems and related procedures.

The Senior Software Architect collaborates in the design, development and implementation of learning technologies, monitoring tools, and provisioning systems. Performs secondary operational support and contributes to the strategic planning of the University's Development & Alumni ecosystem.

Organizational Status

Reports to the Director, Information Systems. May also work under the direction of a Project Manager as required for projects to which the incumbent is assigned.

The Senior Software Architect position works closely with management and staff from all sections of Development Advancement Services, Alumni Affairs and Services to provide systems development and on-going maintenance for all central information systems within these units.

Work Performed

- Provides strategic leadership with respect to the framework and other architectural aspects that best suit the technical requirements of the current project. Provides technical leadership in the analysis and review of existing or proposed system features and integration, security, scalability and performance requirements
- Develops new systems design, major enhancements and changes based on feedback and consultation with various stakeholders and users advises on new and changing requirements.
- Researches trends on software development and architecture.
- Develops architectural strategies for system customizations along with system impact. Analyzes, designs, codes and maintains



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central systems within the Alumni Development Systems(ADS). Evaluates systems alternatives and makes recommendations. Develops work plans, staffing requirements and time estimates for projects. Develops key custom components and supervises programmers and or analysts and student assistants assigned to his her team. .

- Leads in the coordination of the various design elements associated with software development. The architect works with other developers, designers and DBAs. They ensure that designs are incorporated into technical specifications as required.
- Provides consultation and assists with custom systems and data outputs to the diverse user community.
- Leads the evaluation and selection process for application packages, performs risk and cost .benefit analysis, determine impacts on business processes and goals. Researches development tools, vendor partners, commercial software and systems hardware requirements.
- Participates in long and short range planning including budget preparation and control for future and on-going systems development.
- Provides consultation, recommendations, priority setting and support for on-going changes to the Alumni Development Systems. (ADS Change Control)
- Supports software development lifecycle and applies and follows appropriate programming development methodologies and standards and best practices as instructed.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools. Performs other related duties as required.

Supervision Received

Works under the general direction of the Director, Information Systems. The Senior Software Architect must be able to work independently, assume full responsibility for his her decisions as well as contribute actively and collaborate openly as a team member.

Supervision Given

May supervise, plan, direct and evaluate work of other IT staff, testers or any other contract and or vendor staff performing technical or functional duties during a project or in support of the University's enterprise learning applications environment.

Consequence of Error/Judgement

Accuracy, a thorough knowledge of systems, and excellent judgment are extremely important. The Senior Software Architect is a key player in this position. This position must assume responsibility for decisions which could cost the University hundreds of thousands of dollars and impact on the Development and Alumni initiatives if errors are made.

Errors in judgment, poor decisions or advice, failure to act decisively could result in having a detrimental impact on the reputation of the University and the ability of DAE to engage with constituents who donate over \$150 million to the University annually.

Qualifications

- Undergraduate degree in a relevant discipline. - University degree preferably in Computer Science or Business Administration combined with a minimum of experience with large administrative systems. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. - Minimum years of related experience, including extensive experience designing, developing and implementing medium to large scale applications
- Demonstrated ongoing career development through active and self-motivated professional development.
 - Experience designing and developing major systems - both client side and Web delivery.
 - Proficient in application development tools: data flow diagrams, functional analysis, VB VB.Net programming, XML, XSL, HTML, CSS, Visual Studio, SSRS, Active Directory, LDAP, Joint Application Design (JAD), Rapid Application Development (RAD), systems methodologies and database standards Knowledge of the following: Crystal Reports, Active Directory, LDAP.
 - Knowledge of other general application PC tools: client server applications, MS Windows, MS Office Suite professional, PCs, Macs, LANs, VLAN's, VMware, Security standards, etc.



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- Subject knowledge of Development (Fundraising), Alumni Affairs and other Advancement areas.
- Knowledge of UBC's central administrative systems and integration a major benefit.
- Excellent working relationships with both technical and user personnel. .

Excellent analytical and problem solving skills. Strong interpersonal and motivational skills. Good written and oral communication skills for both technical and non-technical personnel. Project management skills. Ability to work effectively with all levels of user, technical and management personnel. Ability to supervise detail work. Ability to work with multiple tasks and to work under constant pressure.

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.



The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13603		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Educational Programming		
Classification Title:	Educ. Programming, Level A	Business Title:	Educational Content Delivery Designer
Department:	MedIT		
Salary:	\$40,565.00 - \$48,697.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-09-24	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-09	Available Openings:	1

Job Summary

The Educational Content Delivery Designer contributes to the development of instructional content delivery including related media as part of interactive learning solutions provided to clients in the Faculty of Medicine's Distributed Education Programs.

The position will be responsible for contributing to the educational process by producing instructional materials, applying creative design to graphics and multimedia and programming web content with embedded media.

The incumbent should have a strong passion and energy for this type of work with an interest in contributing to the educational process. This role offers an opportunity for growth within the team and increased responsibility in the process of completing projects from conception to delivery.

Organizational Status

The UBC Faculty of Medicine Medical Undergraduate Program has over three thousand teaching faculty and 288 students, and is run as a distributed format, which allows students to complete the MD degree either in Vancouver, Prince George, Kelowna or Victoria. This is facilitated through videoconferencing and other teaching technologies, amongst them learning management systems, mobile learning, audience response systems and virtual patients.

This position reports to the Senior Manager, Educational Technology within the Educational Technology MedIT portfolio. He/she works closely with the Educational Technology team, under the guidance of the Instructional Designers (IDs), in the Technology Enabled Learning (TEL) unit within the Faculty of Medicine's IT group (MedIT).

The position requires regular communication and close collaboration with instructional designers, videographers, Faculty, medical subject matter experts, support staff, students and staff to coordinate the work required to achieve desired results and objectives.

Work Performed

- Develops and produces design concepts for a diverse spectrum of educational materials.
- Participates in the creative design process for different media including course skins, graphics, icons, logos, diagrams and



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images.

- Designs and develops mock up design elements for web-based learning modules.
- Produces computerized images and designs.
- Creates online educational materials for learners at various levels in the curriculum.
- Produces, programs and manages online modules.
- Uses eLearning Authoring Software (for example, Articulate, Lectora, Adobe eLearning Suite, and Captivate).
- Uses Hard-code (HTML, CSS, JavaScript) for media mashups where necessary.
- Develops embed multimedia (graphics, video, sound files, links, and resources).
- Performs quality assurance, testing and continuous improvement.
- Conducts pilot testing with student groups to capture required edits and resolve program bugs.
- Develops processes to improve the efficiency of development of learning content.

Supervision Received

Works under the supervision of the Instructional Designers and performs completion of tasks autonomously in accordance with general instructions, methods and procedures. Work is reviewed in terms of achievement of desired results and objectives.

Supervision Given

None.

Consequence of Error/Judgement

Work requires judgment and initiative. Responsible conduct, professionalism and sound judgment are integral to the role. The consequence of error associated with this position could have a significant impact on the successful delivery of the Faculty of Medicine's Health Professions Educational Programs.

Qualifications

Undergraduate degree in a relevant discipline. Bachelor's degree with a concentration in Educational Technology, Instructional Systems Design or Computer Science or Multimedia and Web Development is preferred.

Additional experience, diploma certificate would be considered in lieu of degree.

Training or experience developing blended learning or web-based learning solutions. Minimum of two years experience or the equivalent combination of education and experience. Experience creating instructional materials for training or educational purposes.

Experience with testing and quality assurance and has an eye for detail and high production standards.

Experience with web user interface design.



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Experience developing learning resources using native tools within an LMS environment.

Experience using third-party tools to develop and deliver courseware via an LMS. Demonstrated excellent interpersonal skills. Knowledge of eLearning Software Authoring Tools such as Articulate, Lectora, Adobe Captivate and Dreamweaver. Knowledge of sound editing software. - Knowledge of analytics and SCORM standards and strong working knowledge of graphic editing software (ie: Photoshop).

- Knowledgeable in graphic themes and design mock-ups, diagrams, graphics, and illustrations. - Strong HTML, CSS, JavaScript (DHTML) knowledge.

- Understanding of style content and code functions for cross-browser compatibility, including mobile browsers. Proven ability to organize work load to meet deadlines. Team player. Effective collaboration skills. Interest in educational technology.

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Staff Job Postings

Job Posting

Job ID: 13602
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A
Business Title: Marketing & Communications Coordinator
Department: External Prog & Learning Tech
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-04
Ongoing: Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-08-03
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

Reporting to the Marketing Manager (External Programs and Learning Technologies) in the Faculty of Education. Responsible for the implementation of marketing and communications materials and campaigns. Substantial personal initiative is expected.

Organizational Status

The selected candidate will work closely with the Communication and Marketing team, faculty and staff members, other departments and agencies on and off the UBC campus.

Work Performed

Implementing sales and marketing initiatives to ensure higher recruitments and revenue. Works collaboratively with the EPLT Marketing Manager to develop and distribute marketing materials and campaigns including print, web, email, and social media. Responsibilities include, but are not limited to: graphic design & layout; development and distribution of materials and visual assets; photography image sourcing and production; e-merge campaigns; liaising with program coordinators; website maintenance and development; production of audio video assets; researching and analyzing data for new markets; ensuring content is accurate, streamlined and consistent with branding; writing and editing; other duties as required. Works collaboratively with other members of faculty and staff to produce communication materials in support of unit or Faculty of Education communication strategies, consistent with the UBC brand and Faculty of Education identity and narrative.

The responsibilities include:

- Assists in educational programming promotions, incorporating branding into design templates including graphic design and layout.
- Maintains processes to ensure that website content is accurate, clear, timely and consistent; regularly reviews site and archives as needed
- Researches and collects data for new markets, ensuring content is recent and databases are maintained for future use
- Makes independent decisions and recommendations in areas of prioritizing, planning, and organizing the communications
- Takes a coordinated approach to ensure that the websites and other communications content is integrated across both print and web social media and digital signage
- Researches web social media technologies, makes recommendations based on findings and communicated issues for project requirements



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- Prepares documentation for media including social media, web content, technical and training manuals, newsletters, and other communications tools
- writing of communications materials
- Work on projects such as unit branding; photo video coordination; digital signage; presentation assistance; general promotion (assistance with faculty recognition and promotion) and other projects as required.
- Performs other duties as required

Supervision Received

Works independently under the general direction of the EPLT Marketing Manager.

Supervision Given

There are currently no direct reports to this position but the position may supervise student workers or staff in related area.

Consequence of Error/Judgement

Misrepresentation or inaccuracies in marketing and communications materials (including print and electronic sources) will negatively affect relations with students, faculty, staff and community members.

Errors in judgment may result in the inefficient use of resources and damage the image and reputation of the University. 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 Faculty of Education.

Qualifications

Undergraduate degree in a relevant discipline. University degree or diploma in marketing, communication or related education will be preferred. Minimum of two years experience or the equivalent combination of education and experience. Working knowledge of contemporary marketing strategies and practices. Demonstrated experience working in a professional capacity. The employee must be willing to agree to take action to keep skills and knowledge current. Ability to communicate effectively verbally and in writing. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work in a complex and demanding environment with a high level of attention to detail. Ability to exercise tact and discretion. Ability to work effectively with minimal supervision. Ability to work effectively independently and in a team environment. Creativity and demonstrated ability to function effectively within the performing arts environment. Ability to effectively use software tools at an intermediate level such as Adobe Creative Suite, Outlook, MS Word, MS Excel.

Strong academic and writing skills are necessary. Editorial experience or skills would be an asset. Excellent attention to detail is required, including the ability to edit complex text material accurately. Excellent interpersonal and communication skills in dealing tactfully with public and staff are essential.

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Staff Job Postings

Job Posting

Job ID:	13522 (Repost)		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Marketing & Sales		
Classification Title:	Marketing & Sales, Level B	Business Title:	Manager, Advertising and Promotion
Department:	UBC Press		
Salary:	\$51,099.00 - \$61,343.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-20	Ongoing:	Yes
Job End Date:			
Funding Type:	Self Funded		
Other:			
Date Closed:	2012-08-02	Available Openings:	1

Job Summary

Works under the supervision of the Marketing Manager to plan and manage the Press's print and electronic promotional and media materials. Assists with implementing website promotional campaigns.

Organizational Status

Reports directly to the Marketing Manager, UBC Press.

Work Performed

- Manages the production, design, and distribution of the trade and scholarly biannual UBC Press marketing catalogues (in print and digital forms). Includes developing and implementing the full production schedule, consulting with agency publishers, and working closely with UBC Press's internal departments and external vendors.
- Manages the production, design, and distribution of UBC Press marketing subject catalogues (in print and digital forms) on an annual rolling schedule. Includes developing and implementing the full production schedule, consulting with agency publishers, and working closely with UBC Press's internal departments and external vendors.
- Develops and manages advertising and promotional materials as well as arranges for materials distribution. This may include any or all of: budgeting and cost analysis and control; copy writing; design; negotiating contracts with freelancers as required; purchasing of related printing services; negotiating contracts for space advertisements; purchase of mailing lists and mailing services. Conducts quarterly budget reviews with the Marketing Manager.
- Develops display advertising and other promotional materials (posters, flyers, website banners, direct mail pieces, book marks, etc.) in consultation with marketing colleagues. This includes art selection, graphic design, and negotiating contracts for space advertisements. Consults with other departments as needed.
- Designs an advertising budget for each UBC Press publishing season. This may include analysing and forecasting sales potential for the seasonal titles and preparing an advertising budget that promotes the titles appropriately but stays within the guidelines of the full marketing budget.



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- Develops the overall visual identity for UBC Press in terms of a consistent branding design for all marketing promotional materials in consultation with all department heads. It is expected that aspects of UBC Press's visual identity will need to change and be updated from time to time.
- Ensures accurate data exchange between the press-wide data management system and catalogue templates, including XML data import. Updates the catalogue templates as required.
- Keeps up-to-date with technological trends and opportunities that help streamline and or broaden the reach of UBC Press's marketing materials, for example the conversion to a digital-only catalogue.
- Works with outside vendors, including printers, list providers, and mail houses.
- Maintains the accuracy of the marketing catalogues and promotional material mailing lists.
- Works under the guidance of the Marketing Manager to prepare presentation of the UBC Press website. Oversees any design and platform changes necessary for the website. While this does not include responsibility for the content of the site, working closely with the web content coordinator is expected.
- Identifies marketing opportunities for new publications.
- Participates in cross-departmental meetings and planning sessions. Assists with preparation of the biannual sales conference with Canadian commissioned sales agents. May include presenting new titles to the sales reps.
- Works on special projects as required.

Supervision Received

Operates under and reports to the Marketing Manager.

Supervision Given

None.

Consequence of Error/Judgement

Given the significance of the Press's promotional materials to the success of its marketing strategies, clarity and excellence in design, in addition to the timely delivery of promotional materials, is critical to the Press's ongoing growth and its reputation as a scholarly publisher. An inadequate process planning, resulting in poor design, missing materials, and late distribution, related to any of the above materials may mean a significant loss of revenue and a challenge to the reputation to the Press and by extension the University. Hence, the consequences of error are significant.

The incumbent has responsibility for the budget related to the production of advertising and promotional materials. Since the bulk of the Press's income is derived from sales revenue, and marketing activities comprise, collectively, the largest percentage of expenditures, the consequences of error are critical.

Qualifications

Undergraduate degree in a relevant discipline. University degree or equivalent. Minimum of three years of related marketing materials design and production experience, preferably in a publishing environment. Minimum of three years experience or the equivalent combination of education and experience. The successful candidate will have proven design ability, an excellent knowledge of Adobe Creative Suite, experience with XML applications, and demonstrated ability with project coordination, budgeting, production planning, and websites. In addition, this position requires strong interpersonal and communication skills,



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an attention to detail, and excellent time-management planning. Should have extensive computer skills and a strong background in seeking out, and working with, new technologies. Must be able to travel overnight and work occasional weekends.

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Staff Job Postings

Job Posting

Job ID:	13389		
Location:	Kelowna - UBC Okanagan		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Marketing & Sales		
Classification Title:	Marketing & Sales, Level C	Business Title:	Marketing and Communications Manager
Department:	UBCO - University Relations		
Salary:	\$64,369.00 - \$77,274.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-09-03	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-03	Available Openings:	1

Job Summary

The Marketing and Communications Manager has a key role in University Relations responsible for strategic planning and coordination of marketing initiatives to advance the profile of the UBC's Okanagan campus locally, nationally & internationally. The manager is also responsible for planning and implementation of the communications needs of a variety of administrative units. Combined, these activities enhance the image and reputation of the University, and reflect the mandate and strategic goals of the institution. This position is responsible for the development and delivery of integrated strategic planning, marketing and communication initiatives, and serves as a key communications advisor for senior executive and other constituents.

Organizational Status

This position reports to the Director, University Relations. The Marketing and Communications Manager works as part of the University Relations team and interacts with Senior Executive, Deans and other key stakeholders across the university.

Work Performed

1. Sets marketing and communications strategy by:
 - . Working with senior executives to develop a long-range vision and agenda for strategic marketing of UBC Okanagan to raise the profile of the campus in British Columbia, across Canada, and internationally.
 - . Developing and implementing comprehensive strategic marketing plans in keeping with the long range vision.
 - . Developing and managing budgets and strategic partnerships to support national and international marketing initiatives.
 - . Evaluating marketing opportunities, publishing requirements and providing oversight on media and formatting.
 - . Developing campus-specific communication policies and procedures.
2. Oversees and Integrates editorial content and delivery by:
 - . Implementing a comprehensive editorial policy across print publications and websites, consistent with UBC's overall strategic communications goals.
 - . Managing strategic communications projects, including publications and websites.
 - . Managing projects and coordinating workflow of content providers, editors, designers, and external service providers.
 - . Working with individual units to clarify subject material and design objectives, and to determine project timelines and budgets, developing contingency plans to keep projects on track.
 - . Providing guidance to clients on best practices in communications.



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- . Researching, writing and editing reports, articles and press releases.
- . Creating effective, brand-compliant advertising and promotional campaigns for specific programs and special events

3. Participates in other communication services by:

- . Implementing focus groups, surveys, and other methods of market assessment.
- . Staying current with post-secondary sector marketing and communications trends and making recommendations.
- . Researching promotional improvements and identifying opportunities.
- . Participating on University committees, as appropriate.
- . Managing allocated budgets.
- . Performing other related duties as required.

Supervision Received

This position reports to the Director, University Relations.

Supervision Given

This position provides indirect oversight to design and strategic communications staff in University Relations. As the marketing agenda for the campus grows, the incumbent will be expected to supervise an expanded team.

Consequence of Error/Judgement

This position must exercise tact and diplomacy. The incumbent must lead strategic marketing planning processes and effectively deliver on those plans. Public perception of UBC and the Okanagan campus is tied to the success and efficacy of publicity and marketing initiatives managed by this position. The consequence of errors in judgement can have very serious impact on the public image and reputation of UBC's Okanagan campus on a provincial, national and international level. Recruitment goals and financial viability may be adversely affected by reduced visibility and reputation if marketing and communication are not managed effectively.

Qualifications

Undergraduate degree in a relevant discipline (marketing and advertising, corporate communications, journalism). Minimum six years of marketing experience (requiring a high level of creativity, strategic thinking, excellent knowledge of English spelling, grammar, and punctuation), or an equivalent combination of education and experience in the communications or marketing fields. Experience in strategic communications marketing management, consulting, writing, developing policies and procedures and publishing in high-volume production environment, preferably with both print and web deliverables. Strong, proven social media experience an asset. Experience with Adobe Creative Suite and Microsoft Office. Familiarity with project management software. Knowledge of HTML and HTML editing conversion tools. Familiarity with blogs, content-management systems, and wikis. Professional experience in a post-secondary institution or similar environment an asset. Ability to exercise diplomacy, tact, and discretion when working with confidential and sensitive information and in dealing with various levels within the university. Effective oral and written communication. Strong interpersonal, presentation, and public relations skills. Demonstrated leadership, teamwork and motivational skills. Demonstrated understanding of current marketing and communications best practices. Capacity for creativity and research; ability to exercise initiative, resourcefulness, and judgment. Accuracy and attention to detail. Ability to work both independently and within team and to work effectively under pressure to meet deadlines. Ability to assess own performance and report on project status. Strong social media skills. Excellent strategic and integrative thinking skills. Strong project management and problem solving skills.

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



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Job Posting

Job ID: 13123 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level C
Business Title: Organizational Development & Learning Consultant
Department: Human Resources
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-03
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-21
Available Openings: 1

Job Summary

The Organizational Development & Learning Consultant works in conjunction with members of the University community to orchestrate cultural change and organizational learning initiatives within the Vice President, Finance Resources and Operations portfolio (VP FRO). In partnership with the functional department's leadership, this role identifies learning needs, development plans, and change management initiatives in alignment with "Place and Promise", "Focus on People" and the Vice President Finance Resources and Operations' plan and unit level strategic and business plans. Implements organizational development & learning initiatives, both formal and informal; influences and supports change at individual and organizational levels with respect to capacity, readiness, resilience, engagement, analysis and evaluation of initiatives; provides coaching, consultation, advice and support in change management, organization effectiveness and performance improvement issues; manages the development, training and roll-out of performance management, succession planning, and staff recognition programs; provides consultation, advice in communications initiatives.

Organizational Status

As an internal consultant, works closely with the management teams within the VP FRO portfolio. Works independently on assigned projects. Operationally reports to the Senior Human Resources Manager, Finance Resources & Operations, and for professional practice reports to the Director, Organizational Development and Learning in Human Resources. Develops strategic partnerships and coordinates initiatives with the VP FRO portfolio and the Organizational Development and Learning Team in Human Resources for the purpose of aligning interests and developing synergies. Also works closely with other Human Resources staff in Building Operations and the HR Department.

Work Performed

1. Plans and organizes initiatives of ODL programs for the VP FRO portfolio within the overall context of the University strategic plans and the department strategic plans. This requires proactive involvement in strategic planning, goal setting, and change initiatives.
2. In consultation and collaboration with management teams, takes leadership for providing coaching advice to clients to build leadership capacity, improve change initiatives, and foster quality improvement. Identifies factors that could impact on successful implementation of change efforts. Conducts organizational reviews of teams as requested, providing recommendations and



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assisting teams in the implementation of changes.

3. Develops and manages the implementation of learning and development initiatives and practices to support cultural change, meet business goals and build unit and individual capacity. This includes overseeing the Building Operations' Apprenticeship Program, as well as the development of web-based and mixed-mode learning initiatives.

4. In consultation with managers and directors, takes leadership for helping clients to identify work processes, design new structures, and realign practices to meet strategic goals and objectives of the unit. Assists groups to assess root causes and identify performance gaps, implementing and or supporting implementation of appropriate initiatives, including facilitation, program design, materials development and performance analysis as required.

5. Conducts assessments, prepares reports and analyses, makes recommendations for change, initiates and evaluates learning opportunities. Develops methods to determine the value effectiveness of ODL programs. Designs and facilitates learning and planning sessions for departments within portfolio.

6. In consultation and collaboration with management teams, leads performance management, succession planning, staff recognition, and employee survey initiatives.

7. Develops methods to identify areas of performance improvement, and provides support to implement performance changes, e.g. identification of learning needs, course content design centered on learner's needs, workshop delivery methods, training evaluations, training support to internal trainers, etc within the context of current HR initiatives.

8. Identifies and develops relationships with key people re: training and organizational needs to support professional development for Management and Professional Staff. Works with managers to develop their coaching and analytical skills so they can contribute to the development of their staff. Acts as a consultant or facilitator as appropriate in the support of affecting cultural change.

9. Maintains strong working relationship with colleagues in HR Organizational Development & Learning to update knowledge and standards of professional practice with respect to instructional design and delivery, change management principles and practices, quality improvement, multi-media instructional technology, performance improvement, succession planning, staff recognition, and organizational learning theory and practice in order to identify areas for improvement and changes practice to assist client learning. Identifies and accesses tools for staff to develop learn independently.

10. Identifies the need for, and the sourcing, evaluating and making recommendations about third-party learning and development programs. Manages third-party contracts and evaluates initiatives delivered by contractors.

11. Takes leadership for a variety of specialized projects, anticipating and researching new trends and consulting with the Operational Effectiveness team in Building Operations and the Organizational Development & Learning team in Human Resources.

12. Performs selected administrative work related to above projects.

Supervision Received

Works under general direction and broad concepts and exercises independent judgment and initiative in addressing complex issues. Work is performed independently and collaboratively with other team members. Emphasis is given to communication and team work towards common goals. Keeps the Senior Manager, the Director, ODL, HR and other team members informed of actions through reports and discussions. Unusual items requiring policy decisions are brought to the Senior Manager and the Director's attention.

Supervision Given



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No immediate reports but assigns work, provides training to and coaches the Admin. Assistant 3.

Consequence of Error/Judgement

This position works in conjunction with functional area directors and managers in the effective planning, development, implementation and maintenance of ODL projects, programs and initiatives. Utilizes a variety of research methods, data collection and analysis strategies as well as advanced software (spreadsheet and database) applications to support the initiatives undertaken. Failure to perform the above effectively would cause significant loss of support for and credibility from program participants, managers and senior administration and would result in lost opportunity costs with respect to change readiness. Error in judgement in determining kinds of resources and techniques needed could result in high costs to the unit, would affect the quality and success of the projects, and credibility of programs that have both strategic and operational impact.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Education with emphasis on business administration, organizational development and human resources management. Coaching certification accredited by the International Coaching Federation (ICF) or International Association of Coaching (IAC) preferred. CHRP designation preferred. Minimum of five to seven years of related experience or the equivalent combination of education and experience. Demonstrated skill and knowledge of current training and organizational development practices with strong emphasis on change management. Effective oral and written presentation and communication skills. Effective problem-solving and conflict management skills to advance a healthy working environment. Demonstrated experience in managing projects, meeting deadlines and resolving unexpected and or ambiguous situations or issues. Proven intercultural competencies. Ability to communicate and interact with understanding and respect across diverse cultures. Ability to negotiate and influence within a collaborative framework. Demonstrated commitment to life long learning, shared leadership and continuous improvement. Demonstrated ability to anticipate future trends consequences and create innovative strategies and flexible plans. Demonstrated initiative to analyze and resolve problems quickly, efficiently, and collaboratively. Ability to work in a team-based environment and to build, manage and maintain high-quality relationships.

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Job Posting

Job ID: 13569
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Energy Conservation Analyst
Department: UBC Utilities - Administration
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2013-07-31
Funding Type: Self Funded
Other:
Date Closed: 2012-07-31 **Available Openings:** 1

Job Summary

The role of the Energy Conservation Analyst (ECA) is to develop energy models and perform Monitoring, Targeting and Reporting (MT&R) for campus energy related projects including, Continuous optimization, Bioenergy Research and Demonstration and Steam to Hot Water Conversion.

Organizational Status

Reports to the Alternative Energy Manager (AEM), has direct contact with the Sustainability Office, Campus and Community Planning, operational staff, members of the Faculty, students, residents of UBC, external; clients, regulators, municipal, provincial and federal agencies.

Work Performed

- * Create Energy Consumption models for UBC buildings
- * Monitor and verify energy savings from academic buildings undergoing energy retrofits as part of the Continuous Optimization Program (COP)
- * Develop a cost effectiveness matrix to determine which individual measures provide the university with the best return on investment.
- * Assist in the identification and development of new opportunities for alternative energy, energy efficiency and sustainability.
- * Monitor and track utility and emissions data, investigate anomalies and make suggestions for corrective action.
- * Liaise with the COP implementation team, carry out regular walk through inspections of COP measures and provide regular status reports to the AEM.
- * Reconcile completed COP measures.
- * Promote BC Hydro, Fortis BC, UBC Utilities and conservation programs.
- * Provide tours of the Bioenergy plant.
- * Other duties as may be reasonably assigned by the AEM.

Supervision Received

Work independently with plans and objectives outlined. Work will routinely be reviewed by AEM. Work program will generally be



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verbal. Additional work projects and reporting maybe assigned by the Director of Unilities and Energy Services.

Supervision Given

N A

Consequence of Error/Judgement

Decisions made in error can result in significant financial liability to the university.

Decisions can affect the environmental conditions in any buildings on campus and wrong decisions could result in disruption of class schedules or normal working conditions. These decisions will also affect the cost of purchased utilities.

Decisions can impact building operations, equipment performance and efficiency, user comfort, institutional and departmental image.

Qualifications

Undergraduate degree in a relevant discipline. An Undergraduate Degree in Engineering, Math or Sciences. Minimum of two years experience or the equivalent combination of education and experience. Ability to initiate and conduct research projects. Ability to identify key results from scientific, statistical, and quantitative research findings. Ability to validate data. Ability to analyze and interpret data, determine implications, and provide recommendations

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13564
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Facilitator
Department: Devlpmtl Neurosci&Child Health
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-31
Job End Date: 2013-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-30 **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

Our research within the Child Development Programme in the Early Human Experience Unit (EHEU) focuses on understanding the significant interactions between caregivers and infants on both behavioural and biological levels that contribute to infants benefiting from the challenges of early development.

The Research Facilitator will assist with program implementation, data collection and analyses in the Developmental Neurosciences and Child Health research cluster.

Organizational Status

The incumbent will work closely with other members of the research team in the Child Development Programme and the EHEU including post-doctoral fellows, students, research assistants and staff from the Developmental Neurosciences and Child Health research cluster.

Work Performed

- Provide program training presentations to B.C. health and community professionals
- Serve as a consultant to health care professionals to advise them regarding the evaluation of the implemented program
- Create grant applications, program evaluation reports, presentations on program status and emerging study results, databases and spreadsheets
- Organize program public education campaign and evaluate the effectiveness of the campaign
- Conduct surveys with B.C. health professionals
- Organize translation projects and oversee evaluation of the cultural changes needed
- Manage program website
- Manage inventory of program materials and supplies to evaluate overall distribution of the program in the province
- Assist the research team in analyzing and interpreting data regarding the overall success of the program
- May distribute work assignments to employees and initiate new employees into routines and procedures
- Travel within the Greater Vancouver Area to provide training and research reports to health professional partners

Supervision Received



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The Principal Investigator and Director will provide general supervision.

Supervision Given

May oversee the work of other research assistants, work study and or visiting students.

Consequence of Error/Judgement

The Developmental Neurosciences and Child Health cluster is one of seven core centres in the Child & Family Research Institute. 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 Investigators.

Qualifications

Undergraduate degree in a relevant discipline. Bachelor's Degree (Master's Degree preferred). Minimum of two years experience or the equivalent combination of education and experience. - Intermediate to advanced level of computer literacy including familiarity with Microsoft Word, Excel, PowerPoint, Publisher, Access and REDCap
- Familiarity with, and application of, statistical analysis techniques an advantage
- Experience working with children infants an asset. Ability to effectively prioritize tasks, meet deadlines and work independently. Attentive to detail, with the ability to work quickly and accurately. Ability to communicate effectively verbally and in writing. Ability to learn new software programs. Ability to work effectively with minimal supervision. Ability to identify and relate to concerns of others and to exercise judgement when resolving difficulties. Able to problem solve and make timely decisions. Ability to participate in and contribute to a research based multidisciplinary team. Demonstrated ability to perform activities. Valid Drivers License.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13418 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Research Facilitator
Department: UBCO-Officeof ResearchServices
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27
Job End Date: 2013-07-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-02 **Available Openings:** 1

Job Summary

The Research Facilitator (RF) is responsible for identifying, promoting, and managing high value impact research opportunities at the University of British Columbia's Okanagan campus (UBCO). The incumbent is responsible for increasing the number and dollar value of successful funding opportunities year over year and for providing expert advice and guidance to faculty in the completion of research applications. To accomplish this, the incumbent works closely with the Okanagan ORS and the 'Support Programs to Advance Research Capacity'(SPARC) Office at the UBC's Vancouver Campus to ensure that he she is fully briefed on key initiatives as they relate to funding opportunities. In addition, the RF is expected to keep the Vice Provost Research (VPR) informed of important funding developments as they relate to research activities on the Okanagan campus and to provide analysis and recommendations on potential opportunities for UBCO's research community.

Organizational Status

Reporting to both the Manager, Office of Research Services (ORS) and the Vice Provost Research (VPR), the RF works closely with faculty from all Departments and Schools on the Okanagan campus and liaises with the SPARC Office on the Vancouver campus.

Work Performed

- Works with individuals and teams of faculty members to develop research funding proposals and submissions to provincial, national and international granting agencies;
- Identifies opportunities for, and supports development of, new research teams collaborations and partnerships networks, particularly those that cross disciplines or themes and that will lead to enhanced opportunities to address priority research areas of external agencies (e.g., in response to strategic initiatives and targeted RFAs (Requests for Applications) and or in relation to institutional applications such as CFI, BCKDF and CRC programs).
- Provides expertise for development of large-scale institutional infrastructure proposals (e.g., CFI, BCKDF)
- Perform background research about the research and granting agencies to customize proposals to granting agency mandate, priorities and guidelines;
- Acts as a central resource for knowledge about research funding opportunities and ongoing development of strategic directions



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and priorities provincially, nationally, and internationally; proactively seeks out and encourages individual investigators and research teams to apply for funding

- Facilitate workshops and team meetings for research groups, centres and teams; advises and assists researchers to articulate research programs and proposals; maintains in-depth knowledge and understanding of Okanagan campus researchers and research programs;
- Customizes funding agency presentations and or workshops for target audiences using a comprehensive understanding of the agency group mandates, culture and guidelines.
- Provides liaison and support for multi-investigator teams; coordinate and integrate contributions by multiple authors on team proposals
- Formulate budgets to ensure that all funding agency and university requirements are met

Supervision Received

Works under the general direction of the Manager, Office of Research Services. Must be able to work independently and carry out work to completion. Keeps the Manager, ORS and the Vice Provost Research informed of the status of work in progress. Works to deadlines and tasks on projects. Work is reviewed in terms of achievement of desired results. Works with considerable latitude.

Supervision Given

This position works as a team member in the Office of Research Services.

Consequence of Error/Judgement

This position has significant influence on the quality and effectiveness of the services provided by the Office of Research Services. Non-compliance with contractual terms and or sponsoring agency guidelines could result in the return of agency funds, loss of future funds and or inability to collect funds owned to the University. Incorrect interpretation of Sponsoring Agency and University policy provided to faculty will result in non-compliance with sponsoring agency terms on the use of funds.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of related experience, or the equivalent combination of education and experience. Post-graduate preferred. Three years of directly relevant experience in developing, writing, critiquing or evaluating research funding applications. Excellent English verbal and written communication skills including training and or education in academic communication; ability to incorporate a broad knowledge base with understanding and communication of complex research issues to the non-expert reader; and excellent critical review and substantive editing skills. Exceptional interpersonal, organizational and problem-solving skills, including the ability to multi-task a range of complex projects and to meet the required deadlines; ability to work under pressure and handle frequent interruptions; and the ability to work in an independent and flexible environment. Exceptional knowledge of successful grant application procedures and granting agency requirements. Related experience in building collaborative research teams and multi-disciplinary and or multi-institutional research proposals for provincial, national, and international agencies. Related experience in the development of research proposal, publications, grant applications, including project logistics and budget development. Knowledge of project management principles; related knowledge in conducting and designing research programs and in research methodologies. Experience in teaching and or in developing and conducting grant proposal writing workshops and training sessions.

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Job Posting

Job ID:	13572		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Research & Facilitation		
Classification Title:	Research&Facilitation, Level B	Business Title:	Research Scientist: Hydrogeology Group/Environment
Department:	Earth and Ocean Sciences		
Salary:	\$55,187.00 - \$66,252.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-09-01		
Job End Date:	2015-08-31	Possibility of Extension:	Yes
Funding Type:	Grant Funded		
Other:			
Date Closed:	2012-08-14	Available Openings:	1

Job Summary

This is a unique opportunity:

- To work with one of BC's top employers.
- To work with a well-established team with expertise in the fate of organic and inorganic contaminants.
- To work on well-funded projects: this post is fully funded for the first 3 years and we have good prospects of securing more funds.
- To have an opportunity to co-author papers in top flight journals.

The successful candidate will contribute to the project coordination of studies focusing on metal release from mine waste - currently the Antamina Waste Rock Study, and will carry out field work to characterize natural attenuation processes at petroleum hydrocarbon spill sites.

PROJECT OVERVIEW

Research in the EIL focuses on reactions and mass transfer processes at the interfaces between the saturated zone and the vadose zone, interactions between the soil zone and the atmosphere with implications for degradation of organic contaminants, weathering of mine waste, and carbon sequestration, as well as groundwater surface water interactions. Several experimental reactors are presently available including large-scale and small-scale columns and a sand tank reactor with fully programmable controls for flow rates and water table location. In addition, a suite of in-situ instruments and sensors to collect time-series data of hydraulic parameters, electrical conductivity, temperature, gas composition and pressure are available. Two gas chromatographs, and a CO₂ flux chamber system are also dedicated to the facility. The facility will be hosted in the new Earth Science Building in a dedicated 200m² high head laboratory.

The Antamina Waste Rock study consists of on-site experimental facilities located at the Antamina mine site in Peru. The focus of this project is to study processes that lead to metal release and attenuation in waste rock under circum-neutral pH conditions as a function of material characteristics and seasonal climate forcings. The waste rock piles contain instrumentation to measure temperature, moisture contents, electrical conductivity, gas composition and pressure, as well as pore water composition. In addition, outflow rates and water chemistry are monitored via basal lysimeters. This project involves a PDF, several PhD and MSc



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students, and two industrial partners, requiring assistance in project coordination and data management.

An additional line of research focuses on the delineation of hydrocarbon source zones and the quantification of naturally occurring biodegradation rates at hydrocarbon contaminated sites. It has been shown that natural attenuation rates at petroleum spill sites can be effectively delineated using surficial CO₂ and CH₄ efflux measurements, assisted by isotopic techniques (radiocarbon and stable carbon isotopes). We currently carry out proof-of-concept field work at several field sites in the US. It is anticipated that the monitoring program will be expanded to sites located in Canada, Australia and Brazil - to investigate natural attenuation processes under a variety of climate conditions.

Organizational Status

The incumbent reports to Prof. Ulrich Mayer (EIL and hydrocarbon attenuation research) and Prof. Roger Beckie (mine waste research). The successful applicant will collaborate with other members of the hydrogeology group in the planning and performance of experimental and field projects.

Work Performed

Tasks will be coordinated using a team-based approach, based on need and research priorities and will include:

- Provides advice on project scope and planning and how to achieve research goals.
- Defines and develops project goals.
- Writes and presents technical materials for users of instruments and facilities.
- Contributes to the coordination of projects related to weathering and metal release from mine waste, currently the Antamina Waste Rock Study (Peru).
- Conducts field work (circa 4 to 6 weeks a year) to characterize natural attenuation processes at petroleum hydrocarbon spill sites (locations may include Canada, the US, Australia, Peru and possibly Brazil) and assists with data processing and interpretation. Field work will be based at active mine sites, former refinery sites and sites with pipeline ruptures. There will be accommodation in hotels and fixed mining camps.
- Assists with preparation of scientific papers and grant submissions.
- Assists with the coordination of the new Environmental Interfaces Laboratory (EIL)
- Any other tasks as required.

Supervision Received

Works creatively without supervision, takes independent decisions, and discusses design progress, results, changes, and suggestions with project supervisors. Work is reviewed against objectives jointly established with research faculty. The incumbent has wide latitude in task scheduling and decision making.

Supervision Given

Supervises junior researchers and research assistants. Assists faculty and students in planning research projects, the use and proper operation of the Facility's equipment, and interpreting outcomes.

Consequence of Error/Judgement

Errors in analyses and or poor supervision could lead to incorrect interpretation of research results and prevent the attainment of research goals. If errors occur, they will be resolved with assistance of the supervisors.

Qualifications

Undergraduate degree in a relevant discipline. M.Sc in geological sciences, geological engineering or equivalent preferred but not essential. Minimum of three years experience or the equivalent combination of education and experience. Expertise in hydrogeology and low-temperature geochemistry required. Demonstrated experience in conducting field work and laboratory



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experimentation in a safe and efficient manner. Ability to write and present technical materials and reports to internal and external clients. Willingness to acquire operating knowledge of laboratory and field equipment as needed on a project basis. Equipment includes chromatographs, laser-based gas analyzers, flux chamber systems, a variety of sensors and data loggers. Skilled in reviewing experimental data and determining its validity. Ability to compile literature data and analyze experimental data. Ability to train staff and students. Ability to deal with a diversity of people in a calm, courteous, and effective manner. A enthusiastic and flexible attitude Be independent, self-motivated, Be well organized

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13504
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Privacy Officer
Department: Human Early Learning Partnership
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-09-01
Job End Date: 2013-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-30 **Available Openings:** 1

Job Summary

To fulfil the services required to cover the Human Early Learning Partnership's privacy needs and act as their Privacy Officer.

Organizational Status

The position reports to and works closely with HELP's Deputy Director regarding HELP privacy issues. Also works with other units and individuals, including: data stewards, staff members, committees and cross-institutional committees.

Work Performed

Major responsibilities include:

- The incumbent will build and manage relationships with important external stakeholders, such as senior government officials, among others. In the privacy function this is critical in order to translate the HELP research vision to government requirements.
- Building and managing key relationships with HELP researchers; the Data Steward and Data Management Team; the EDI MDI Implementation Manager and team; and the UBC Privacy Manager to ensure privacy compliance
- Collaborating with other staff, partner organizations, data stewards, stakeholders and committees, to ensure the appropriate privacy and confidentiality documents are in place; documentation includes privacy and confidentiality consent, authorization forms, information notices, and other relevant materials that reflect current provincial legislation and legal practices as well as University of British Columbia's policies and procedures related to privacy and confidentiality
- Managing regular internal audits to ensure compliance with all Information Sharing Agreements, the organisation's Privacy Impact Assessment, and other relevant policies,
- Working with Population Data BC's Privacy Officer to facilitate and coordinate privacy efforts as applicable
- Addressing breach response management and maintenance of all relevant documentation
- Ensuring compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies



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for all staff in cooperation with Human Resources, other Leads, and legal counsel as applicable,

- Acting as the FOI and Privacy contact for HELP
- Developing a rolling quarterly workplan strategic plan for this area of work
- Developing and implementing privacy policies and procedures
- Developing and implementing annual privacy training
- Some specific duties may include:
 - Developing data or information sharing agreements with other data stewards
 - Developing information sharing agreements to disclose HELP data
 - Revising HELP's Privacy Impact Assessment
 - Reviewing and advising on REB applications and submissions
- Maintaining current knowledge of applicable federal and provincial privacy laws and accreditation standards, and monitoring advancements in information privacy technologies to ensure organisational adaptation and compliance. Keep abreast of legislative and policy changes, and how they may affect privacy and data access.
- Other duties as may be required

Supervision Received

The position reports to the Deputy Director of HELP. Supervision will be provided by means of regular meetings and ad-hoc consultations at the request of the incumbent.

Supervision Given

There are no full-time positions supervised from this position, however, the incumbent is required to give direction to management and staff regarding privacy requirements on a regular basis.

Consequence of Error/Judgement

This position requires strong written and verbal communications, problem solving abilities, influence and persuasion, and an ability to work collaboratively, creatively and effectively with a variety of individuals within and outside of the organisation.

The position involves considerable latitude in determining priorities and setting timelines and judgment in developing communications products that are professional, yet understandable. Thinking creatively about the challenges facing the organisation and responding rapidly to changing needs and priorities will be necessary. Effective priority management, problem-solving, analytical and organisational skills, an ability to exercise influence, tact and discretion in balancing the competing needs of individuals associated with the organisation, and an ability to work effectively under pressure to meet deadlines are required. The work of the individual is subject to ongoing review and monitoring by the Deputy Director.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. . 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. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Strong time management skills. Strong organizational skills. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to make thoughtful, informed, and thorough decisions. Ability to exercise initiative. Ability to



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prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13580
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level D **Business Title:** Researcher
Department: Human Early Learning Partnrshp
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-09-01
Job End Date: 2013-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-08-01 **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 incumbent is responsible for leading and setting direction for the development and implementation of a community based participatory research agenda focused on the cultural and social determinants of Aboriginal child development, which will focus on First Nations communities that are actively engaged with nation rebuilding. The role includes community partnership development, research design, data analysis and synthesis, report preparation, and knowledge exchange with academic, community and government audiences.

Organizational Status

The incumbent reports directly to the Deputy Director of HELP and consults regularly with the Director and members of the HELP research team. The incumbent will work collaboratively with community leadership, the HELP Aboriginal Steering Committee, Aboriginal communities, and provincial NGO's, including relevant provincial and federal government organizations.

Work Performed

Major responsibilities include:

STRATEGIC RESEARCH PLANNING:

- Lead the strategic development, direction and implementation of community based participatory research projects about the cultural and social determinants of Aboriginal child development in consultation with First Nations communities, the HELP research team and the Aboriginal Steering Committee. In this endeavour, it will be necessary to create formal partnership agreements with the First Nations that will be engaged with the research.

- Facilitate dialogue between HELP researchers and First Nations communities to maintain regular updates to research and capacity development priorities.

- Lead the integration of research findings into a comprehensive HELP wide approach to community based participatory research.

KNOWLEDGE TRANSLATION AND PARTNERSHIP:

- Update and consult with the HELP Aboriginal Steering Committee in respect to the community based research projects, providing an



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iterative approach to knowledge translation between the findings of the project and Aboriginal communities throughout B.C.

- Work in consultation with statisticians on data analyses, using both population level data like EDI and MDI in conjunction with qualitative data being collected by the researcher.
- Liaise with multi-disciplinary Aboriginal academic researchers provincially (including universities & community colleges), nationally and internationally who are conducting related research.
- Effectively communicate expectations in delegating assignments and coaching both collaborators and peers to achieve identified goals in an accurate and timely manner.
- Participate in interdisciplinary monthly HELP research retreats to update the group on the projects and provide input to other active research projects. .

RESEARCH LEADERSHIP:

- Lead and co-author on academic reports and journal articles; write reports and summaries of research findings for policy makers, Aboriginal leadership and communities.
- Design, develop and manage deliverables for strategic research projects under the program of research.
- Ensure that the research adheres to the ethical expectations of the Aboriginal partners, as well as existing guidelines and principles stipulated by other organizations (OCAP, CIHR guidelines). Inform and advise other HELP researchers about the role of these guidelines and protocols in Aboriginal research.

FUNDRAISING:

- Proactively identify appropriate national and international research funding opportunities for program of research.
- Write, and collaborate in the development of, research and philanthropic grant proposals including budget forecasting and justification.

Supervision Received

The candidate reports to the Deputy Director of HELP. The candidate will work with latitude, and will receive feedback in team environment. Work is reviewed against objectives to assess validity of recommendations for research and community development.

Supervision Given

As research program is developed will coordinate and oversee the work of project team staff as necessary to the completion of projects related to the program of research.

Consequence of Error/Judgement

Provides leadership and sets direction in a program of research, analyses and dissemination of findings. The candidate is accountable for the integrity of the data and the effective and efficient management of research and community liaison activities under her his direction. The candidate is accountable for developing and maintaining relationships at a leadership level in communities. Inaccurate, inappropriate or ineffective communications may seriously affect the image and reputation of HELP, individual faculty, and UBC as a whole, as well as have serious implications for strategic partnerships and ongoing funding.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project or Undergraduate degree if not responsible for a research project. . 7 years relevant experience or equivalent combination of education and experience if not



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responsible for a research project. 5 years experience in a field of specialization or equivalent combination of education and experience if responsible for a research project. Minimum of 7 years related experience in research and community development in Aboriginal communities.

(Preference will be given to candidates of Aboriginal ancestry.). Excellent written and spoken communication skills. Ability to communicate in a clear, attentive, and polite manner and proven ability to work with Aboriginal communities and develop positive ongoing communication with Aboriginal community leaders. Excellent understanding of quantitative and qualitative research methodologies. Demonstrated understanding of established research principles and guidelines for Aboriginal communities. Proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the public sector and multiple levels of government. Ability to approach interactions with an awareness of sensitive issues. (e.g., issues concerning specific cultures) Ability to develop and implement strategic business plans. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Knowledge and understanding of child development theories and research. Ability to teach and mentor others. SPSS or similar statistical software experience, and Intermediate Word and Excel skills. Ability to develop and deliver effective presentations and workshops and excellent academic skills. Self-motivation and ability to work well with minimal supervision. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to maintain accuracy and attention to detail.

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Job Posting

Job ID:	13600		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Development Office		
Classification Title:	Development Office, Level D	Business Title:	Research Officer
Department:	Operations		
Salary:	\$55,187.00 - \$66,252.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-09-04	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-09	Available Openings:	1

Job Summary

The Research Officer provides strategic and actionable information and analysis to support evidence-based fundraising and alumni engagement activities at the University of British Columbia.

The Research Officer works closely with assigned faculties, departments, and units within Development and Alumni Engagement to lead research projects utilizing publicly-available or internal sources of information and data. Occasionally, the Research Officer may conduct primary research through surveys, data modelling, or other methods.

The Research Officer has significant responsibility for proactively identifying, researching and rating potential funding sources (individual, corporate and foundations) with emphasis on building the donor pool at the \$100,000 plus level and identifying donors for University priorities.

Organizational Status

The Research Department is a partner in development and alumni engagement, creating and sharing knowledge to mobilize successful donor and alumni relationships that advance the mission of the University of British Columbia.

Reports to: Associate Director, Research and is also accountable to the director of assigned department(s) within Development and Alumni Engagement.

Works with: Development and Alumni Engagement executive, directors, managers, officers and coordinators; other research officers; research assistants; faculty; prospect coordination officer; information technology (IT) business analysts.

Contacts: UBC faculty and staff involved in fundraising and alumni engagement; members of Advancement Services Operations; external prospect research professionals.

Supervises: Research Assistant(s)

Work Performed

- Leads research projects on individuals, organizations, and topics of strategic importance to Development and Alumni Relations



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using a variety of methodologies including: database and web searching, data mining, media monitoring, and social network analysis. Conceptualizes projects, analyzes and interprets results, and communicates findings and recommendations in written reports. Uses own initiative and creativity to identify areas for research, develop new research methods, and extend the benefits of research outcomes.

- Develops and executes strategies for obtaining new prospects to ensure the expansion and renewal of the prospect base. Identifies individuals and organizations with the potential to make a major gift or assume a volunteer leadership position at the University and recommends strategies to engage them and advance the relationship. Recommends meeting prospects for the President, AVP Development and Alumni Engagement, Deans, and development directors and officers.
- Performs strategic analyses on and rates the potential of donors and prospective donors by assessing complex financial information, affinity to UBC, corporate and social connections, interests, and potential risks. Produces detailed written reports and financial summaries for the President, Deans and Development and Alumni Engagement staff in support of their solicitation of major donors.
- Keeps staff informed by disseminating news updates according to client interests and needs. Learns about client's area of business and develops specialized knowledge of research sources relevant to the subject area.
- Supports decision-making by identifying, collecting and analyzing information to enhance strategic positioning for university projects, uncover best practices, identify trends, and inform strategic planning.
- Consults and communicates regularly with clients to learn about information needs, define and refine research objectives, communicate progress, and negotiate deadlines.
- Designs and delivers instruction to Development and Alumni Engagement staff in the use of research techniques and resources. Mentors and advises colleagues as they develop their knowledge and research techniques.
- Consults and collaborates with other Research Officers on shared objectives.
- Oversees and assigns work to student Research Assistants.
- Leads improvement projects and manages processes and technology. Identifies new technologies and practices for the Research Department through continuous renewal of knowledge and understanding of the field, translating these advances into improved research activities.
- Maintains and uses social media accounts for relevant professional online communities such as LinkedIn.
- Builds and maintains a network of research contacts to foster the exchange of information.
- Performs other duties as assigned.

Supervision Received

Works independently and in consultation with the Associate Director, Research.

Supervision Given

Supervision of Research Assistant(s).

Consequence of Error/Judgement

Inaccurate, inappropriate or untimely information or analysis could lead to poorly planned or erroneous cultivation, solicitation and stewardship strategies, potentially the loss of a major donor or donors or volunteers, significant loss of funds, damage to the reputation of the University and loss of future donors and volunteers. Poor judgement could lead to the alienation of donors, embarrassment to the University and its senior administration and the loss of significant financial support to the University.

Qualifications

Undergraduate degree in a relevant discipline. Bachelor's degree with two to four years of relevant research experience, preferably within a fundraising context. A Master's degree in an applicable discipline such as Library and or Information Science is preferred. Minimum of three years experience or the equivalent combination of education and experience. Experience working in a university environment is an asset. Strong strategic thinking and analytical skills. Able to analyze and interpret complex business and financial data, identify trends, make connections, and interpret patterns. In-depth understanding of key information sources including securities filings, property records, corporate and news databases, social media platforms (Linked-in, Twitter,



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etc.), and constituent customer database systems. Thorough knowledge of development, the donor lifecycle, and alumni engagement activities. Demonstrated proficiency with research methodologies including advanced web searching, relationship mapping, and data mining. Exceptional organizational skills and ability to manage a diverse range of assignments and projects with high efficiency, attention to detail, and follow through. Highly accountable for achieving results. Often working under deadline. Excellent written and verbal communications skills. Ability to communicate complex information to experts and non-experts. Strong business writing skills. Proactive, with demonstrated initiative in identifying and meeting the needs of clients in new and creative ways. Ability to handle sensitive and confidential information appropriately and with discretion. Understanding of privacy and access to information legislation and commitment to ethical fundraising and research practices. Good computer proficiency in word processing, email, and spreadsheets. Experience with relational databases and business intelligence applications would be an asset. Resourceful and independent but able to work as part of a team and contribute to shared objectives. Strong interpersonal and negotiation skills. Foreign language research ability would be an asset, especially reading knowledge of Chinese, Korean, Spanish, French, or Punjabi.

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.



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Staff Job Postings

Job Posting

Job ID:	13582		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Development Office		
Classification Title:	Development Office, Level D	Business Title:	Development Officer, Principal Gifts
Department:	Development Office		
Salary:	\$55,187.00 - \$66,252.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-09-24	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-24	Available Openings:	1

Job Summary

Responsible for administering fundraising programs, including research, developing strategy, preparing proposals, stewardship and moving fundraising accounts through the donor cycle and raising an average minimum of \$.75-1.5M annually; or responsible for supporting development related activities of senior university administration by managing complex relationship with multi-unit stakeholders. Participates in comprehensive plans for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Assists in developing strategies for closing gifts.

Annual targets to be set by workplan goals and objectives. If position has direct donor contact, metrics are included. If no direct donor contact, annual targets to be set by workplan goals and objectives.

Organizational Status

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

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

Supervises: May supervise Development Coordinators, Development Associates and support staff.

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the unit;
- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors;
- Develops and implements strategies for closing major gift solicitations and coordinates staffing for major gift solicitations;
- Develops and manages a portfolio of major gift prospects (75-125) making face-to-face visits (100-125 annually) for the purpose of discovery, cultivation and solicitation strategies for major gift prospects (a major gift is defined as a donation of \$25,000 or more); or is responsible for supporting development related activities of senior university administration by managing complex relationships with multi-unit stakeholders;
- Develops proposals and works with donors to generate gifts for priority projects, with an expectation to make solicitations



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(20-25 annually) at the major gift level; or administering fundraising programs, conducting research, developing strategies and preparing proposals;

- Ensures that appropriate donor recognition, acknowledgment and stewardship programs are in place;
- Generates donor prospect solicitation materials and correspondence;
- Performs other related duties as required.

Supervision Received

Works independently with general direction from manager to achieve objectives. Difficult technical problems and matters non-conforming to UBC policy can be referred to manager.

Supervision Given

May supervise Development Coordinators, Development Associates, and support staff.

Consequence of Error/Judgement

The position is a critical point of contact for donors and university staff in relation to development activities. 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 significant donations.

The position shares responsibility for ensuring proper interpretation and implementation of academic and fiscal policies. If inappropriate advice is given, policies are interpreted incorrectly, or erroneous financial information is provided, the University could be in direct violation of stewardship and trusteeship obligations to donors.

The nature of the work involves a high level of judgement and decision-making. The incumbent participates in decisions concerning the planning, organization and utilization of staff, providing input into staff selection and job performance reviews.

Qualifications

Undergraduate degree in a relevant discipline. Education: An undergraduate degree in an applicable discipline. A degree in commerce, marketing or economics would be an asset. Minimum of three years experience or the equivalent combination of education and experience. Experience: Three years' fundraising or related experience or an equivalent combination of education, training and experience. Requires UBC wide knowledge and understanding of priorities, projects and opportunities. Thorough knowledge of the university environment and academic structure is preferred. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to communicate effectively verbally and in writing. Ability to foster community relationships and fundraising opportunities. Ability to analyze problems, identify key information and issues, and effectively resolve.

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Staff Job Postings

Job Posting

Job ID: 13533
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level F **Business Title:** Associate Director, Land & Food System
Department: Development Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-04
Job End Date: 2014-09-03
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-08 **Available Openings:** 1

Job Summary

This fundraiser position is responsible for generating a high level of strategic prospect contact at the major gift level. The Associate Director is responsible for managing a defined development program at an average \$3+ million level, or resource development activity at an average \$3+ million annually as well as for providing technical expertise and specialized knowledge to all development units, requiring specialized expertise in a particular area of development work. Responsible for managing a minimum of 100-150 prospects, making 20-25 solicitations and raising a minimum average of \$3+ million annually. This position is expected to demonstrate leadership by providing proactive and high levels of support to senior management and faculty, and to more junior colleagues through active mentorship, and may have direct supervisory responsibility.

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

Organizational Status

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

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

Contacts: Donors and outside community groups and organizations.

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

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the University, at a minimum of \$3 million per year.



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- Develops and manages a portfolio of major gift prospects (100 and 150 annually) making face-to-face visits (100-200 annually) for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level (defined as \$25,000 and up). Responsible for coordinating and attending approximately face-to-face prospect donor meetings per year.
- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Responsible for management of relationships with a portfolio of major gift prospects.
- Develops proposals and works with donors to generate gifts for priority projects. Develops and implements strategies for closing major gift solicitations, with an expectation to make solicitations (minimum 20-25 annually) at the major gift level.
- Ensures that appropriate donor recognition, acknowledgment and stewardship programs take place.
- Generates donor prospect solicitation materials and correspondence.
- Provides proactive and high levels of support to senior management and faculty, and to more junior colleagues through active mentorship.
- May have direct supervisory responsibility.
- 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 have direct supervisory responsibilities, and will mentor junior development staff.

Consequence of Error/Judgement

The position is a critical point of contact for donors and university staff in relation to development activities. The Associate Director is expected to make decisions and recommendations impacting a total development goal average of \$3 million. Incorrect interpretation or communication of university policy and procedures or lack of tact, diplomacy or sensitivity in dealing with major donors and senior administrators could potentially result in damaged relationships and credibility, leading to the potential loss of these donations.

This position is also critical in advising and ensuring proper interpretation and implementation of academic and fiscal policies for fundraising, senior administrators, and development staff. The Associate Director is responsible for a portfolio of donors and prospects, as well as for an individual goal of a minimum of \$3 million per annum. If inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior university administrators, millions of dollars could be incorrectly administered or unavailable for disbursement. UBC could be in direct violation of stewardship and trusteeship obligations to donors and for funds received through bequests.

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

Qualifications

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 7 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. Experience working with a centralized fundraising system an asset. Ability to work independently while exercising good judgement at all times. Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines; ability to formulate strategic plans; Effective communication skills, verbal and written;



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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.

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.



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Staff Job Postings

Job Posting

Job ID: 13534
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Counsellors & Psychologists
Classification Title: Counslrs/Psychologists, Level B **Business Title:** Counsellor
Department: Counselling Services
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-16
Job End Date: 2013-03-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-30 **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

Provides a comprehensive range of counselling services, designed to assist registered and admitted UBC students with personal, educational, and career concerns; consultation services to UBC faculty and staff, and outreach services for the campus community. Participates in training and supervision as well as the development and delivery of programs which enhance student mental well-being.

Organizational Status

Reports to the Director, Counselling Services, Student Development and Services. Works cooperatively as a member of a team of professionals, actively participating in and contributing to the development and delivery of effective and efficient counselling services. Works in collaboration with the Faculties and other University departments, student organizations, and staff in other areas of Student Development and Services.

Work Performed

1. Provides individual, couples, family, and group counselling for personal, career, and educational concerns.
2. Provides intake assessment, and referral within Counselling Services and to other University and community resources as appropriate.
3. Administers and interprets personality and career instruments in group and individual counselling as indicated.
4. Participates in regular case conferences as a member of a team of professionals.
5. Develops and delivers psycho educational workshops for students, as well as outreach programs to support student mental well-being.
6. Participates in the development of policies and procedures regarding counselling services and programs.
7. Provides consultation services to faculty and staff regarding the mental well being of students. Liaises with faculties, departments and other student services regarding the provision of programs and services that enhance student mental well-being.
8. Participates in the training and supervision of masters level graduate student trainees.
9. As requested, assists in program evaluation and research projects that focus on student mental health
10. As requested, represents Counselling Services on University committees related to student mental well-being.
11. Performs other duties consistent with the mandate of Counselling Services as requested.



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Supervision Received

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

Supervision Given

Supervision of masters level practicum students as well as students involved in peer programs, work-study programs, and or volunteer assignments.

Consequence of Error/Judgement

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

Qualifications

Master's degree in Counselling Psychology or a related field and Certification as a Registered Clinical Counsellor with the B.C. Association of Clinical Counsellors. . Minimum of five years experience or Experience supervising Master's level practicum students. Demonstrated ability and commitment to serving the needs of a broadly diverse student population. Demonstrated knowledge of student development theory and experience in program development, consultation and outreach. Possession of personal attributes that facilitate teamwork and the development of effective working relationships with a wide range of students, faculty, and staff. Appropriate course-work and training in individual, couples and group counselling; career development, personality and career testing; measurement theory; adolescent and adult development; learning theory; responsiveness to diversity within the student population; personality theory and assessment and treatment of mental health concerns.

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.



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Staff Job Postings

Job Posting

Job ID: 13584
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Counsellors & Psychologists
Classification Title: Counslrs/Psychologists, Level B **Business Title:** COUNSELLOR
Department: Counselling Services
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-08-16
Job End Date: 2015-08-15
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-01 **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

Provides personal, career, and academic skills counselling to UBC students. Provides consultation and outreach services to the campus community. Participates in the training and supervision as well as the development and delivery of programs which enhance student success.

Organizational Status

Reports to the Director, Counselling Services, Student Development and Services. Works cooperatively as a member of a team of professionals, actively participating in and contributing to the development and delivery of effective and efficient counselling services. Works in collaboration with the Faculties and other University departments, student organizations, and staff in other areas of Student Development and Services.

Work Performed

1. Provides individual, couples, family, and group counselling for personal, career, and academic concerns.
2. Provides intake assessment, and referral within Counselling Services and ot other University and community resources as appropriate.
3. Administers and interprets personality and career instruments.
4. Participates in regular case conferences as a member of a team of professionals.
5. Develops and delivers psychoeducational workshops for students, as well as programs and publications to meet the needs of targeted segments of the student body (e.g. mature students, students with disabilities, women students; issues such as self-esteem, study skills, stress management).
Develops and implements outreach educational programs for students with faculties and departments.
6. Participates in the development of policies and procedures concerning counselling services and programs.



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7. Provides consultation services to faculty and staff regarding the well being and psychological concerns of students. Liaises with faculties, departments and other student services regarding the provision of programs and services that enhance student development.

8. Participates in the supervision and training of graduate students in individual and group counseling.

9. As requested, assists in program evaluation and research projects that focus on student developmental needs.

10. As requested, represents Counselling Services on University committees related to student development.

11. Performs other duties consistent with the mandate of Counselling Services as requested.

Supervision Received

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

Supervision Given

Supervision of practicum students as well as students involved in peer programs, work-study programs, and or volunteer assignments.

Consequence of Error/Judgement

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

Qualifications

Master's degree in Counselling Psychology or a related field and Certification as a Registered Clinical Counsellor with the B.C. Association of Clinical Counsellors. . Minimum of five years experience or Experience supervising Master's level practicum students. University or college counselling experience required. Demonstrated ability and commitment to serving the needs of a broadly diverse student population.

Demonstrated knowledge of student development theory and experience in program development, consultation and outreach. Possession of personal attributes that facilitate teamwork and the development of effective working relationships with a wide range of students, faculty, and staff.

Appropriate course-work and training in individual, couples and group counselling; career development, personality and career testing; measurement theory; adolescent and adult development; learning theory; responsiveness to diversity within the student population; personality theory and diagnosis and treatment of psychopathology.

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Staff Job Postings

Job Posting

Job ID: 13287 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level C **Business Title:** Associate Director, Business Dev, Alumni Asscn
Department: Alumni Association
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-07-15
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-14 **Available Openings:** 1

Job Summary

This individual's primary task is to develop and manage the strategy to increase long term revenue opportunities for the Alumni Association through effective management of sponsorship and ad sales for the Association, by introducing new business opportunities for the alumni operation at UBC, and through the supervision of business program managers of the Alumni Association. To fully leverage potential business partnerships, this individual will also oversee the Alumni Card program. This business services role is a key contributor growing financial support for alumni programming and enhancing alumni engagement. Specifically, this individual will

- Develop a strategic multi-year business and marketing plan to increase revenue and alumni engagement in line with Alumni Association strategic plans, benchmarks and mission.
- With Director, set and meet annual targets for revenue and engaged alumni.
- Manage financial and other resources related to program sponsorship, advertising, the Alumni Card and new business programs.
- Build strong relationships with external and internal business and campus partners to meet strategic objectives of the organisation.

Organizational Status

Reports directly to the Director, Operations and Planning. Also works closely with other university-wide and constituency-based Alumni Affairs staff as well as supports partnerships across DAE and the university. Liaises with numerous partners of the Alumni Association including alumni, and sales and community investment representatives. Primary relationship manager for new business programs.

Work Performed

- Develop and execute annual and multi-year plans focused on introduction of new revenue streams for the Association, and growth in existing sponsorship, ad sales and Alumni Card programs.
- To investigate, launch and manage new business opportunities for the alumni operation at UBC.
- Creates strategic direction for partnerships with external entities that maximise opportunities for sponsorship, advertising and Alumni Card involvement with the Association.



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- Manage execution of sponsorship commitment for alumni program, and coordinate partnership recognition with communications, events and ARU teams.
- Evaluates the program, and identifies strategy to build relationships, and actively promote alumni program to corporate prospects and develops opportunities to leverage those relationships for future revenue opportunities
- Prepares quarterly and annual statistical reports and leads discussion on strategy adjustment and program performance issues;
- Build and sustain both formal agreements and informal partnerships with other businesses to enhance service and revenue potential of the Alumni Association.
- Leading and supporting strategic partnerships for the Association including:
 - o Participates in trade industry business functions, meetings, events and conferences which includes engaging with potential clients and partners of the Alumni Association
 - o Liaise with alumni unit representatives and DAE corporate relations on business partnership strategies;
- Creating and managing a marketing plan, including coordination all marketing materials for affected programs including website, sales brochures, sponsorship packages, etc.;
- Manages services with focus on increasing engagement through all alumni business programs.
- Negotiates contract and agreements for the Alumni Association.
- Implement and maintain regular study of other operations in comparable competitive markets. Recommend adjustments to pricing structures or financial agreements, where appropriate;
- Supervises business services including:
 - o Program managers and staff, with an eye to increasing long term revenue opportunities for the association, while fully leveraging the alumni program
- Sets strategic direction with program managers for Cecil Green Park house venue management and affinity partners.
- Identifies and manages relationships that contribute to UBC's reputational excellence, including those with other universities, and professional associations;
- Keeps abreast of best practices within the post-secondary sector, and proactively recommends and or initiates improvements to Alumni services, practices and or procedures;
- Respond in timely manner to customer inquiries through phone, email and web inquiries;
- Other related duties as assigned.

Supervision Received

Works under direction within established guidelines but is expected to resolve problems, demonstrate initiative and exercise strong judgment. Work is evaluated against set performance expectations. Incumbent liaises with Senior Director for annual planning so as to develop an approved annual business and marketing plan to integrate with that of Alumni Affairs; participates in monthly reporting and team discussions with supervisor. On a daily basis, decisions made by the incumbent require a degree of autonomy and responsibility.

Supervision Given



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The Alumni Services Manager and the Cecil Green Park House Manager will report to the Associate Director, Business Development.

Consequence of Error/Judgement

Errors may impact on the effectiveness of the office, image, reputation and credibility of the Alumni Association and the University, and the financial resources of the Association. The Associate Director, Business Development is expected to exercise judgment, diplomacy and tact in all interactions associated with the function of this position.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in marketing or business preferred with a minimum of five years related experience or equivalent in education and experience. Minimum of six years experience or the equivalent combination of education and experience. Prior experience in sales and marketing, including experience in financial management strongly preferred. Experience working in membership or post-secondary organisations an asset. Strong interpersonal skills with customer service orientation; Excellent verbal and written communication skills; Highly organized, methodical and accountable; Financial skills necessary to develop and manage budget; Sales-minded focus with proactive approach towards increasing revenue sources; An ability to work independently without ongoing supervision; A willingness to be flexible with working hours, if necessary, to accommodate the schedules of potential clients; Excellent time management skills for follow-up, ability to handle several projects simultaneously, and meet timeline pressures; Intermediate computer skills with Windows 2000 or higher, Office XP Pro, email and internet; and Ability to operate the normal range of office equipment.

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Staff Job Postings

Job Posting

Job ID: 13520
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level D **Business Title:** Executive Director
Department: Faculty of Law
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-20
Job End Date: 2013-08-30 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-07-31 **Available Openings:** 1

Job Summary

The National Centre for Business Law (NCBL) is part of the Faculty of Law at Allard Hall, located at UBC's Point Grey Campus and at Robson Square. Its purposes are: 1) to encourage business law scholarship at UBC Law, by obtaining research funds to support faculty scholarship and facilitating links with business law scholars at UBC and other institutions; 2) to provide a focus for business law education at UBC Law, through various workshops and intensive courses and through a business concentration culminating in a business law capstone course (Law 466); and 3) to promote engagement between UBC Law and the business community through public lectures and conferences and a regular speakers series.

The Executive Director will provide leadership and planning for the NCBL, with responsibilities for the overall management of the Centre, representing the Centre to the legal community, networking within the legal community, and developing and implementing the Centre's strategic vision and new initiatives and programs. Typical responsibilities will include: planning and implementing business opportunities; developing, writing and implementing proposals for strategic partnerships; initiating, developing, managing, modifying and maintaining programs that support the strategic vision of the Centre; establishing and maintaining effective communication with stakeholders; designing and managing the Centre's annual budget and annual report; raising funds for the Centre; assisting faculty with applications for research funds; helping to coordinate business law education at UBC Law; organizing NCBL events; and managing the Centre's operations and promotional efforts. An important function within this role is to maintain and enhance the visibility and reputation of the Centre and the Faculty locally, nationally and internationally. In this leadership position, the Executive Director will work in consultation with the Dean, administrative units and external partners.

Organizational Status

Reports to the Dean and the Faculty Director of the NCBL. The Executive Director is expected to work closely with the Faculty Director of the NCBL, the Faculty NCBL Committee, the NCBL Dean's Advisory Committee (DAC), and the External Relations Office.

Work Performed

Strategic Planning and Implementation: The Executive Director will develop and implement strategic plans for the NCBL, including the development of strategic partnerships, fundraising, research initiatives, educational programs, and public events.

Communication and Relationship Management: The Executive Director will be responsible for communicating with and maintaining



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relationships with external stakeholders and strategic partners, networking within the legal community, representing the National Centre for Business Law to the legal community, and developing new partnerships in order to promote the goals of the NCBL.

Fundraising: The Executive Director will identify, direct, design and manage the fundraising activities of the Centre.

Budget and Annual Report: The Executive Director will manage the overall budget and financial viability of the Centre, ensuring approvals, transparency and reports for the appropriate decision making bodies.

Operations and Promotion: The Executive Director is responsible for managing the overall operations of the Centre including securing cash-flow and ensuring the financial viability of the organization. The Executive Director is also responsible for promoting the NCBL in order to maintain and enhance the visibility and reputation of the Centre and the Faculty locally, nationally and internationally.

Academic and Research Programs: The Executive Director will help coordinate research and educational programs in business law at UBC Law, including:

- a) program coordination for research grants,
- b) identifying adjunct instructors to help deliver the business law concentration -, supervising the business law capstone course, advising students on requirements to satisfy the program, recommending and implementing changes to the program;
- c) identifying potential visiting scholars, coordinating their invitation by the Dean, and organizing their visits to UBC Law together with the Associate Dean Academic and Faculty's Event Coordinator; and
- d) suggesting and assisting with other business law educational programs at UBC Law.

Event Planning and Organization: The Executive Director will help plan and organize NCBL events, including the NCBL annual general meeting, meetings of the Dean's Advisory Committee, the Vancouver Speakers Series; and public lectures and conferences.

The position provides an exciting opportunity to take the lead helping to build one of the Law Faculty's key research centres, working with an energetic and talented group of scholars in the business law area.

Supervision Received

Works with wide latitude.

Supervision Given

Provides functional direction and may assign and direct the work of writers and facilitators.

Consequence of Error/Judgement

The position has a direct impact on the reputation of the NCBL and the Faculty of Law at Allard Hall. Initiative and sound judgment can enhance the reputation and impact of the Centre and improve its ability to raise funds to support pursuits. Poor decisions can negatively affect the reputation of the NCBL and the Faculty of Law and hinder their ability to raise funds.

The position provides an exciting opportunity to take the lead helping to build one of the Law Faculty's key research centres, working with an energetic and talented group of scholars in the business law area.

Qualifications

Undergraduate degree in a relevant discipline. Possession of a JD or LLM required, which is sufficient to meet the undergraduate



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degree requirement. Completion of a wide range of courses in business law (such as commercial law, corporate and securities law, tax law and or trade law) and or an undergraduate degree in commerce, economics or other business-law related discipline are preferred. A minimum of 8 years of experience in communications and planning or the equivalent combination of education and experience. For this particular position, some level of experience in business law, working in legal practice or a comparative academic or policy setting will be sufficient to meet the experience requirement. The position also requires effective communications skills, both oral and written; demonstrated leadership and management skills; ability to carry out financial reporting and strategic planning; and initiative.

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



The University of British Columbia

Staff Job Postings

Job Posting

Job ID:	13583		
Location:	Vancouver - Hospital Site		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Student Management		
Classification Title:	Student Management, Level A	Business Title:	Admissions Coordinator
Department:	Admissions		
Salary:	\$40,565.00 - \$48,697.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-27	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-08-01	Available Openings:	1

Job Summary

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 processes approximately 2000 applications each year, using a broad based approach including the academic and non-academic evaluation of all files, interview administration of 600-700 candidates and preparation of the files for final review by the Admissions Selection Committee.

The incumbent will be primarily responsible for coordinating special projects relating to the admissions process. This will include aiding the Admissions Coordinator- Interview Event in coordination of the annual admissions interviews (multiple-mini-interview) and managing the non-academic file evaluation process. Other assignments will be given by the Admissions Manager and Associate Dean Admissions.

The incumbent must demonstrate a high level of responsibility, autonomy and decision making. This person will be required to interact with various UBC Faculties and departments, secondary and post-secondary institutions, government agencies, and other medical schools and colleagues at the distributed sites.

Organizational Status

Reports to the Administrative Director, MD Undergraduate Program through Admissions Manager. Works closely with the Admissions Manager, Admissions Coordinator-Interview Event, Associate Dean, Admissions and other office staff to provide specialized and complex admissions administration and provide admissions services to current applicants.

Work Performed

Interview Coordination (40%)

- Supports Admissions Coordinator-Interview Event in planning and organizing Admissions interviews including staff, interviewer, applicant and volunteer assignments, coordinating facilities and operations, etc.
- Responsible for coordination and supervision of staff, volunteers, interviewers, and applicants (~1,000 people) during annual interview event
- Trains staff, interviewers and volunteers
- Works with committees and working groups, particularly the MMI Question Writing and Advisory Groups in the creation, evaluation and approval of the MMI questions.



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- Performs special projects relating Admissions interviews as needed.
- Troubleshoots issues prior and during interviews, escalates to Interview Coordinator as needed
- Flexible hours during peak periods required. Blackout vacation dates in effect.

Non-academic Evaluations Coordinator: (25%)

- Trains, supervises and guides all staff and distributed site coordinators on the evaluation of the non-academic admissions criteria. Maintains consistency of marking amongst evaluators by performing periodic cross-checks. Compiles and updates non-academic assessment guidelines.
- Makes recommendations for improvement of non-academic criteria and evaluation guidelines by researching, reviewing and analyzing best practices, statistics, and tools, which may involve contacting organizations and or individuals.
- Responsible for developing assessment and evaluation tools and guidelines which are accurate as per Admissions Policy Advisory Committee, Admissions Selection Committee, Northern Medical Program Admissions Subcommittee, and Aboriginal Admissions Subcommittee.
- Evaluates complex admission applications that fall outside established admission policy for the purpose of determining the applicant's admissibility. Such decisions require professional level judgment and are legally binding upon the University.

Special Projects (25%)

- Conducts special projects relating to Admissions criteria, implementation and effect which may involve researching, reviewing and analyzing best practices, statistics, and tools. Liaising with other university departments and external organizations may be required,
- Compiles reports and information relating to special projects for review by Admissions Manager, Associate Dean Admissions, and Admissions Policy and Selection Committees.

Admissions Information Sessions Presentations (10%)

- Advises prospective students, parents, staff, educators and the general public about current admission requirements, changing policies, non-academic requirements, graduate studies, transfer credit, and educational options as they relate to routine and non-routine application for admission.
- Coordinates and presents information related to evaluation criteria during information sessions, presentations and events for prospective and current applicants. Events range from small group discussions and career fairs to large presentations with several hundred audience members.
- Liaises with various university departments to develop accurate and effective undergraduate admissions information circulars for prospective students, parents, and educators.

Performs other duties as required

Work involves pressures, peak periods, multiple demands, and finite deadlines. Extremely high volume of applications throughout admissions cycle. This position requires the ability to work flexible hours including evenings and weekends. Long hours during critical periods may also be required. Blackout vacation dates in effect.

Supervision Received

Reports to Administrative Director MD Undergraduate Program through Admissions Manager. Work relating to the Admissions Interviews is supervised by Admissions Coordinator- Interview Event. Receives project assignments from Associate Dean, Admissions, Admissions Manager, and Admissions Coordinator- Interview Event. Works independently under general supervision. Work is reviewed in terms of soundness of judgment in non-routine policy interpretation.

Supervision Given

Assists in the functional cross training of staff in Admissions and distributed sites. Acts as a resource for clerical staff and for other university staff, in terms of evaluation criteria.

Consequence of Error/Judgement



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Make decisions regarding non-routine matters. Errors in judgment or decision making when informing program applicants will affect the future of applicants. Inappropriate policy interpretation or document evaluation could disadvantage and or result in future appeals. Accuracy in documentation and application records is essential. Errors may result in contradicting admissions policies, negative precedent-setting cases, delays in the admissions process, and possibly inappropriate acceptance or refusal of applicants. Errors may result in distorted statistical reports.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of one year experience or the equivalent combination of education and experience. Experience with event coordination and project management an asset. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to efficiently and effectively coordinate tasks. Ability to analyze problems, identify key information and issues, and communicate this information to stakeholders and decision makers. Knowledge of statistical research methods and reporting an asset. Ability to analyze and interpret data, determine implications, and provide recommendations. Comfortable with ambiguity and making decisions when no formal policy or guideline exists. Ability to exercise tact, diplomacy and discretion. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to deal with people in a courteous, calm manner. Ability to effectively use software at an intermediate level. (e.g., Outlook, MS Word, MS Excel). Working knowledge of MS Access an asset. Ability to explain, assign, and monitor work. Ability to make thoughtful and informed decisions. Must be highly adaptable and flexible to change. Must be able to work flexible hours including evenings and weekends. Long hours during critical periods may also be required. Blackout vacation dates in effect.

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Staff Job Postings

Job Posting

Job ID: 13588
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Coordinator, Reading Week
Department: Community Learning Initiative
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-08
Job End Date: 2013-03-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-02 **Available Openings:** 1

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

Job Summary

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

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

The Coordinator, Reading Week promotes and oversees all aspects of the UBC-Community Learning Initiative (UBC-CLI) Reading Week Program. Responsibilities include coordinating administrative systems to enable engagement of a large number of UBC students in a variety of CSL projects. This includes creating tools to assist in administrative coordination of project leader training, student recruitment activities and registration, liaising with portfolio staff to plan and implement a media campaign, project leader recruitment, and organizing Reading Week related events. The Coordinator is also responsible for the day-to-day administration of the program including disseminating program information, answering student inquiries, assisting in the management of the program budget, engaging community partners, and recruiting project leaders. She will also be responsible for program implementation and evaluation in an effort to ensure the program provides enhanced education experiences for students and meets community identified priorities.



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This position acts as an important communication link between a diverse range of stakeholders (e.g. staff, faculty, students, community organizations, partner schools and Vancouver School Board district staff). S he will be expected to work in strong collaboration across the UBC-CLI team, to both lead and support teams of students and staff volunteers, and to work independently to complete assigned duties. In addition, the Coordinator will assist the Manager, Community Based Initiatives with aspects of project leader and student leader training.

Organizational Status

Reports to the Manager, Community Based Initiatives. Within UBC, works with wide range of students, administrators and faculty members who are involved in a co-curricular and curricular CSL projects during Reading Week and throughout the year to promote community engagement and the achievement of UBC's Place and Promise goals. External to UBC, works with staff and volunteers in the Vancouver School Board (VSB) and UBC-CLI partner community organizations in conjunction with CLI program and student staff.

Work Performed

Coordination:

- Promotes and manages the overall coordination of the Reading Week program components in order to meet the goals and objectives of the Reading Week program
- Responsible for developing and maintaining administrative systems and processes
- Creates tools to assist in the coordination of project leader training and student recruitment activities and registration
- Responsible for program implementation and management, and planning and coordinating program and project logistics including risk management
- Liaises with portfolio staff to plan and implement a media campaign
- Assists in building resources and program supports (both online and face to face) to maintain strategic and sustainable student and community engagement. Identifies current challenges in the provision of program supports and develops solutions.
- Identifies and manages logistics related to CSL projects with community partner schools and organizations as part of the Reading Week Program
- Identifies methods of support that would contribute to and enhance on-going student and community engagement with the program. Assists in the development and delivery of those new methods and services.
- Responsible for Project Leader recruitment; supports and coordinates project leaders, student leaders and other volunteers associated with Reading Week projects
- Develops and coordinates orientation sessions to support participants; plans and coordinates events such as information sessions, training sessions, promotional and recognition events, recruitment activities, kick-off and wrap-up events, focus group sessions (e.g., facilitates registration, prepares and coordinates materials and supplies, coordinates logistics and catering, provides on-site coordination)
- Coordinates Reading Week communications including creating and printing of marketing and communication materials; ensures materials are relevant and accurate.
- Ensures Reading Week Project participation targets are met
- Develops resource materials and manuals to support the on-going management of the Reading Week program
- Monitors risks and ensures that participants have received appropriate training and orientation
- Establishes and coordinate systems, processes and materials to support projects as required
- Participates on UBC-CLI working teams and other working committees as required
- Generates progress reports (e.g., on participation statistics, promotional activities) and provides project updates
- Provides support to the Manager, Community Based Initiatives as required
- Other related responsibilities as required

Supervision Received

This position is expected to function under the Manager, Community Based Initiatives, and according to established objectives and guidelines. Work is reviewed for achievement of university goals, and soundness of advice and judgment.

Supervision Given



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As required, may supervise part-time student assistants. Provides support to project leaders, student leaders and volunteers; coordinates, reviews, and evaluates work performance of supervised student staff. Participates in hiring and or selection of student assistants, student leaders and volunteers as required.

Consequence of Error/Judgement

Must exercise tact and diplomacy in interacting with students, staff, alumni and faculty from UBC, staff at community organizations, and individual community members. The UBC-CLI has a high profile in the community and engage program participants in situations that may be new. All program staff must be aware of the need to minimize risk to participants and maximize the perceived and actual sensitivity of the program and the university to community issues. As the department is handling confidential information, must understand and respect the principles of confidentiality. Errors in judgment or the disclosure of confidential information could have very public consequences, affecting the reputation of the UBC-CLI and or resulting in embarrassment to the University of British Columbia and its senior administration.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. - Minimum two years experience or related experience preferably including exposure to a university environment, or comparable combination of community-university experience or an equivalent combination of education and experience;

- Program coordination experience and skills, setting of goals and priorities;
- Experience working with volunteers and university students required;
- Experience facilitating groups and leading information, orientation, and training sessions required;
- Experience working with schools, non-profit, and social service organizations required;
- Experience developing and maintaining administrative systems and processes required; (i.e. filing systems, communication systems, record keeping, office coordination)
- Experience supporting partnerships between diverse groups an asset;
- Experience in community development an asset;
- Experience in event organizing, promotion and advertising an asset. - Commitment to the goals of UBC's Place and Promise vision
- Ability to envision and implement innovative programs and initiatives; ability to maintain connection between a long-range vision and day-to-day functions - Both goal and process-oriented: ability to plan ahead, anticipate problems, and meet deadlines efficiently - Ability to lead others and to function as an effective team member - Excellent organizational skills, including ability to organize and promote events - Demonstrated ability to work collaboratively with a variety of different stakeholders
- Excellent interpersonal skills - Excellent communication skills, both verbal and written - Excellent problem-solving skills
- Knowledge of community development principles; knowledge of school system - Knowledge of and sensitivity to community issues
- Knowledge of and sensitivity to the university community; knowledge of administrative and academic systems and processes within universities - Computer skills (MS Word, PowerPoint, Excel); proficient use of internet (i.e. performing searches); proficient use of email - Ability to work flexible hours, including evenings and weekends

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Staff Job Postings

Job Posting

Job ID: 13561
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Go Global Study and Research Abroad Advisor
Department: Go Global: Internl Lrng Prog
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-20
Job End Date: 2013-04-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-30 **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, complete internships, co-op placements and 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. Go Global SARA Advisor manages established learning opportunities with UBC academic programs through partner universities, develops learning curriculum, facilitates co-curricular workshops and advises students participating in international study, research and co-op, clinical or practicum placements. The SARA Advisor specializes in working with either incoming or outgoing students or with both populations. In addition the SARA Advisor represents Go Global on university project teams and committees. The SARA Advisor will have strong project management and educator skills, and be an exceptional communicator in a complex network of partners and UBC faculties.

Office at International House (UBC V) or University Centre (UBC O). Evening and weekend work, and international travel may be required.

Organizational Status

The Go Global SARA Advisor is a member of the Go Global: International Learning Programs unit in Student Development and Services. The incumbent interacts closely with UBC faculty, UBC students and students from partner universities, departmental and academic advising staff, enrollment services and student affairs staff at both campuses as well as student mobility and academic staff at partner universities.

Work Performed

1. Program Development and Management

- Works with UBC academic units to identify academic pathways to integrate study and research abroad learning experiences into UBC academic programs; determining opportunity, approach and process.
- Works with UBC academic units to establish the value and viability of international learning experiences for students.
- Provides annual review and assessment of student needs, learning outcomes and general trends to the program partners and stakeholders.
- Participates in the evaluation of UBC policy impacting international learning programs.



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- Makes decisions with and recommendations to UBC academic programs and Student Development and Services units about international learning opportunities and support to students

- Provides information to Manager and academic units on the on-going suitability of university partners based on experience with partner and students

- Develops network within Faculties and across campus units to ensure that students get consistent and accurate information about study and overall learning experience

2. Curriculum Development

- Development of co-curricular modules for pre-learning sessions, mid-point and return programs with coordinated collaboration of all project stakeholders

- Development of student leadership, learning and transition, transfer of academic or co-curricular credit programs

- Facilitation of co-curricular sessions and works with UBC Faculty, as appropriate, in courses.

- Assessment of learning outcomes through the delivered curriculum

- Establishing learning objectives for each program

- Facilitation of assessment and evaluation tools for students, UBC staff and faculty.

- Ongoing communication with all stakeholders regarding the logistical and learning program elements

- Negotiation and follow through on key dates and timelines

- Working with student-led approach to programming

3. Advising:

- Advises students on suitability of program options in consideration of their academic program focus and learning goals

- Supports students prior, during and post exchange vis-a-vis learning goals, safety, wellness, citizenship and culture.

- Documents opportunities for students, including partner and discipline-specific information, awards, scholarships, health insurance, immigration, housing and safety.

- 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

- Assist students in crisis and or facing complex situations including appeals, problems with cultural transition, mental health, family emergencies, accessing health care and insurance, academic concession; and refers as appropriate.

- Liaises and advocates with UBC staff, faculty and partner universities on behalf of students.

- Recruits potential participants through presentations, information fairs and marketing materials

4. Admissions and Course Program Registration:

- Manages selection and admission process for incoming students according to UBC admissions policy and UBC department capacity and policy

- Manages selection and acceptance process for outgoing students according to Go Global, UBC academic program and partner universities admission policies.

- Negotiation of space and registration of students into courses with limited capacity; and the documentation of program and faculty restrictions. Advises partners and students accordingly.

- Leads annual review of exchange admissions procedures and makes recommendations on current policy to the Manager and academic units.

- Reports annually on student activity and performance in program.

5. Coordination of Awards and Financial Support

- Liaison with Student Financial Assistance and Awards and external funding agencies

- Participate in adjudication committees in the selection of students for awards

- Maintenance of information on financial awards and assistance available through the programs

6. Administration

- Supervision of student staff: priorities, schedules, defines student roles and hires student staff

- Management of student participant and program opportunity information on the Go Global database.

- Creation and maintenance of operational manual for SARA procedures

- Development and tracking of project-specific budgets

- Represents Go Global SARA on university project teams and committees

Supervision Received

Reports to Manager, Study and Research Abroad. The incumbent exercises judgment and innovation in advising, working with partners



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and UBC community and in student development programming.

Supervision Given

Will manage student staff and volunteers on various projects. Works collaboratively with other Go Global staff and Advisors within the university. Responsible for timely evaluation of student staff. Provides direction to Student and International Programs Support staff. Will provide input into evaluation of Go Global staff.

Consequence of Error/Judgement

Error will have a strong negative effect on student experience, faculty partnerships and UBC's ability to maintain high performance international relationships with outstanding universities. Incorrect or incomplete information and or inappropriate communication with UBC departments will significantly damage Go Global: International Learning Programs, capacity to meet UBC strategic targets for international engagement and student learning and student opportunity, including student finances and delay of graduation.

Qualifications

Undergraduate degree in a relevant discipline. Preferably completion of a degree in International Education or equivalent. A

Master's degree

would be considered an asset. Minimum of four years experience or the equivalent combination of education and experience. -Four years of experience in an educational setting or the equivalent.

-Demonstrated experience developing student programs in partnership with academic units and providing advice to students required. Experience in student mobility would be considered an asset.

-Demonstrated experience in project management with strong administrative and office management skills.

-Demonstrated curriculum development and facilitation skills.

-Knowledge of learning outcomes and ability to analyze and report on program data.

-Knowledge of computer office and educational software and willingness to learn to use new systems.

-Proficiency in more than one language would be considered an asset. Interpersonal skills and cross cultural sensitivity.

Ability to use these skills and sensitivity in working with students, staff, faculty and university partners throughout all stages of the program. Communication skills (listening, written and verbal), to effect positive student placement relations, facilitation and negotiation skills, organization and time management, and presentation skills. Ability to communicate credibly and persuasively with University personnel and members of the external public. Excellent judgment and decisionmaking skills to allow the assessment of needs, available resources and capabilities to resolve issues. Excellent computer skills and willingness to learn to use new systems. Professional attitude, demonstration of integrity, confidentiality and excellent work ethic. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for participants. Critical thinking and analytical skills. Understanding of the pedagogical value, theoretical and practical issues involved in international learning placements; ability to apply this understanding in the placement context. Proven expertise in designing and delivering educational workshops and information sessions. Ability to work as part of a team on projects as a member who will take initiative and support others in their initiatives.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13574
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Laboratory Assistant **Business Title:** Laboratory Assistant
Department: Paediatrics
Salary: \$ 15.32 - \$ 16.26 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-08-06
Job End Date: 2013-08-05
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-31 **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

This position is to assist research staff with clean up and sterilization of items used in the laboratory, preparation of sample collection kits, and organization of research data.

Organizational Status

The incumbent will interact with all members of the research team. A list of items requiring attention will be provided. The person will be trained initially by the research staff but, once trained, should be able to perform most of the tasks independently.

Work Performed

1. Cleaning and sterilization of labware.
2. Putting together, delivery and pick up of specialized collection kits.
3. Assisting research staff with organization of data collected for studies.
4. Other duties as required.

Supervision Received

Close supervision is provided for initial training. However, once the individual is trained, tasks can be performed independently with supervisors to organize what needs to be done and to solve any problems.

Supervision Given

none.

Consequence of Error/Judgement

Once the incumbent is trained, the person will work independently on the assigned routine tasks. He/she will be assigned a member of the research team to be able to report to each day that he/she is working. This person will prioritize the tasks and make sure



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the most important tasks can be completed. This position should not require any decision making and if problems arise one of the senior personnel should be consulted.

Qualifications

High School graduation or an equivalent combination of education and experience. Courses in Science would be an asset. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to maintain accuracy and attention to detail.

All positions in the Department of Pediatrics at BC Children's Hospital require a Criminal Record Check (CRC). A pre-employment CRC is required as part of the recruitment process and any offer of employment is contingent pending positive results of the CRC.

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Staff Job Postings

Job Posting

Job ID: 13573
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Psychiatry
Salary: \$ 18.52 - \$ 19.43 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-08-17
Job End Date: 2012-12-29
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-31 **Available Openings:** 1

Job Summary

To assist with a number of routine tasks on research projects relating to mental health and genetics.

Organizational Status

Direct supervision will be provided by the PI and the Sr. Genetics Counselor.

Work Performed

Assist with routine data collection from study subjects according to established guidelines;
Preparation of routine materials for study visits (collation of questionnaires etc)
Appointment coordination;
Liaise with Physicians offices regarding patient records;
Data entry;
Related office tasks

Supervision Received

Direct supervision will be provided by the PI, and the Sr. Genetics Counselor.

Supervision Given

None.

Consequence of Error/Judgement

The PI will supervise daily work. Little judgment is required; problems are referred to the supervisor.

Qualifications

High School graduation. University degree preferred. Minimum of 1 year of related experience or the equivalent combination of



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education and experience. Accuracy and attention to detail.

Demonstrated experience with computers and computer software, including MS Word for Windows, MS Excel;

Effective oral and written communication, interpersonal, multi-tasking and organizational skills

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13599
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Animal Care Services
Salary: \$ 18.52 - \$ 19.43 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-09-11
Job End Date: 2013-09-09
Funding Type: Self Funded
Other:
Date Closed: 2012-08-02 **Available Openings:** 1

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

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility provides skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

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

Organizational Status

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

Work Performed

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

Duties include:

Demonstrating and explaining T1 duties and tasks

Assisting CDM Staff

Animal handling, feeding, watering and health monitoring

Daily census recording

Maintaining records

Maintaining inventory

Assisting in sample collection

Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general Participating in continuing education program



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Shipping and receiving of animals

Operation of rack and tunnel washers

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

General Housekeeping, including:

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

Assemble clean caging units

Perform minor maintenance tasks on facility related equipment

Performing other related duties.

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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

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

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13598
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Animal Care Services
Salary: \$ 18.52 - \$ 19.43 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-09-02
Job End Date: 2013-08-31
Funding Type: Self Funded
Other:
Date Closed: 2012-08-02 **Available Openings:** 1

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

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility provides skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

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

Organizational Status

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

Work Performed

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

Duties include:

Demonstrating and explaining T1 duties and tasks

Assisting CDM Staff

Animal handling, feeding, watering and health monitoring

Daily census recording

Maintaining records

Maintaining inventory

Assisting in sample collection

Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general Participating in continuing education program



The University of British Columbia

Staff Job Postings

Shipping and receiving of animals

Operation of rack and tunnel washers

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

General Housekeeping, including:

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

Assemble clean caging units

Perform minor maintenance tasks on facility related equipment

Performing other related duties.

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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

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

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13560
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Animal Care Services
Salary: \$ 18.52 - \$ 19.43 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-08-30
Job End Date: 2013-08-28
Funding Type: Self Funded
Other:
Date Closed: 2012-07-30 **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

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Work Performed

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Duties include:

Demonstrating and explaining T1 duties and tasks

Assisting CDM Staff

Animal handling, feeding, watering and health monitoring

Daily census recording

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Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general Participating in continuing education program



The University of British Columbia

Staff Job Postings

Shipping and receiving of animals

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Qualifications

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