



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:03-SEP-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: 13541 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst I
Business Title: Program Assistant, Year 1&2
Department: UBCO - Southern Medical Program
Salary: \$ 21.21 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27
Job End Date: 2013-08-30
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-09
Available Openings: 1

Job Summary

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

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

Organizational Status

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

Work Performed

1. Provides Program Coordination and Support by: (70%)
- Working with the Program Manager, Years 1 & 2, Course Directors and UBC Faculty of Medicine staff to support the delivery of the Years 1 & 2 curriculum; including the development of first and second year course schedules, timetables, materials, resources and distribution to course directors, faculty, instructors, tutors and students.
 - Coordinating physician scheduling and ensures available back up due to cancellation and emergencies.
 - Developing course schedules, a complex process involving a series of planned meetings for each of the courses. Ensuring the necessary rooms are booked, contacting local lecturers and tutors, creating the contract letters, calculating and tracking payments, coordinating lecture presentations and supplemental materials, distributing to students, postings to MEDICOL by established deadlines.
 - Editing, formatting and distributing course material, guides and manuals, making them site specific.



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- Maintaining student groups and profiles; preparing and distributing to the appropriate end users.
- Creating and maintaining SMP databases for all information pertaining to physicians, health professionals, volunteer standardized patients, students and faculty participation for both HSC and CAC-KGH sites.
- Maintaining the Years 1 & 2 course sections of the MEDICOL website for the SMP.
- Communicating with community leaders to coordinate and facilitate expanded educational opportunities for students.
- Working with the Program Manager, Years 1 & 2 and other Program Assistants to establish new internal policies and procedures.
- Participating on Years 1 & 2 course education committees and other committees as required.
- Ensuring local and videoconference sessions are set-up for program delivery of academic teaching sessions and Years 1 & 2 course education committee meetings.

2. Performs Administrative Support by: (15%)

- Preparing and maintaining accurate confidential student files.
- Preparing and distributing agendas, providing materials, scheduling, taking and distributing minutes for Years 1 & 2 course education committees. Following up on all action items and ensuring ongoing issues are brought forward.
- Maintaining email and contact lists.
- Booking local rooms and planning events; arranging catering for events as per established policies and procedures.
- Setting up access and providing training to faculty and tutors in use of the Medicine and Dentistry Curriculum On-Line (MEDICOL) web-based system.
- Procuring equipment, making travel arrangements and ensuring required documentation is provided to SMP Finance Clerk.
- Attending UBC and or SMP meetings as required.
- Creating and maintaining site Standard Operating Procedures (SOP) manual and Records Classification System for this position.
- Providing program support to colleagues during absences.

3. Supports Students by: (5%)

- Handling student and faculty enquiries as it pertains to all Years 1 & 2 courses.
- Participating in learner orientations.
- Coordinating UBC and IHA computer access and confidentiality agreements for students.
- Developing and disseminating orientation packages for students that include reporting, academic teaching schedules, course objectives, relevant policies, reading lists, handouts, security passes, access codes and other logistics.

4. Supports Teaching Payments and Expenses by: (5%)

- Tracking and coordinating clinical faculty, non-clinical faculty and tutor payments as it pertains to all Years 1 & 2 courses.
- Ensuring payments fall within the policies and procedures.
- Providing payment data to the Program Manager, Years 1 & 2 for review.
- Tracking Years 1 & 2 program expenses pertaining to site visits and submitting to the Program Manager, Years 1 & 2 for approval and final processing.

5. Supports Assessment and Evaluation by: (5%)

- Providing instruction and support to faculty and tutors in use of assessment software.
- Assisting with collection and tracking of confidential student, faculty, tutor and course assessments; may use specific software to track assessment data and follows-up on outstanding assessments and generates reports as required.
- Working with faculty and staff in coordinating and supporting examination processes.
- Acting as an invigilator for examinations.
- Supporting curriculum and program evaluation as required.

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

Supervision Received

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

Supervision Given



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None.

Consequence of Error/Judgement

Decisions where clear procedures are not available will be directed to the Program Manager, Years 1 & 2. The incumbent will be working within a high-performing team environment and will participate in finding solutions to issues. The incumbent must be able to work independently and set priorities. Errors in judgment or ineffective communication may compromise the effectiveness of the SMP and could have negative impacts amongst all stakeholders. Tact, diplomacy, confidentiality and excellent interpersonal skills are key skill requirements.

Qualifications

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

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

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|------------------------------|---------------------------|----------------------------|---------------------------------------|
| Job ID: | 13884 | | |
| Location: | Kelowna - UBC Okanagan | | |
| Employment Group: | BCGEU UBC-Okanagan | | |
| Job Category: | Clerical - BCGEU | | |
| Classification Title: | Support Services Coord I | Business Title: | Research & Trust Financial Specialist |
| Department: | UBCO - Financial Services | | |
| Salary: | \$45,864.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-08 | Available Openings: | 1 |

Job Summary

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

Organizational Status

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

Work Performed

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

2. Advises and provides authoritative advice to Faculty, Department Administrators, and Department Heads regarding financial



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information pertaining to their research Project Grants by:

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

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

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

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

Supervision Received

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

Supervision Given

This position does not supervise staff.

Consequence of Error/Judgement

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

Qualifications

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

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Staff Job Postings

Job Posting

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|------------------------------|--------------------------------|----------------------------------|--------------------------|
| Job ID: | 13867 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | CUPE 116(Service/Techs/Trades) | | |
| Job Category: | Engineer Technical - CUPE 116 | | |
| Classification Title: | Eng Tech Research Asst 3 | Business Title: | Eng Tech Research Asst 3 |
| Department: | Ctr for HighThroughput Biology | | |
| Salary: | \$46,968.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-10 | | |
| Job End Date: | 2013-09-09 | Possibility of Extension: | Yes |
| Funding Type: | Grant Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-03 | Available Openings: | 1 |

Job Summary

Designing, fabricating, testing, and using microfluidic devices and apparatus for single cell analysis of antibody secreting cells; conducting research in biomedical engineering biochemistry cell biology; assisting students in some laboratory procedures; maintaining lab equipment.

Organizational Status

Reports directly to supervisor, Dr. Carl Hansen.

Work Performed

- (a) Carry out individual microfluidic research and engineering projects in which systems will be designed for conducting and automating cell biology using microfluidic chips. Systems will be designed and tested for implementing single cell antibody selection processes.
- (b) Create mechanical and electrical designs of components for interfacing with microfluidic devices. Write software for experiment automation.
- (c) Maintain microfabrication and testing equipment in the lab in proper working order. Order specialized equipment or design novel equipment as appropriate.
- (d) Supervise and train undergraduate and graduate students in some laboratory procedures.
- (e) Conduct CAD designs of microfluidic devices and work out fabrication protocols for producing devices at high yield.
- (f) Maintain accurate best practice protocols for device operation and fabrication.
- (g) Attend weekly lab meetings.
- (h) Interface with genetics researchers to establish specific requirements for new device design.



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(i) Generate technical documents including invention disclosures, laboratory records, research presentations, manuscripts, and technical updates.

Supervision Received

Employee will have autonomy in daily activities and will work in collaboration with other scientists on the projects. High-level direction of work will be provided from supervisor in the form of oral or written instructions. Instruction will be provided only in the case of unusual problems or matters that depart from standard procedure.

Supervision Given

May oversee the work of one to four undergraduate engineering students working on cooperative education or thesis projects.

Consequence of Error/Judgement

Engineer is given the autonomy to make technical decisions including design, equipment purchases, protocols, and experimental design. High-level engineering decisions will be approved by supervisor. The successful and timely completion of tasks is essential for continued funding of research project. Failure to meet engineering goals may result in suspended funding and will negatively impact the ability to attract future funds. Failure to maintain equipment or establish best-practice protocols will broadly impact productivity of group by creating cost overruns, equipment downtime, and research delays.

Qualifications

Graduation from a technical college or institute. Graduation from a technical college or institute (prefer University degree in Engineering), with minimum three years' related experience. Demonstrated experience and knowledge in microfluidic chip fabrication by multilayer soft lithography, microfluidic device design, AutoCad and SolidWorks computer-aided design, machining, molecular biology including PCR, cloning, microscopy, purification of nucleic acids 3 years relevant experience. Ability to communicate effectively verbally and in writing. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to analyze problems, identify key information and issues, and effectively resolve.

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Job Posting

Job ID: 13696 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Engineer Technical - CUPE 116
Classification Title: Apprentice Engineering Tech 4 **Business Title:** Machinist Apprentice
Department: Materials Engineering
Salary: \$54,864.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2016-08-31
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-09-03 **Available Openings:** 1

Job Summary

Under the full time apprenticeship program, the machinist apprentice acquires skills in and gradually assumes responsibility for designing, building, installing, testing and maintaining specialized intricate equipment within the department, including machining, CNC programming using MasterCam, CNC operation, and welding skills. Manufacture parts and assembly from drawings, sketches and verbal communication, while progressing to complex and precision tasks.

Starting salary is \$28,529, representing a wage scale of 52% of a journeyperson wage of \$54,864. Salary will increase incrementally at a rate of 5% every 6 months over the 4 year apprenticeship program.

On completion of apprenticeship period an apprentice will join the staff of the University only if a suitable vacancy is available and if he she is recommended for it by the department concerned.

Organizational Status

Performs duties and acquires skills under the guidance of the machine shop supervisor, Engineering Technician V. Works with and will receive instruction from the journeymen machinists in the shop.

Receives additional training at a recognized training institution during period of apprenticeship.

Work Performed

Under the supervision of the Engineering Technician V and Journeymen Machinists in the machine shop the following work will be performed:

Consults with and works in close cooperation with the faculty, research engineers, technicians, graduate and undergraduate students to build research and teaching equipment, components and samples from technical and non-technical drawings or detailed sketches.

Operates all machine shop equipment, including milling machines, lathes, drill presses, welding, grinding and sawing equipment and a variety of other machine shop tools and equipment to make samples and models.



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Programming and machining with MasterCam or Multi-axis for CNC mills, router, wire EDM. Programming and machining with CNC waterjet.

Advises and makes recommendations regarding the design, development and modification of research and teaching equipment; interprets and modifies as necessary working drawings, schematics, etc.

Fabricates complex and highly precise components; modifies and adapts equipment to meet specialized requirements.

Diagnoses fault and analyzes design problems and recommends new methods or techniques to effect solutions.

Is responsible for maintaining the design tolerances of components and samples. Is responsible setup and assembly of components and samples.

Performs sheet metal work, stick welding, TIG welding, silver soldering, brazing and operates some woodworking devices.

Maintains, repairs and operates machine shop equipment, including undergraduate laboratory experiments and research equipment.

Assists in the maintenance of a safe and organized working environment through constant awareness of safety issues.

Performs other related duties within the classification level such as cleanup and documentation filing.

Supervision Received

Position reports to shop supervisor who assigns tasks, ensures position has sufficient training and skills to perform them and checks work performed. During period of apprenticeship, progresses to working independently in cooperation with faculty, research or other staff on work issued by shop supervisor.

Supervision Given

Supervise the safe operation of machinery by non-machinists.

Consequence of Error/Judgement

Work is checked by supervising Engineering Technicians, faculty and researchers using the equipment. Errors could result in delay in research work or cancellation of a test, wasted material, incorrect data being used in research. Incorrect use of equipment could result in accidents.

Qualifications

Successfully completed a BCIT or equivalent pre-apprenticeship machinist program. Experience with CAD software an asset (Solid Works and Master-cam preferred). Basic computer skills an asset. Knowledge of numerical controlled machining (CNC). Good verbal and written communication skills.

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Job Posting

Job ID: 13860
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Beaty Biodiversity Museum
Salary: \$38,928.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-17
Job End Date: 2013-01-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-09-03 **Available Openings:** 1

This is a grant-funded, temporary appointment.

Job Summary

The Database Technician provides database and digitization support to the UBC Herbarium, Beaty Biodiversity Museum.

Organizational Status

The Database Technician reports directly to the Herbarium Assistant Curator on all work matters related to the Herbarium. Reports to the Museum Administrator on all other matters. Works with the Herbarium Director, Faculty Curators, Museum staff, students, volunteers, and other visitors to the Herbarium.

Work Performed

- Assists with Herbarium collections database management.
- Databases collections, including entering new records, updating and correcting records.
- Digitizes collection.
- Prepares and fixes delicate, irreplaceable scientific specimens.
- Performs other related duties as required.

Supervision Received

Receives instructions during orientation and on subsequent new assignments or changes in procedures; carries out familiar phases of duties and responsibilities under general supervision. Tasks will be assigned by the Herbarium Assistant Curator. The Database Technician will be responsible for working independently and exercising initiative and judgment to complete the task. All work and decisions are subject to review by the Herbarium Assistant Curator.

Supervision Given

Supervises student workers and volunteers. Helps oversee student workers' and volunteers' accuracy and production.

Consequence of Error/Judgement

Work is subject to review by supervisor. Poor work performance will jeopardize database integrity, yield inaccurate and



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unsearchable results, and potentially limit the research endeavours of the Herbarium.

Qualifications

High School graduation. B.Sc. in Biology or college diploma in Biology preferred Minimum of 2 years related experience or the equivalent combination of education and experience. Experience must include one year related experience working with herbarium specimens and archival knowledge. Demonstrated understanding of database management systems. Experience in database entry, digitization and design. Working knowledge of plant taxonomy, identification and systematics. Ability to interpret scientific literature and associated literature to meet current database objectives. Demonstrated ability to follow and carry out instructions while working effectively independently and in a team environment. Ability to accurately perform basic arithmetic. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Strong interpersonal and organizational skills. Demonstrated ability to effectively perform multiple tasks. Experience with MS Office Suite (Word, Excel, Access), FileMaker and Photoshop. Good manual dexterity. Ability to work at a computer station for long periods of time.

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Job Posting

| | | | |
|------------------------------|--------------------------------|----------------------------|----------------------|
| Job ID: | 13841 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | CUPE 116(Service/Techs/Trades) | | |
| Job Category: | Research/Technical - CUPE 116 | | |
| Classification Title: | Research Asst/Tech 3 | Business Title: | Research Asst/Tech 3 |
| Department: | Arts ISIT | | |
| Salary: | \$41,040.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-24 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-03 | Available Openings: | 1 |

Job Summary

Provide support for the provision of audio-visual equipment (including videoconferencing equipment), facilities and services in support of academic courses and activities offered in learning spaces, labs and meeting rooms. This position performs routine and preventative maintenance of AV equipment, IT resources such as podium PC and laptop computers, coordination of bookings processes, and also demonstrates the operation of the equipment used by faculty, staff, and students in credit courses, faculty functions and special events.

Organizational Status

Reports to the Manager Help Desk AV Support, Arts Instructional Support and Information Technology (Arts ISIT); interacts directly with faculty, staff and students, as required in order to fully understand client needs and departmental procedures; liaises and collaborates with external commercial consultants and technicians as well as additional UBC service partners.

Work Performed

- responds to requests for assistance in setting up and or operation of, audio-visual facilities including but not limited to learning space AV systems, portable computer video systems and other audio-visual equipment.
- provides videoconferencing support to include coordination of set up and basic trouble shooting.
- demonstrates, instructs and advises users in the proper use and operation of a variety of audio-visual equipment and systems.
- performs on-site minor repairs maintenance on various types of audio-visual equipment including overhead projectors, and multimedia projectors by replacing projection lamps, polyester film and filters, using hand tools, various cleaning tools and products and materials to ensure that equipment is clean and operating properly.
- performs weekly routine preventative maintenance on audio-visual equipment and systems including an inventory check of supplies. Will inspect and monitor the use of and routinely maintain and repair the audio-visual equipment and systems to ensure they are in good operating condition.
- will deliver, set-up and or retrieve portable and or specialized AV equipment for specific purposes as requested and pre-arranged by users.
- maintains PCs and Laptops running Windows and Mac OSX that are used by the various users.
- informs, documents and reports any problems with blackboards, projection screens, electrical, ventilation, heating, window blackout drapes, etc.
- maintains service records on equipment and accurate work record file statistics.



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- keeps an inventory of supplies such as projection lamps, polyester film, cleaning products, etc, and stores them in an orderly fashion to ensure that adequate supplies are readily available to maintain the AV systems
- keeps abreast of current technologies
- performs other related duties as necessary that falls within the scope of the job.

Supervision Received

Receives instructions during orientation and on subsequent new assignments or changes in procedures. Carries out familiar duties and responsibilities with minimal supervision. Works independently and with minimal supervision.

Supervision Given

This position does not supervise but may explain work sequences to provide training on the use of AV equipment to others.

Consequence of Error/Judgement

Must be able to exercise judgment and tact when dealing with client and data. Due to the unpredictability of support issues and equipment failures, the individual must have the ability to troubleshoot and work with alternative solutions. Errors in judgment could lead to work disruption, lost productivity, unnecessary costs and interfere with the ability of faculty members and departments to function effectively.

The Help Desk is the most (client) interactive and highly visible service the department offers. Effective operation and exemplary client interaction is critical for the ability of instructors and administrators to perform their duties, as well as the public perception of the whole unit.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Two (2) year Media Technical program Minimum of 3 years related experience or the equivalent combination of education and experience. - Experience in an audio-visual area with an understanding of booking, scheduling and purchasing.

- Proven experience in set-up and operation of audio-visual equipment.

Computer literate, proficient in PC and Mac computers. - Ability to read and comprehend technical material.

- Ability to lift, move, carry up to 25 kg.

- Able to stand and or walk for extended periods.

- Good communication skills (written, oral and listening)

- Organizational skills; Ability to multi-task to meet deadlines

- Ability to maintain accuracy and attention to detail

- Must be flexible and perform well under pressure

- Strong customer service and interpersonal skills

- Promotes a service oriented team environment to ensure the effective operation of the Arts ISIT Help Desk

- High level of motivation and ability to learn and work independently.

- Demonstrated ability to work well in a team environment with a direct service orientation.

- Ability to organize and provide basic training and tutorials to faculty, staff, researchers, and students

- Enthusiastic about contributing to the learning environment of the University

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The University of British Columbia

Staff Job Postings

Job Posting

| | | | |
|------------------------------|--------------------------------|----------------------------------|----------------------|
| Job ID: | 13871 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | CUPE 116(Service/Techs/Trades) | | |
| Job Category: | Research/Technical - CUPE 116 | | |
| Classification Title: | Research Asst/Tech 3 | Business Title: | Research Asst/Tech 3 |
| Department: | Fac.of Pharmaceutical Sciences | | |
| Salary: | \$41,040.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-01 | | |
| Job End Date: | 2013-08-31 | Possibility of Extension: | Yes |
| Funding Type: | Grant Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-03 | Available Openings: | 1 |

Job Summary

The successful candidate will assist in investigating the development of a novel oral amphotericin B formulation for the treatment of systemic fungal infections.

Organizational Status

Reports directly to senior laboratory staff and Principal Investigators.

Work Performed

Plans and performs experiments designed to investigate the development of a novel oral amphotericin B formulation for the treatment of systemic fungal infections.

Utilizes complex procedures or techniques; troubleshoots problems; collects, records, analyses and interprets experiment results.

Assists senior level staff with the design of experiments and or development of new techniques for laboratory.

Prepares and tests formulations and drug delivery systems based on biodegradable polymeric matrices.

Conducts analytical procedures such as high performance liquid chromatography (HPLC), gel permeation chromatography (GPC), differential scanning calorimetry (DSC), laser diffraction particle size analysis.

Conducts drug release studies from drug delivery systems.

Prepares surface modified delivery systems.

Sets up, maintains, provides supplies, tests experiments and participates in experiment development.

Ensures that research lab is maintained in clean working order.

Assists in day-to-day operations of laboratory, including ordering animals and supplies.

Exercises initiative with respect to daily and weekly priorities.

Provides training to undergraduate students, new and lower level technicians in the use of equipment, techniques and procedures.

Coordinates, monitors and ensures the implementation and enforcement of laboratory safety rules and procedures.

Performs other related duties as required.

Supervision Received

Supervised by the Principal Investigators, Drs. Ellen Wasan and Kishor Wasan.



The University of British Columbia

Staff Job Postings

Supervision Given

May oversee the work of undergraduate students, or new and lower level technicians.

Consequence of Error/Judgement

Experimental errors could result in lost or unusable data from experiments and valuable time lost, impacting the integrity of the research project, and ultimately resulting in having to repeat experiments in their entirety.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. B.Sc. in Pharmacy or Pharmacy Technology (prefer M.Sc. in Pharmaceutical Sciences) Minimum of 3 years related experience or the equivalent combination of education and experience. Requires three years of experience in related laboratory work or equivalent combination of education and training. Must have the ability to use analytical equipment (e.g HPLC, GPC, particle size analysis); prepare formulations, such as oral lipid-based drug formulations; learn and apply new technical procedures; understand new concepts; keep detailed and accurate records of experimental details and results in a laboratory notebook in keeping with the principles of Good Academic Practice; communicate effectively in English, both orally and in writing to the Principal Investigator as well as with the laboratory team; work independently and within a team environment; and exercise accuracy and careful attention to detail.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13840
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 5 **Business Title:** Engineering Technician - Surface Chemistry Lab
Department: Mining Engineering
Salary: \$ 28.14 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-11-16
Job End Date: 2013-11-15
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-03 **Available Openings:** 1

Job Summary

Responsible for performing a variety of duties related to the running of NBK Mining Engineering Dept, including safety training and requiring knowledge of specialized equipment and procedures.

Organizational Status

Reports to the Lab Manager (Faculty member)

Work Performed

Overseeing managing the daily operation in surface chemistry and related laboratories of the NBK Mining Engineering Dept.;

Conducts independent research on surface chemistry of solids, liquids and gases on a variety of projects utilizing surface chemical techniques in non-routine situations. This requires adaptation of spectrophotometric methods and other related surface property techniques and instruments;

Overseeing lab budget and scheduling process for construction renovations;

Assigning scheduling of equipment and work area for multi user groups (Researchers, Graduate students, outsider inter-departmental users and undergraduates laboratory classes);

As part of the lab teaching team, working with instructors and teaching assistants in the preparation of 3rd and 4th years labs--compiling and writing lab manuals and selecting experimental techniques, instrumentation and procedures as required;

Providing assistance and guidance to faculty, staff and students in matters pertaining to mineral and coal processing by explaining research techniques, demonstrating the operation of equipment, instrumentation and apparatus, and assisting in lab experiments;

Compiling, interpreting, analyzing results and making recommendations to researchers;

Designing, developing, modifying and constructing equipment and procedures to be used in the lab;

Carries out maintenance and repairs of instruments and equipment used in the department;

Ordering lab supplies and materials, and maintaining an inventory of goods in hand;

Assisting with the design and planning of lab space and facilities;

Supervising students and summer interns in lab activities;

Setting up and maintaining IT in the department, partly in coordination with APSC computer support group for faculty and staff computers; setting up and maintaining email and web servers, plus other servers as needed by professors, managing databases and related software for department operations, setting up and troubleshooting printers and network systems in the department; backup



The University of British Columbia

Staff Job Postings

systems as needed, general troubleshooting; coordinate with IT Services for network management in the department; purchasing of computing and network equipment; WebCT contact.

Setting up and repair of AV equipment in department classrooms and seminar rooms, arrange outside repairs if needed.

Serve as First aid attendant and department safety committee member; conducting most of the Safety Training and WHMIS training in the department, coordinating First Aid, CPR, respirators and defibrillator training. Setting up or coordinating & maintaining MSDS files, spill kits and first aid kits. Do chemical inventories and chemical disposal as needed.

Arrange use by outside people of specialized equipment for tests, or conducting tests, and invoicing as needed.

Other duties as required.

Supervision Received

Works independently, in cooperation with faculty, students and other staff.

Supervision Given

Supervises students while on lab activities, summer interns at need.

Consequence of Error/Judgement

Possible severe injury or death due to improper use of chemicals and equipment. Errors could result in a delay in research work or cancellation of teaching labs. Mistakes could result in financial costs to researchers or department.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Some position may require a graduate degree. Minimum 5 years of related 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 perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens)

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13847
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: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-09-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-03 **Available Openings:** 1

Part time position, day shift, Monday to Friday, 7:00 A.M. - 12:00 noon.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

Work Performed

Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment 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. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

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The University of British Columbia

Staff Job Postings

Job Posting

| | | | |
|------------------------------|--------------------------------|----------------------------|--------------------------------------|
| Job ID: | 13846 | | |
| 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: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-03 | Available Openings: | 2 |

Full time positions, evening shift, Monday to Friday, 6:00 P.M. - 2:00 A.M.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

Work Performed

Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment 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. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

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The University of British Columbia

Staff Job Postings

Job Posting

| | | | |
|------------------------------|--------------------------------|----------------------------|--------------------------------------|
| Job ID: | 13844 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | CUPE 116(Service/Techs/Trades) | | |
| Job Category: | Trades - CUPE 116 | | |
| Classification Title: | Service Worker - Bldg Ops | Business Title: | Service Worker - Building Operations |
| Department: | Building Operations | | |
| Salary: | \$ 17.35 (Hourly) | | |
| Full/Part Time: | Part-Time | | |
| Desired Start Date: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-03 | Available Openings: | 4 |

Part time positions, evening shift, Monday to Friday, 9:00 P.M. - 2:00 A.M.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors Head Service Worker.

Work Performed

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



The University of British Columbia

Staff Job Postings

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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

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

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13817
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: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-10
Job End Date: 2013-08-30
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-09-03 **Available Openings:** 1

Full time, Graveyard shift, Sunday to Thursday, with Fri Sat Off: 11:30 P.M. to 7:30 A.M.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors Head Service Worker.

Work Performed

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



The University of British Columbia

Staff Job Postings

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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

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

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The University of British Columbia

Staff Job Postings

Job Posting

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|------------------------------|--------------------------------|----------------------------|--------------------------------------|
| Job ID: | 13843 | | |
| 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: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-03 | Available Openings: | 3 |

Full time positions, evening shift, Monday to Friday, 6:00 P.M. - 2:00 A.M.

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.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13818
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: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-10 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-03 **Available Openings:** 1

Full time, Graveyard shift, Sunday to Thursday, with Fri Sat off: 11:30 P.M. to 7:30 A.M.

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.



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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.

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The University of British Columbia

Staff Job Postings

Job Posting

| | | | |
|------------------------------|--------------------------------|----------------------------|---|
| Job ID: | 13880 | | |
| 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 (& Placement Assistant), |
| Department: | Nursing, School of | | |
| Salary: | \$39,168.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-11 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

Job Summary

To provide senior level administrative and secretarial assistance to the Associate Director, Graduate Program with the coordination of placements and development of academic materials and events.

Organizational Status

This position reports administratively to the Manager Student Services, and functionally to the Associate Director, Graduate Program. The position works closely with the Administrative Assistant, Undergraduate Programs. The position provides assistance to faculty members and provides resource assistance to guest speakers, students and staff. Interacts with the School of Nursing's Graduate Program team and other staff in the School; Interacts with units within UBC Enrolment Services (including HsP Net, Records and Registration Services, Classroom Services office), as well as with other UBC academic units, such as the Department Family Practice and the Faculty of Medicine.

Work Performed

Student Placements

HsP Net

- Works closely with the Administrative Assistant, Undergraduate Programs, Clinical Placement Coordinator and other graduate program faculty and staff to develop, implement and maintain systems that support the administration of clinical placements for Nurse Practitioner (NP) and Clinical Nurse Specialist students;
- Acts as a resource for the School regarding HsP Net;
- Coordinates student placements through HsP Net.

Curriculum Administration

- Assists the Associate Director, Graduate Program and Graduate Program Coordinators with:
- Routine program correspondence;
- Minute taking for graduate program related meetings and dissemination of materials; and
- Updates of Program-related materials on the Portal and Website.
- Plans and prepares student timetables; makes recommendations for best course placement and sectioning; keeps course instructor data current, schedules courses and books rooms.
- Prepares and submits curriculum changes. Prepares confidential curriculum minutes, following up with faculty members for



The University of British Columbia

Staff Job Postings

required data, preparing curriculum change forms, maintaining an up to date record and file of completed submissions.

- Assists faculty with the preparation and coordination of course materials, including:
 - Graduate templates
 - Syllabi
 - Reading lists and textbook orders
 - Course checklists timelines
 - Coordinates course and instructor evaluations
- Responsible for the coordination, publishing (internal) and updating of cyclical academic activities, including:
 - Course schedules & timetables
 - Teaching schedules
 - Graduate Program related meetings scheduling

Event Planning

- Assists with the planning and implementation of workshops, public events, seminars and student functions including, venue, catering, materials, sales, and marketing.

General Administration Support

- Assists with greeting guests and reception, and other duties as required
- Is the designated backup for the Administrative Assistant, Undergraduate Programs

Supervision Received

Works independently under minimal supervision. The position reports functionally to the Associate Director of Graduate Programs, but also works closely with the Clinical Placement Coordinator, other members of the Graduate Program Team, and other faculty. Work requires ongoing prioritization. The incumbent is expected to take initiative, problem solve, determine course of action and follow through.

Supervision Given

The position does not have supervisory responsibilities.

Consequence of Error/Judgement

Must exercise considerable judgment initiating and carrying through with various activities important to the functioning of the School of Nursing undergraduate program, sometimes in the absence of established policies, procedures and guidelines. This includes judgement about when to consult with the Associate Director, Undergraduate Program, the Undergraduate Level Leaders, and other members of the BSN Program Team. Exercising poor judgement, ineffective communications, or lack of confidentiality could result in strained relations that compromise program activities and the School of Nursing graduate education program.

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. training and experience in secretarial and office procedures and practices preferred. Extensive computer skills and experience required (including HsP Net, Microsoft Word, Excel, Access, PowerPoint, and Publisher at an intermediate level). Knowledge of database programs such as, Student Information Systems and Faculty Service systems is also necessary. Knowledge of Financial Management and Information Systems database program an asset. Knowledge and experience with Web Content management systems is a desirable. Highly effective oral and written communication, taking and transcribing minutes, interpersonal and organizational skills. Ability to type 60 w.p.m. and to operate a normal range of office equipment. prioritization, multi-tasking, problem-solving and organizational skills. Ability to exercise initiative, accuracy, judgment, tact, integrity and diplomacy. Ability to work effectively under pressure to meet deadlines. Ability to work both independently and within a team environment.



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Staff Job Postings

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



The University of British Columbia

Staff Job Postings

Job Posting

| | | | |
|------------------------------|--------------------------------|----------------------------|------------------------------------|
| Job ID: | 13881 | | |
| 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: | Divisional Assistant/Admin Support |
| Department: | The Sauder School of Business | | |
| Salary: | \$39,168.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-10 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-05 | Available Openings: | 1 |

Job Summary

Provides secretarial and administrative assistance to various Divisional Chairs and faculty members in the Divisions, as well as long-term and short-term faculty divisional visitors.

Provides administrative support to the faculty such as: back-up relief for reception duties, frontline customer service assistance, receiving, sorting and distributing incoming outgoing mail, sending receiving outgoing incoming courier packages, maintaining and updating lists, databases and reports, word processing, document preparation, creating editing spreadsheets, preparing assisting with the reconciliation of cash flow and credit card debit system, organizing functions and events for the Sauder School of Business.

Provides information to faculty, staff and students on policies, procedures and guidelines on administrative matters.

Organizational Status

Reports to the Director, Resources and Operations.

Work Performed

Work with minimal supervision, providing administrative support to the members of the Division.

(a) Co-ordinates meetings, seminars, workshops, conferences and various activities for the Division:

- . makes travel arrangements, hotel accommodation, and car rental for the Divisional faculty members, visitors and recruit candidates;
- . arranges room bookings for seminars and meetings;
- . prepares agendas, itineraries and schedules;
- . arranges photocopying and distribution of the materials;
- . organizes any necessary catering;
- . ensures all arrangements are completed in a timely manner;
- . schedules appointments and meetings for the Chair and the Division.

(b) Coordinates new faculty recruitment:



The University of British Columbia

Staff Job Postings

- compiles the job applications;
- prepares the recruit summaries as a part of the dossier to the Human Resources Development Canada;
- assists in the new recruits' house hunting trips and relocation;
- assists in the logistics arrangement for the new recruits, such as office allocation, key requests, office set-up. Assists with personal arrangements to ensure smooth transition in to their new environment i.e., housing, day care, etc. as required;
- facilitates the integration of visitors, new faculty and sessional lecturers into the Division by guiding them through University and Faculty policies and procedures.

(c) Coordinates Appointment Promotion and Tenure (APT) for faculty members.

- . compiles the confidential supporting documents according to the APT guidelines and procedures;
- . gathers confidential letters of support and arranges meetings with various groups of student representatives e.g. Commerce Undergraduate Society, MBA Society and PhD Student Society.

(d) Screens and prioritizes mail and materials; responds to oral and written enquiries from faculty, staff, students, private corporations, public sectors, media press, and researchers from other institutions.

(e) Enters and edits various correspondence including course materials, exams, reports, presentations, grant applications, and technical research papers.

(f) Enters grades into the SIS system on behalf of faculty members and instructors.

(g) Handles and submits cheques for professional organizations or professional events that faculty members are associated with; processes orders and invoices for divisional publications; prepares requisitions to the UBC bookstore; tracks ledgers; processes travel expenses for divisional faculty, visitors and recruits.

(h) Assists with the application and preparation of research grants and proposals; ensure grant deadlines are met.

(i) Contacts internal and external senior officials on behalf of the Chair.

(i) Ensures the smooth operation of the Division by being responsible for the following:

- . responds to enquiries and provide information regarding the Division using judgement regarding whether the issue should be handled independently or referred to the Chair, the divisional program advisors, or directed elsewhere;
- . assists out-of-town faculty members by reading and sorting mail and notifying them of any relevant information; ensure faculty members receive the documents in timely fashion, whether via courier, fax (where acceptable), or scanning into image or pdf file (where it is important that nothing can be altered);
- . reads and responds to routine incoming mail;
- . answers and screens phone calls for the Chair and other divisional members;
- . reads incoming mail and attaches relevant background material.

(k) Organizes and maintain files, reading materials and other records relevant to the activities of the Division; arranges photocopying of materials for the Division.

(l) Assists with work overflow from other divisions in the Faculty and answers Faculty phones when necessary and as time permits.

Administrative Support

Works with minimal supervision providing administrative support to the Faculty. This includes:

(m) Places telephone work orders and trouble calls. Ensures new installations or changes are billed to the appropriate accounts. Maintains telephone inventory; issues new orders changes and reconciles charges. Updates UBC Online Staff Directory (e.g. white and yellow pages) and the internal staff and faculty telephone listings.



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(n) Ensures authorized paperwork is produced for key requisitions, security access cards access codes and telecommunication requests for all faculty, staff and students. Responsible for inventory key allocation and security codes.

(o) Prepares and assists with the reconciling of cash flow and credit card debit system to ensure transactions deposits are processed and recorded accurately in conjunction with the Accounts Office when and as required.

(p) Acts as backup for other administrative (e.g. reception, duplication services, course evaluations, etc.), office support services staff services as necessary in keeping with the qualifications and requirements of the job.

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

Has a workstation with phone and computer access. A vacation restriction will be imposed for four months per year (December, January, August and September) to accommodate busy periods

Supervision Received

Works under limited supervision. After training and familiarization will be expected to work with initiative and independence. Difficult or complex problems are referred to the Supervisor, Administration.

Supervision Given

None.

Consequence of Error/Judgement

Exercises judgement and decision-making in a wide variety of duties and responsibilities; errors in completing work and scheduling or planning events may result in unnecessary expenditures, inconvenience and or embarrassment to participants, faculty and students. Handling enquiries in an inappropriate manner can adversely affect relations between the faculty and its clients, and the public perception of the University.

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. Training in secretarial practices and office procedures. Minimum of four years of related experience or three years of relevant UBC experience. Computer experience required (WordPerfect, Word, Excel, PowerPoint and electronic mail applications preferred). Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 wpm and operate normal range of office equipment. Ability to use word processing, spreadsheet, database, presentation and electronic mail applications at an intermediate level. Ability to prioritize work and meet deadlines. Ability to maintain accuracy and attention to detail. Ability to interpret policies and procedures. Ability to exercise tact and discretion. Ability to work independently and as a member of a team.

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Staff Job Postings

Job Posting

| | | | |
|------------------------------|---------------------------------|----------------------------|-----------------------------|
| Job ID: | 13920 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | CUPE 2950 (Cler/Secr/Library) | | |
| Job Category: | Chan Centre - CUPE 2950 | | |
| Classification Title: | Ticket Seller - Chan Centre | Business Title: | Ticket Seller - Chan Centre |
| Department: | Chan Centre for Performing Arts | | |
| Salary: | \$ 13.30 (Hourly) | | |
| Full/Part Time: | Part-Time | | |
| Desired Start Date: | 2012-09-12 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Self Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-07 | Available Openings: | 1 |

Job Summary

To perform a variety of ticket office duties serving three venues including the 1,400 seat Chan Shun Concert Hall, the 275 seat BC Tel Studio Theatre, and the 160 seat Royal Bank Cinema. To respond to the needs of the commercial and academic clients as they occur.

Organizational Status

Reports to the Ticket Office Manager.

Work Performed

- Prior to patrons arrival, ensure that point-of-sales system is in good working order and all required supplies are available for the performances and or events
- Advise patron of best available seating choices and executes the sale utilizing TicketMaster computerized system
- Conduct in-person ticket sales at the Chan Centre Ticket Office using TicketMaster software.
- Balance and account for cash and credit card receipts from sales transactions.
- Provide exemplary guest service in accordance with Chan Centre standards.
- In case of emergency, respond to and assess the situation, give aid if appropriate, and obtain necessary help if warranted under the established guidelines
- Ensure the ticket office remains orderly throughout the shift
- Close out the point-of-sales system, balance and prepare deposit including credit card receipts
- Performs other related tasks as required
- Scheduled hours are flexible and vary by month based on event activity.

The successful applicant will have an understanding of basic computer skills and the Windows operating system. We are looking for highly motivated, proactive self-starters who are able to provide exceptional guest service. Professional appearance and demeanor are essential to the position, as is the ability to work in diverse and ever-changing environments. Experience with the TicketMaster system is an asset but training will be provided. Applicants with other arts, entertainment or event experience are encouraged to apply.

Supervision Received



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Staff Job Postings

Works under direct supervision of, and reports new or unusual problems to the Ticket Office Manager, Ticket Office Supervisor, and or Ticket Captain.

Supervision Given

None.

Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in dissatisfied patrons. Errors in handling of cash could result in shrinkage and loss of revenue to the Chan Centre.

Qualifications

High school graduation. Knowledge and experience in professional ticket office sales. Minimum one year TicketMaster experience or two years' related experience. 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 provide quality service to customers in a courteous, patient manner. Ability to exercise tact, discretion and patience in dealing with patrons. Experience handling cash and credit transactions. Valid First Aid Certificate - Level 2 would be an asset. Must be able to work irregular hours and respond to on-call demands including evenings and weekends. Ability to work flexible shift times an asset. Ability to effectively use the TicketMaster System preferred.

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Staff Job Postings

Job Posting

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|------------------------------|--------------------------------|----------------------------|------------------------------|
| Job ID: | 13891 | | |
| 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: | Computer Science | | |
| Salary: | \$39,168.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | Leave Replacement | | |
| Date Closed: | 2012-09-05 | Available Openings: | 1 |

Job Summary

Provides assistance to the Graduate Program Administrator, Associate Head, Graduate Affairs, the Chair of Graduate Admissions and the Special Projects Coordinator as well as faculty, staff and grad students in the Department of Computer Science. Responsible for a variety of tasks in connection with the graduate student program. Provides reception for the Graduate Program and, in partnership with the Undergraduate Program Assistant, provides general reception coverage. Duties also include some financial support and data analysis.

Organizational Status

Reports to the Graduate Program Administrator. Functionally also reports to the Special Projects Coordinator, the Associate Head, Graduate Affairs, and the Chair of Graduate Admissions. Works closely with main office staff. Interacts with FoGS, Finance and Payroll. Works with students, faculty and staff.

Work Performed

Graduate Program

- Responds to a variety of written, email and oral inquiries of a repetitive and/or interpretive nature, requiring a thorough and up-to-date knowledge of the Graduate Program, University policies and procedures.
- Oversees day-to-day management of the admissions process: updates and monitors status of graduate applications; assesses applications for completeness and eligibility based on established UBC and Departmental policies and follows up as appropriate; responsible for overseeing application completeness, evaluates transcripts; manages files regarding admission decisions.
- Advises students on graduate issues, particularly grad admissions.
- Assists in course & student registration and responds to related inquiries
- Accesses SISC to track and maintain student registration and FSC to input grades, ensures that grades are submitted



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- Assists the Graduate Program Administrator in the orientation of new graduate students.
- Assists in orientation and training of temporary and student staff in the Graduate Program under the direction of the Graduate Program Administrator;
- Administers some of the awards related to the Graduate Program
- Responsible for thesis binding; teaching evaluations; textbook ordering
- Administers Access Control for graduate students; maintains inventory of graduate labs, offices and keys
- Books seminar rooms for graduate courses, meetings, tutorial sessions and events
- Maintains inventory of the various graduate packages; assists the Graduate Program Administrator in preparing recruitment material and application packages;
- Responsible for posting information; notifies graduate students of news and events.

Reception

- Performs reception duties including telephone and walk-in enquiries; ensures smooth operation of reception area;
- Assists in signing out equipment (projectors, etc.) transparencies, closet keys etc.; keeps records and maintains log sheets;
- Processes incoming and outgoing mail and distributes faxes;
- Performs other duties related to the qualifications and requirements of the job

Special Projects Coordinator Support

- Works with the Special Projects Coordinator on approved projects
- Administrative support to the Tech Trek summer camp program
- Collects and compiles applications
- Responds to workshop inquiries and handles registration
- Prints brochures and handles mail outs
- Website updates, requisition processing, data collection and analysis

Committee and General Support

- Provides secretarial support for committees; (schedules meetings, books room, takes, transcribes, edits and distributes minutes, and provide other support as required)
- Provides support for the Graduate Program Administrator, the Associate Head Graduate Program (related to the Graduate Program), the Chair of the Grad Admissions Committee, and the Special Projects Coordinator on an as needed basis



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- Handles rsmps, catering, requisitions and room-booking for events and workshops
- Updates website
- Files, faxes, photocopies and mails out materials as required

Finance

- Responsible for timesheets and related reconciliation; assists with appointment forms and other payroll duties
- Responsible for processing vendor payments, travel and expense claims; maintaining related spreadsheets

Data Collection & Analysis

- Looks up and compiles data such as enrolment statistics, alumni records, volunteering lists
- Updates and maintains the Faculty of Graduate Studies online application system, Department databases and paper file system; extracts and compiles data for distribution
- Prepares statistical reports under the direction of the Graduate Program Administrator

Performs other duties related to the position and consistent with scope and classification level of position.

Supervision Received

Work is done under general supervision. Receives instructions on new assignments or changes in procedures. Performs familiar duties independently and in accordance with established procedures. New or unusual problems are referred to the Graduate Program Administrator.

Supervision Given

None

Consequence of Error/Judgement

The impact of errors in this position is serious in that it can adversely affect student admission to the graduate programs, university standing, entry to the course, and degree completion as well as financial hardship for students. Such errors may also impact on administrative efficiency within the Department and on its interaction with the Faculty of Graduate Studies. Errors of judgment could reflect negatively on the Department and UBC.

Qualifications

High School graduation and two year post-secondary diploma. 3 years of related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to effectively use of Word, Excel, PowerPoint, FSC, SIS, Filemaker Pro, FMS and HRMS preferred at an intermediate to advanced level; experience in Smart Forms preferred. Ability to anticipate problems and issues and plan ahead. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to efficiently and effectively coordinate tasks. Ability to identify and correct missing and incomplete data. Ability to create and



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accurately maintain record and filing systems. Ability to gather, record, and organize information. Ability to prepare and complete job-related documents using relevant content and appropriate format (e.g., forms, letters). Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier). Ability to take and transcribe accurate meeting minutes. Ability to effectively manage multiple tasks and priorities. Ability to accurately create and maintain records. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to perform word processing at 55 words per minute. Ability to prioritize and work effectively under pressure to meet deadlines.

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Staff Job Postings

Job Posting

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|------------------------------|-------------------------------|----------------------------|------------------------|
| Job ID: | 13898 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | CUPE 2950 (Cler/Secr/Library) | | |
| Job Category: | CUPE 2950 Human Resources | | |
| Classification Title: | HR Admin Clerk 3 (Gr5) | Business Title: | HR Admin Clerk 3 (Gr5) |
| Department: | The Sauder School of Business | | |
| Salary: | \$37,956.00 (Annual) | | |
| Full/Part Time: | Part-Time (72%) | | |
| Desired Start Date: | 2012-09-10 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Self Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-06 | Available Openings: | 1 |

Job Summary

The role of the HR Assistant is to provide administrative support for the Human Resources team at the Sauder School of Business and on an as needs basis to the Dean's office. Ensures faculty and staff are responded to in a timely and professional manner. This will be a 25 hour work week from Monday to Friday.

Organizational Status

Reports to the Director, Human Resources and on a day to day basis works closely with the HR Manager (Staff) and the HR Manager (Faculty). This position communicates regularly with Faculty, Staff, Faculty Relations, Central Human Resources and Financial Services on various personnel queries.

Work Performed

Human Resources Staff Support

- Provides confidential and comprehensive administrative support specifically related to the recruitment and selection processes, including posting employment opportunities, contacting short-listed candidates, arranging interviews, administering in-baskets exercises, co-ordinates room bookings, catering, travel arrangements, etc
- Monitors and maintains the staff attendance program ensuring all new staff are incorporated and adjust system for all related changes to FTE, employment group changes or terminations. In this area, provides training to all new staff
- Responsible for various data-entries into the HRMS and assists managers in ensuring the HRMS is kept up to date. This includes entering and updating job descriptions, de-activating inactive positions, reassigning incumbents to appropriate position numbers and ensuring that staff appointment forms are accurately reflected in the HRMS
- Co-ordinates the end of probation and term employment expiration for staff
- Responsible for reporting sick leave statistics to UBC Central HR
- Plans, co-ordinates and communicates special projects and events. This may include the flu clinic, staff barbecue, and



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recognition awards

Human Resources Faculty Support

- Maintains a bring-forward system for re-appointments for non-bargaining Faculty (e.g. post-doctoral and visiting). Assists in administrative processes in terms of appointments, offers letters and honoraria forms relating to overload teaching and invoice payments.
- Ensures accurate information is extracted from personnel files and systems related to teaching credits and payments.
- Supports part-time faculty evaluation processes including co-ordinating materials .e.g. CV's, Annual Activity Reports and other related areas.

Human Resources Staff and Faculty Support

- Answers and screens telephone calls on the HR Help line in a tactful and pleasant manner. Ensures calls are accurately prioritized and referred to appropriate manager to respond. Personally responds to those calls which do not require attention of the more senior members by becoming familiar with the various collective agreements.
- Requests and follows-up on timely submission of required information and documentation for recruitment, immigration, appointments and reappointments for staff and faculty
- Prepares personnel documentation, including appointment forms, transfer and severance forms, salary merit increases or salary changes, leaves, etc. for staff and faculty
- Prepares monthly reports statistics on new appointments, re-appointments and transfer and severance transactions for staff and faculty
- Responsible for ensuring all new employees receive an orientation manual and that this is reviewed annually to ensure accuracy of information for each employment group
- Provides research for various projects and initiatives
- Proactively anticipates the office workload and plans work assignments to ensure optimum productivity and accuracy
- Establishes tracking systems for gathering information; produces reports as requested. Compiles and maintains reports on surveys needed for staff and faculty
- Composes accurate, grammatically correct and neat correspondence i.e. mortgage and bank confirmation request
- Continually improves existing processes and or procedures to meet the changing needs of the unit
- Co-ordinates with other members of the unit to ensure office coverage at all times
- Maintains accurate employee personnel files

Supervision Received

Works under broad direction from the Director, Human Resources. Once the incumbent has an appropriate knowledge level, the position has a high degree of autonomy.

Supervision Given



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Staff Job Postings

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Consequence of Error/Judgement

Works autonomously under broad direction. Exercises judgment based on an understanding of procedures, guidelines and regulations particularly when interpreting information where standard guidelines are absent. Errors could result in a variety of problems relating to payroll issues and have a negative impact on the effectiveness and reputation of the Dean's office and unnecessary distress to faculty and staff.

Qualifications

High School graduation and 1 year post-secondary education. 3 years relevant experience or the equivalent combination of education and experience. Training in office administration, preferably in human resources.

Experience with UBC systems and procedures preferred. Must have strong customer services skills and attitude

Experienced in MS office: Advanced in Word; Intermediate in Excel, Access and Powerpoint.

Effective oral and written communication, interpersonal and organizational skills

Accuracy and high attention to detail.

Able to respond to deadlines in a timely manner.

Ability to work under pressure.

Ability to prioritize work and multi-task.

Ability to exercise tact and discretion when working with information of a confidential or sensitive nature.

Ability to work independently and within a team environment.

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Staff Job Postings

Job Posting

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|------------------------------|-------------------------------|----------------------------------|---------------------------|
| Job ID: | 13911 | | |
| 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: | Popultn&PublicHealth,Schoolof | | |
| Salary: | \$37,956.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | | |
| Job End Date: | 2013-09-16 | Possibility of Extension: | Yes |
| Funding Type: | Grant Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-09 | Available Openings: | 1 |

Job Summary

The Program Assistant will be responsible for assisting in the coordination of the educational, research and advocacy objectives and programs of Aboriginal People's Health. Will interact and work closely with the Associate Director and Education Coordinator, School of Population and Public Health Faculty, Staff and Students; Faculty of Medicine undergraduate and postgraduate Deans, Admissions, Faculty and Staff of Aboriginal programs at UBC and other universities, community health directors and staff, external health care professionals, Ministry of Health officials, Regional Health Authorities, UBC central agencies, community organizations, and general public.

Organizational Status

The Program Assistant position is part of the School of Population and Public Health, which is in the Faculty of Medicine at the University of British Columbia, Vancouver Campus. The position location is at Saint Paul's Hospital in downtown Vancouver.

The Program Assistant will take direction from the Associate Director and Education Coordinator of Aboriginal People's Health, and will additionally, be accountable to Aboriginal Core Advisory Committee. The program assistant will liaise with other UBC First Nations services and programs.

Work Performed

Education

Under the direction of the Associate Director and Education Coordinator, support the UBC Learning Circle and the Youth Circle, performing duties such as:

- Coordinate events: dates, room bookings, advertising, posters, taking RSVP's, liaising with attendees and speakers
- May host facilitate UBC Learning Circle events as necessary
- Provide technical support to events using video conference and Adobe Connects
- Assist in the preparation of financial and evaluation reporting for the initiative
- Compile data used to assess educational needs of community members and evaluate outcomes through surveys and interviews
- Establish and maintain relationships with community partners in respectful ways
- Attend relevant conferences and inform attendees as a representative of the UBC Learning Circle and Youth Circle
- With assistance and direction from the Associate Director and Education Coordinator, work with health care professionals, relevant community stakeholders, and faculty members, assist in the coordination and creation of course outlines, educational



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materials for new courses, seminars, workshops and other educational programs in the Aboriginal People's Health

- Support senior staff with presentations, literature reviews, compiling documentation
- Perform educational research for the Associate Director, i.e. using UBC libraries, archives, online resources, etc.

Administration

Act as first point of contact for students, faculty, staff, and community members for Aboriginal People's Health various programs and projects

- Attend meetings, record minutes
- Complete grant applications, ethical reviews, and reports.
- Update information on Aboriginal People's Health and the UBC Learning Circle websites and social media
- Assist in the development of appropriate promotional materials related to the Aboriginal People's Health activities such as newsletters, pamphlets, brochure and posters.
- Promote events and news by distributing materials through relevant list-serves and communities
- Preparation of documents for signature and financial processing

Supervision Received

Works independently and with the supervision of the Associate Director. The incumbent is expected to take initiative, problem solve, determine course of action and follow through on all tasks.

Supervision Given

N A

Consequence of Error/Judgement

Considerable judgement must be initiated and carried through activities important to the functioning of the Division in absence of established policies, procedures and guidelines. Poor judgement or ineffective communications with community partners, i.e. Aboriginal peoples, could result in strained relations that compromise the Division's programs. The Division Directors or Department Head may need to intercede in order to resume a productive working relationship. Generally, most errors can be rectified.

Qualifications

High School graduation and 1 year post-secondary education. Knowledge of social and historical context of Aboriginal people in BC 3 years of related experience or the equivalent combination of education and experience. Experience working in an academic setting with knowledge of University policies and protocol an asset.

Experience in working with Aboriginal people in a variety of settings and demonstrated understanding of cultural protocols.

Ability to work effectively independently and in a team environment Ability to exercise a high level of tact and discretion in internal and external contact work. Articulate with demonstrated oral and written communication skills which would include ability to compose correspondence and reports. Ability to make thoughtful, informed, and thorough decisions Ability to maintain accuracy and attention to detail Ability to effectively use at an intermediate level (e.g., Outlook, MS Word, MS Excel, page-maker, etc.) and website management. Ability hosting online webinars and video conferencing sessions would be an asset.

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Staff Job Postings

Job Posting

| | | | |
|------------------------------|-------------------------------|----------------------------------|---------------------------|
| Job ID: | 13890 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | CUPE 2950 (Cler/Secr/Library) | | |
| Job Category: | CUPE 2950 Program Assist | | |
| Classification Title: | Sr Program Asst-Gen (Gr8) | Business Title: | Sr Program Asst-Gen (Gr8) |
| Department: | College of Health Disciplines | | |
| Salary: | \$41,736.00 (Annual) | | |
| Full/Part Time: | Part-Time (80%) | | |
| Desired Start Date: | 2012-08-28 | | |
| Job End Date: | 2013-08-23 | Possibility of Extension: | Yes |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-05 | Available Openings: | 1 |

Job Summary

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

Organizational Status

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

Work Performed

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



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records of meetings, contracts, historical data, etc. Perform other related tasks as assigned.

Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

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

Qualifications

High School graduation and two years post-secondary education. Undergraduate degree in any field 4 years related experience or the equivalent combination of education and experience. Experience implementing and evaluating educational projects and initiatives. Education in organizational behaviour, communications, business or marketing an asset. Experience in operations, project implementation and evaluation in education and other related settings. Ability to effectively manage multiple tasks and priorities. Requires excellent communication skills, both oral and written. Ability to analyze problems, identify key information and issues, and effectively resolve problems. Ability to effectively use MS Office, including Excel, Word and Outlook as well as experience with internet research. Familiarity with web content managements systems (e.g. Drupal or Wordpress). Ability to effectively facilitate groups to achieve appropriate outcome. Ability to maintain accuracy and attention to detail and produce quality and timely results. Ability to develop, implement and evaluate policies and procedures. Ability to exercise sound judgment. Ability to work effectively independently and in a team environment. Ability to develop and maintain cooperative and productive working relationships.

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

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|------------------------------|-------------------------------|----------------------------|---------------------------------------|
| Job ID: | 13887 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | CUPE 2950 (Cler/Secr/Library) | | |
| Job Category: | CUPE 2950 Reception | | |
| Classification Title: | Front Counter 3 (Gr4) | Business Title: | Administrative Support / Receptionist |
| Department: | The Sauder School of Business | | |
| Salary: | \$37,308.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-10 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Self Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-05 | Available Openings: | 1 |

Job Summary

Provides secretarial and administrative support including reception duties, frontline customer service assistance, compiles information and prepares statistical reports graphs, maintains and updates lists, databases and reports, word processing, document preparation, creates edits spreadsheets, places telephone work orders and trouble calls, prepares key requisitions, assigns and processes security access codes, organizes functions, events and information sessions, receives, sorts and distributes incoming outgoing mail, sends receives outgoing incoming courier packages, etc. for the Sauder School of Business

Provides information and communicates professionally with university personnel, faculty, staff, students and other external community members of the public on policies, procedures and guidelines relating to administrative matters.

Organizational Status

Reports to the Director, Resources and Operations.

Work Performed

1. Presents to the public the first impression and image of the Faculty in a professional, competent and service oriented manner. Exercises discretion and tact in the evaluation of request for information and in the responses to the public on behalf of the Faculty both on the telephone and in person at the desk.
2. Provides secretarial and administrative support to the Finance and Administration areas including preparing correspondence, drafting announcements, memos, letters, creating editing excel spreadsheets and updating databases.
3. Compiles information and prepares statistical reports graphs for the Director, Resources and Operations and other key senior personnel utilizing a variety of software packages relating to various administrative services activities (e.g. Duplication Services, Office Support Services, Building Operations, Major Minor Capital Projects, etc.) including gathering other supporting documents and materials.
4. Places telephone work orders and trouble calls. Ensures new installations or changes are billed to the appropriate accounts. Maintains telephone inventory; issues new orders changes and reconciles charges. Updates UBC Staff Directory (e.g. white and yellow pages) and the internal staff and faculty telephone listings.



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5. Ensures authorized paperwork is produced for key requisitions, security access cards access codes and telecommunication requests for all faculty, staff and students. Responsible for inventory of key allocations and security codes.
6. Organizes functions, events and information sessions via booking venues, arranges catering, prepares invitations, etc. as well as any other logical requirements.
7. Responsible for incoming outgoing courier packages. Ensures accurate coding and detailed records are maintained. Receives, sorts and processes all incoming outgoing mail, receives over the counter packages and messages; organizes, co-ordinates and controls daily distribution of all incoming documents, packages and information directed to the Faculty. Redirects mail to the appropriate area and or personnel.
8. Co-ordinates schedules meetings and appointments including arranges room bookings, prepares agendas, documents and organizes any necessary catering.
9. Acts as backup for other administrative office support services staff services and assists the Supervisor, Administrative Services as necessary in keeping with the qualifications and requirements of the job.
10. Troubleshoots any repairs of office equipment (telephone, fax, copies, coffee machine).
11. Responsible for keeping the administration procedures manual up-to-date. Makes suggestions on improvements to administrative procedures.
12. Performs other duties as requested related to the qualifications and requirements of the job.

Supervision Received

Works under general supervision of the Supervisor, Administrative Services.

Supervision Given

None.

Consequence of Error/Judgement

Errors in completing work and scheduling or planning events may result in unnecessary expenditures, inconvenience and or embarrassment to participants. Enquiries that lack courtesy and proactive support will impact negatively on the delivery to the Faculty's commitment to customer service. Errors made result in embarrassing situations with clients, faculty, staff, etc. The Faculty's image and public relations will be adversely affected.

Qualifications

High School graduation and one year of related post-secondary education. High school graduation plus one year post-secondary education with training in secretarial practices and office procedures and basic accounting practices 3 years relevant experience or the equivalent combination of education and experience. Minimum of three years of related experience or two years of relevant UBC experience. Computer experience required, Microsoft Office (e.g. Word, Excel, etc.), FMIS and electronic mail preferred. Effective oral and written communication, interpersonal, organizational and problem-solving skills. Ability to type 50 w.p.m. and to operate the normal range of office equipment. Ability to use word processing, spreadsheet and database applications at an intermediate level. Ability to prioritize work, work independently and meet deadlines. Ability to exercise judgement and discretion. Ability to exercise a high level of tact when working with information of a confidential and or sensitive nature. Familiarity of the Sauder School of Business would be an asset.



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Staff Job Postings

Job Posting

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|------------------------------|------------------------------------|----------------------------|----------------------------|
| Job ID: | 13902 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Excluded M&P | | |
| Job Category: | Information Services | | |
| Classification Title: | Communications Coordinator | Business Title: | Communications Coordinator |
| Department: | Office of the President | | |
| Salary: | \$47,315.00 - \$56,799.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-10 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-06 | Available Openings: | 1 |

Job Summary

This position is responsible for the management of written materials and the website for the Office of the President.

Major responsibilities include writing, editing and coordinating the communications from the Office of the President to ensure that activities and goals are consistently and accurately conveyed to the UBC community, general public, government and other agencies in a timely manner. Ensures the coordination and management of documentation is consistent with current legislation and good office practice.

Organizational Status

Reports to the Executive Assistant to the President. Liaises with Vice-Presidents, university departments, external agencies, government agencies and others as required.

Work Performed

- Writes, edits and coordinates a variety of materials for the President, including but not limited to: complex correspondence, announcements, articles, endorsements, reports and speeches
- Responds to public requests for information; conducts research and analyses information; liaises with internal and external production providers
- Maintains the President's speech roster, coordinates the speech writing, and reference and background materials
- Reviews and edits all materials written for the President's signature or those to be published or released under the President's name
- Writes and maintains the President's webpage, ensuring accuracy of content and refreshing the site regularly
- Responsible for the proper records management and storage of documentation created in carrying out the duties of the position
- Develops and implements departmental policies and procedures for areas of responsibility in the President's Office



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- Assesses and coordinates office security and health and safety issues for areas of responsibility
- Develops and or facilitates special projects as assigned by President, Executive Director, or Senior Advisor.
- Performs other related duties as required

Supervision Received

Must be highly self directed, taking initiative, working independently under the general direction of the Executive Assistant to the President. Responsibilities are defined by President's needs and goals. Performance will be evaluated against set objectives.

Supervision Given

None

Consequence of Error/Judgement

Makes decisions regarding writing and editing communications materials.

This position requires a high degree of discretion, judgment and initiative.

Work is often completed within tight deadlines, requiring the incumbent to perform well under extreme pressure. The incumbent must demonstrate good public relations and interpersonal skills in dealing with a diverse range of offices and organizations, both domestic and international. Errors in judgment could have a serious impact on the University's relationship with government, donors, and the general public, and on the President's credibility with internal and external administrators and could seriously damage the President's or the University's reputation.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Highly developed communication skills with a particular emphasis on business writing; Specialized knowledge of university policies, protocols and procedures; Effective organizational, planning and analytical skills; Knowledge of office systems. Sensitivity with respect to the importance and diversity of the University's internal environment; and familiarity with a university environment, including structures and systems administration is an asset. High-profile, fast-paced office environment in typical office conditions; subject to continual interruption, ad hoc requests and tight deadlines.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13895
Location: Kelowna - UBC Okanagan
Employment Group: Exec.Admin(non-union clerical)
Job Category: Secretarial - Non Union
Classification Title: Admin Assistant 1
Business Title: Administrative Assistant 1
Department: UBCO-Dep.ViceChancrlr&PrncplOfc
Salary: \$ 19.38 - \$ 21.54 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-10
Job End Date: 2013-03-08
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-05
Available Openings: 1

Job Summary

This position provides confidential administrative support to the DVC and Principal office, front office management, greeting visitors, maintaining room bookings, ordering supplies and maintenance of equipment, records management, catering arrangements for meetings and events, requisition processing and maintaining spreadsheets.

Organizational Status

This position is front line and it interacts with UBC O administrators, faculty and staff, students, senior administrators, external and internal offices including: Associate Vice Presidents, Deans, municipal, provincial and federal government offices, community leaders and other stakeholders, other systems offices, and visiting dignitaries and guests.

This position has a direct report to the Director. This position will also assist other staff members in the office with work over flow.

Work Performed

1. Provides confidential administrative support by:

- Assisting with the organization and planning of events and meetings with direction from the Director and or Assistants.
- Assisting with the preparation and research for the DVC and Principal weekly meeting binder and other projects as they arise.
- Assisting with Senate documentation by printing and preparing packages for review.
- Assisting the Director, Administrative Officer and other staff with various projects by clarifying requirements and providing administrative support.
- Responding to routine and non-routine oral and written inquiries and resolving as appropriate; obtaining background information on calls, and redirecting as appropriate. Preparing and formatting routine correspondence and ensuring requests are handled in a timely manner.
- Processing outgoing and incoming mail, filing, archiving, scanning and photocopying materials, shredding documents, typing correspondence and maintaining schedules and calendars.
- Staying current with University processes and procedures by attending meetings, workshops and training sessions and communicating procedural changes to the Director.
- Maintaining distribution lists such as Heads Up and other department lists.



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2. Participates in financial transactions by:

- Initiating paperwork, attaching invoices and receipts, ensuring that requisitions are coded correctly and processed in a timely manner.
- Maintaining spreadsheets such as meal card transactions and travel. Monitoring and ordering all gifts and supplies.
- Serving as the custodian of petty cash. Reimbursing expenses, monitoring petty cash and submitting for reimbursement.
- Reconciling purchase card transactions and ensuring that charges are appropriately coded.

3. Providing front office administration by:

- Screening and prioritizing incoming calls and visitors to the DVC and Principals' office using discretion, professionalism, as well as identifying and communicating high priority requests.
- Coordinating and scheduling meetings and special events for groups booking the board room and ensuring the Smart Board, video and telephone conferencing equipment is set up and working.
- Is responsible for meeting set up and take down.
- Ordering office supplies, including ordering and monitoring all stationary and business cards for the office.
- Liaising with IT and other services to ensure office equipment is maintained and repaired in a timely manner.

4. Responsible for the day to day management and maintenance of the electronic and paper filing system and financial system by:

- Scanning, filing, retrieving, tracking, and archiving.
- Ensuring all electronic and paper files are current and kept in a logical and functional order and are appropriately coded to reflect information in the file in a concise format.
- Maintaining a filing system report and circulating updates to all staff members.
- Making recommendations to the Director for updating systems or changes to systems to increase efficiencies.

5. Performing various other duties as assigned.

Supervision Received

Must be able to take direction and work under minimal supervision from the Director. Performance will be evaluated against set objectives.

Supervision Given

This position is not responsible for the supervision of others.

Consequence of Error/Judgement

The incumbent of this position is expected to perform professionally and make proper and sound decisions that affect their work flow. The incumbent is also exposed has access to information of a highly confidential and sensitive nature, and must be able to recognize the sensitivity of issues and constantly maintain the strictest confidentiality.

Work is often completed within tight deadlines, requiring the incumbent to perform well under pressure. The incumbent must demonstrate good public relations and interpersonal skills in dealing with a diverse range of offices and organizations, both domestic and international. Errors in judgment could have a serious impact on the University's relationship with government, donors, and the general public, and on the Deputy Vice Chancellor and Principal's (DVC) credibility with internal and external administrators and could seriously damage the DVC or the University's reputation.

Qualifications

High School graduation and one year of related training. High school graduation with a minimum of one year post-secondary training in Office Administration 2 years of related experience or the equivalent combination of education and experience. Minimum of three years of related experience working in a similar academic or private sector environment or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Senior administrative



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experience in a large and complex organization is an asset. Exceptional time management, organization, analytical and problem solving skills with a keen eye for detail and good sense of logistics. Proficient with MS Outlook, MS Word, MS Excel and MS PowerPoint, along with the ability to use databases, computer network system, electronic mail programs, Internet, and other software as required. Ability to operate the normal range of office equipment. Ability to work under pressure and meet deadlines. Ability to work under minimal supervision, exercising confidentiality, tact and initiative. Excellent interpersonal skills and adept in verbal and written communications. Knowledge of university procedures, protocols and policies is an asset.

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Staff Job Postings

Job Posting

Job ID: 13896
Location: Kelowna - UBC Okanagan
Employment Group: Exec.Admin(non-union clerical)
Job Category: Secretarial - Non Union
Classification Title: Admin Assistant 3 **Business Title:** Administrative & Financial Officer
Department: UBCO-Dep.ViceChancrlr&PrncplOfc
Salary: \$ 21.64 - \$ 24.04 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-10
Job End Date: 2013-03-08
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-05 **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 responsible for the administrative assistance of selected functions. Major responsibilities include assisting in the preparation and monitoring of office budgets and planning research projects, liaising with the University community, government offices and other organizations, fostering effective working relationships with complex and diverse reporting units within the portfolio of the Deputy Vice Chancellor and Principal.

Organizational Status

Reports to the Budget and Planning Officer (BPO). Liaises with various university departments and individuals across the UBC system, government agencies and others as required.

Work Performed

Budget & Planning Officer as appropriate. Assists in budget planning by working with the Budget and Planning Officer to develop budgets, forecasts, and statistical and variance reports; monitors budgets of annual events; monitoring balances and financial projects; preparing reports regarding expenditures, revenues and trends.

- Assists in planning and implementing research projects and statistical methods. Reviews data for inconsistencies and forwards issues to the Budget & Planning Officer. Assists with statistical analyses on student and employee populations and demographics.
- Coordinates and supports the President's Advisory Committee on Student Discipline for UBC Okanagan and ensures deadlines are met and membership is current, case hearings are scheduled and prepares supporting documentation for committee members.
- Compiles the federal lobbyist registry for UBC Okanagan and ensures information is complete and accurate.
- Coordinates comments, submissions and reviews for the Post Secondary Institution Proposal System. Acts as liaison with the Ministry and UBC Okanagan.
- Assists in the administration of the Faculty reappointment process.
- Represents the Deputy Vice Chancellor & Principal's Office for various positions, events, and committees (ie: acting as an Equity Representative).
- Assists with the Review of incoming Senate documentation and identifies issues.
- Develops various financial and statistical reports and works on projects, such as teaching load analysis, as assigned by the Budget and Planning Officer.
- Screens and prioritizes all incoming materials, schedules appointments and makes travel arrangements for the Budget & Planning



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Officer

- Acts as liaison with various departments, committees and units as well as external and government agencies, (for example degree reviews, etc) that pertain to areas of responsibility.
- Provides input to departmental policies and procedures for areas of responsibility in the Deputy Vice Chancellor and Principal Office.
- Ensures proper records management and storage of documentation maintained by the Deputy Vice Chancellor and Principal Office.
- Performs other duties as required.

Supervision Received

Must be highly self directed, taking initiative, working independently under the general direction of the Budget and Planning Officer. Performance will be evaluated against set objectives.

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Supervision Given

None.

Consequence of Error/Judgement

This position is exposed and has access to information of a highly confidential and sensitive nature, and must be able to recognize the sensitivity of issues and constantly maintain the strictest confidentiality.

This position requires a high degree of discretion and confidentiality as a potential information breach, rumours or general comments relating to sensitive information not intended to be released to the university community and its stakeholders could have a serious effect on strategic direction, planning and relations. It also requires a high level of independent judgment and initiative. Lack of judgment regarding budget could have financial implications. Lack of judgment regarding statistical projects could have implications for planning at the senior level.

Work is often completed with tight deadlines, requiring the incumbent to perform well under extreme pressure. The incumbent must demonstrate good public relations and interpersonal skills in dealing with a diverse range of offices and organizations. Errors in judgment could have a serious impact on the University's relationship the general public and government, and could negatively effect the DVC's or University's reputation with internal and external administrators.

Qualifications

High School graduation and two years post-secondary education. Post secondary education relating to statistics or equivalent combination of education and experience. A university degree preferred 4 years related experience or the equivalent combination of education and experience. Five years' experience in a senior administrative office, specialized knowledge of university policies, protocols and procedures; effective organizational, planning, interpersonal and analytical skills; knowledge of office systems at an intermediate advanced level. Excellent skills in Microsoft Word as well as experience working with budgets. Ability to exercise a high level of tact and discretion in internal and external contact work. Sensitivity with respect to the importance and diversity of the University's internal environment and familiarity with a university environment is an asset. The ability to independently apply a broad knowledge of policies and procedures. Ability to compose correspondence and prepare reports in clear concise business English and to draft more complex correspondence for signature. Ability to maintain effective working relationships with students, staff and colleagues. Ability to work independently and in a team environment and to collaborate with others.

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



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Staff Job Postings

Job Posting

Job ID: 13906
Location: Vancouver - Point Grey Campus
Employment Group: Exec.Admin(non-union clerical)
Job Category: Secretarial - Non Union
Classification Title: Admin Assistant 3
Business Title: Human Resources Service Centre Representative
Department: Human Resources
Salary: \$39,471.00 - \$43,856.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-17
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-06
Available Openings: 1

Job Summary

Provides customer service as part of the Human Resources Service Centre. Responds, both orally and by written correspondence, to routine enquiries and provides value-added service to client departments, employees, and members of the public on topics pertaining to all areas of Human Resources, with additional expertise in the areas of Benefits. Administers daily aspects of the RSB program and ensures the financial integrity of the plan. Supports the Total Compensation team's work plan goals and objectives.

Organizational Status

Reports to both the Manager, Benefits. Liaison with client departments, other sections within Human Resources, and the general public. Works collaboratively with other members of the Human Resources Service Centre team.

Work Performed

- Provides customer service as part of the Human Resources Service Centre. Shares responsibilities as a part of a three person team to respond to in-person, telephone, and e-mail enquiries, and provides general information on topics related to Total Compensation, Advisory Services, and Organizational Development and Learning.

- Administers the daily aspects of the RSB program, including maintenance of database of approximately 1,800 members. Enrols, terminates, and revises coverage with carriers and on RSB database which includes processing payments (by pension deductions, automatic debit or cheque) for individual plan members. Responsible for remitting premium payments to carriers, and reconciling carrier billings with RSB database, balancing RSB accounts with monthly financial statements and payment reports. Works with plan member and or carriers, banks, and or Financial Services to resolve discrepancies.

- Assists clients in understanding benefit plan provisions, corresponding costs, and issues such as eligibility, enrolment, and claims procedures. Assists in resolving clients' benefit plan concerns, investigates issues, and liaises with carriers to resolve enrolment and claims issues.

- Assists in supporting the benefits communication strategies and plans by providing research and analysis of information data, survey and focus group support, and input on the development of materials for marketing and awareness initiatives such as



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orientations, brochures, newsletters, FAQs, and the website. Coordinates the distribution of benefits mail-outs.

- Provides support in the implementation of changes to benefits including the maintenance and updating of benefit plan contracts, documents, and brochures, both in print and online. Ensures that print and online communications are in accordance with benefit plan documents, contracts, collective agreements, and relevant legislation.

- Assists in completing benefits surveys on behalf of the University.

- Issues tax receipt for RSB premiums paid in accordance to Canada Customs Revenue Agency guidelines.

- Performs routine office administrative duties such as word processing, data manipulation, making meeting arrangements, filing, and receiving, sending, and distributing mail.

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

Normal office environment. Located in Service Centre.

Supervision Received

Works under the general supervision of both the Manager, Benefits, and in accordance with established principles and methods. Works closely with Total Compensation team members, as well as other Human Resources Service Centre team members.

Supervision Given

None.

Consequence of Error/Judgement

Inappropriate advice or inaccurate information provided to clients may result in the filing of grievances, arbitration processes, or the initiation of litigation. Any of these outcomes may have significant financial consequences for client relationship with plan members and or Departments, may have a negative impact on the University's relationship with unions and associations, and or may contribute to an unfavourable public image of the University. Failure to deliver services to Departments in a timely manner may result in a disruption of client department operations.

Delay in commencement of benefits or payouts to claimants.

Qualifications

High School graduation and two years post-secondary education. Training in basic office procedures and practices. Certified Employee Benefits Specialist (CEBS) courses preferred 4 years related experience or the equivalent combination of education and experience. - Demonstrated customer service excellence.

- Working knowledge of human resources practices an asset.

- Excellent oral and written communication, interpersonal, problem-solving, and organizational skills.

- Ability to exercise a high level of tact and discretion.

- Ability to maintain accuracy and attention to detail.

- Ability to work both independently and within a team environment.

- Ability to prioritize, work under pressure, process high volumes, and meet tight deadlines.

- Proven experience using word processing, creating spreadsheets and performing data manipulation, and electronic mail applications.

- Ability to independently apply broad knowledge of policies and procedures.

- Ability to operate a normal range of office equipment.



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- Demonstrated ability to be flexible and take initiative.

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Job Posting

Job ID: 13189 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C **Business Title:** Financial Officer
Department: Medicine,Udgrd Ed,(Dean'sOff)
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-25
Job End Date: 2014-06-23
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-04 **Available Openings:** 1

Job Summary

The VFMP Financial Officer is one of a team of specialists who is responsible for preparing budget submissions, variance analysis, responses to queries about financial details and other financial analysis as required by the Faculty of Medicine MD Undergraduate Program. The VFMP Financial Officer works with and advises senior management and financial staff at UBC Faculty of Medicine as well as various committees on financial matters. The VFMP Financial Officer manages cash flows and prepares complex financial reports on both a scheduled and on an as-required basis. This work takes place in an environment of changing priorities and tight time deadlines. This position is in a state of evolution whereby duties may be added or removed as operational requirements are developed and refined. This position will require an individual who is comfortable in an atmosphere of ambiguity while new systems and processes are being established.

Organizational Status

The VFMP Financial Officer reports to the VFMP Administrative Director, and communicates closely with the Senior Financial Officer, Distributed Medical Education Programs in the UBC Faculty of Medicine. The incumbent is expected to communicate and work effectively at all levels throughout the VFMP, UBC Vancouver and Okanagan campuses, with financial staff of partner universities (UVic and UNBC), and the local provincial health authorities (VCH, FH, etc.) as required.

Work Performed

Ensures Financial Management by:

Working collaboratively with the Junior and Senior Financial Officers to monitor spending against annual allocations and reports accordingly, including breakdown of actuals into various categories as specified by UBC.

Monitoring cash flow, investigates and corrects errors in complex financial systems.

Overseeing systems related to and ensures timely payments to Discipline Specific Site Leaders (DSSLs). Makes recommendations for change as appropriate.

Advising senior program leaders on financial implications of various planning options. This can involve data collection, development of financial projections, commitment of funds, creation of "what if" scenarios, and performing sensitivity analyses.

Preparing detailed financial analyses and reports to support decision-making. Triggers follow-up activities and brings exceptions to the attention of appropriate parties.

Managing financial enquiries from VFMP Faculty, Staff, guests, and contractors.

Developing internal control policies on financial operations, in collaboration with the Administrative Director.



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Participating on local and provincial committees as required.

Ensuring financial records are in keeping with UBC Policies and Procedures on retention and archiving of documents.

Providing back-up as required for absences in the Financial Unit.

Creating and maintaining the Standard Operating Procedures (SOP) manual and Records Management System for this position.

Performs Financial Reporting by:

Compiling detailed financial analyses for quarterly reports and periodic program wide funding reviews.

Compiling financial information and preparing regular financial statements, variance reports and summaries for review by the Administrative Director, Regional Associate Dean and UBC senior management. Reports may also be compiled and prepared for other project stakeholders as required.

Contributing to the development of standard budgeting and reporting formats across all programs.

Conducting special financial projects and preparing complex ad hoc reports as requested.

Provides Budgetary Support by:

Developing detailed budgets for each component of the VFMP annual budget submission for review by the Administrative Director and the Regional Associate Dean. This includes working collaboratively with the other financial officer position on all VFMP budgets, incl. support staff, course leadership, curriculum management stipends, student assessment, etc.

Working with the Administrative Director to develop and manage VFMP program budgets, including appropriate account allocations and budget structure to meet UBC reporting needs. This includes the development of any new budgets as needed.

Provides Human Resources Management by:

In relation to current and new hires in VFMP for Faculty and Staff, in collaboration with the Office Coordinator Administrative Director, determines from which budget they will be hired, terms (dates) of position(s) and understanding relevant remuneration.

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

Supervision Received

The VFMP Financial Officer is expected to work independently under general direction and counsel of the Administrative Director, VFMP.

Supervision Given

The VFMP Financial Officer supervises a Junior Financial Officer and a Financial Clerk.

Consequence of Error/Judgement

Autonomous in regular decision-making; unusual issues brought to the attention of the Administrative Director. The impact of error in this position is high as incumbent is dealing with confidential material. The annual recurring budget for the VFMP is significant. Financial information to be used for decision-making must be accurate and timely. The complexities and sensitivities of the relationships between the partner universities add to the consequences of error. Any errors in decision-making or ineffective communication may compromise the effectiveness of the VFMP and Faculty of Medicine and could have negative impacts amongst all stakeholders. Tact, diplomacy, confidentiality and excellent interpersonal skills are key skill requirements.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). . Minimum of five years experience or the equivalent combination of education and experience. Ability to effectively manage multiple tasks and priorities. Ability to anticipate problems and issues and plan ahead. Ability to communicate effectively verbally and in writing. Ability to communicate in a clear, attentive, and polite manner. Ability to effectively perform accounts payable and accounts receivable related duties. Ability to enter, retrieve, correct, and interpret data in financial management system. Ability to



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perform complex analyses. Ability to accurately gather, organize, and summarize financial information. Ability to prepare financial reports. Ability to design and implement financial models. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to identify and respond to contentious or politically sensitive issues with discretion. Ability to develop and implement strategic business plans. Ability to make decisions and recommendations involving highly complex issues. Ability to exercise sound judgment. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to interpret and apply complex legislation, policies, regulations, and technical information. Ability to understand and apply policies, procedures, and instructions. Recognized professional accounting designation (CA, CMA, CGA) with University degree. Ability to input and extract data, and compile data reports from <job-specific computer applications; e.g. SPSS>.

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: 13875
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level G **Business Title:** Director, Personal Info Governance & Security
Department: Risk Management Services
Salary: \$80,059.00 - \$100,073.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-04 **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 purpose of the position is to design and implement the required governance framework and supporting practices to ensure the key privacy and security risks over the personal information under the University's control or in its custody are effectively managed. The position is a University wide leadership role that will operate at the strategic level.

Organizational Status

Reports administratively to the Chief Risk Officer, Risk Management Services. Reports functionally to the Personal Information Steering Committee.

Works closely with a variety of constituents at the University, particularly the Records Management, Access and Privacy, Information Security and Enterprise Risk Management functions. The position interfaces with all University employees, processes, and technology that handle personal information (both paper and electronic records).

Work Performed

- Serve as a critical catalyst driving the heightened need to identify and address significant privacy and security risks relating to personal information.
- Responsible for defining, driving and delivering the University-wide Personal Information Governance Program to ensure the University has reasonable security measures in place to protect its personal information.
- Liaise with stakeholders to ensure the development of a Personal Information Policy that sets out at a high level the University's intended approach towards securing personal information.
- Liaise with stakeholders to ensure the development of a Personal Information Strategy that sets out how the Policy will be supported in terms of both resources and operationally.
- Manage the Personal Information Governance Program to ensure that objectives are met in a timely manner.
- Provide expert advice on personal information issues to the Personal Information Steering Committee, the Personal Information Task Force, and the University's employees, to promote secure information management practices.
- Assist with the development, coordination, communication and monitoring of personal information handling standards throughout the University, ensuring that employees are fully informed of their own responsibilities for complying with the standards.
- Assist with the development and delivery of a Personal Information training and awareness program.



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- Provide updates and formal reports to the Personal Information Steering Committee and other stakeholders, as necessary.

Supervision Received

Works independently under the direction of the Chief Risk Officer and the general direction of the Personal Information Steering Committee.

Supervision Given

The Director will direct, mentor and supervise task force, project and operating groups as applicable. From time to time, this position will supervise and direct contract workers and will also manage, oversee, or coordinate other campus groups on related RMS projects.

Consequence of Error/Judgement

A Personal Information data breach is a risk with significant potential financial and reputational impact for the University. The Director, Personal Information Governance & Security plays a critical role in the formulation, alignment and implementation of the University's Personal Information Governance Program and related strategic and operational plans.

Sound judgment must be exercised. Lack of good judgment and or inability to adopt sound risk management techniques may result in the failure to detect significant privacy and security related exposures to the University's personal information.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). The following professional designations are required:

- IIA Certification in Risk Management Assurance (CRMA)
- ISACA Certified in Risk and Information Systems Control (CRISC)
- ISACA Certified Information Systems Auditor (CISA) Minimum of 10 years experience or the equivalent combination of education and experience. - Minimum of 10 years of management experience.
- Experience in a higher education institution.
- Extensive experience of risk management, information governance and information security frameworks such as COBIT and ISO 27002.
- Self-motivated with a strong commitment to providing high quality services, together with a thorough understanding and awareness of information governance and security best practices and the ability to translate them into meaningful and value added University-wide and local solutions.
- Demonstrates knowledge of Freedom of Information and Protection of Privacy Act (FIPPA) as it relates to implementing 'reasonable security arrangements' over personal information under the University's control or in its custody.
- Holds in depth knowledge of the University's information security policies.
- High level of interpersonal skills used to lead, enthuse, motivate, influence, and educate others to drive change across the University.
- Excellent verbal and written communication skills and the ability to communicate effectively at all levels.
- Ability to identify problems and develop solutions through the involvement of appropriate stakeholders.
- Able to work under pressure and manage priorities appropriately.
- Positive attitude towards learning and development, demonstrated by a record of continuing professional development

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Staff Job Postings

Job Posting

| | | | |
|------------------------------|------------------------------------|----------------------------|------------------------|
| Job ID: | 13872 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Administration | | |
| Classification Title: | Administration, Level C | Business Title: | Administration Manager |
| Department: | Physical Therapy | | |
| Salary: | \$59,602.00 - \$71,550.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-24 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

Job Summary

The position is responsible for strategic planning in conjunction with the Head for all Departmental operations including budgets (academic and research) and all administrative operations across the research, academic and clinical sectors of the Department. The position is also responsible to oversee all support staff including other M&P staff and for the comprehensive management of the Department of Physical Therapy, including human resource management across the academic, clinical and research sectors, finances across all 3 sectors, IT, facilities and student services for the professional and research graduate programs, and research grant oversight. The Administration Manager undertakes special administrative initiatives as required. Works closely with the Head of Department as well as with staff, tenure track and clinical faculty, students, the broader physiotherapy professional community and external suppliers vendors.

Organizational Status

Position is the Administrator for the Department reporting directly to the Department Head to facilitate the administrative leadership in the Department of Physical Therapy and functionally reporting to the Associate Director, Finance Portfolio, Faculty Affairs in the Dean's Office on overall operational and significant administrative and financial matters. Provides guidance to faculty, staff and students on administrative, human resource and financial matters. Recruits, hires, supervises, evaluates and disciplines all support staff.

Work Performed

Overall Organization and Planning:

- Develop processes for the efficient administration, organization and operation of the department.
- Provide operational leadership, by participating 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.
- 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 Associate Director, Finance Portfolio to ensure resources are available to meet the initiatives, objectives and strategic plan of the department.



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Human Resources

- Develops the staff organizational model and provides ongoing review revision of the operational plan for the Department support staff to ensure all sectors are adequately served.
- Develops and revises all support staff job descriptions in accordance with the operational plan.
- Recruits, hires, trains, supervises, evaluates, disciplines, and terminates all support staff in the Department of Physical Therapy. Ensures compliance with collective agreements. Represents the Department in grievances and related human resource issues.
- Researches and determines staffing and classification needs within the Department of Physical Therapy and establishes action plans to meet these needs. Develops and implements organizational changes to meet the new initiatives and evolving needs within the Department.
- Appraises and initiates improvements in work flow and staff positions.
- Provides direction to faculty regarding human resource management and employee relations across the academic, research and clinical sectors.
- Oversees the recruitment and management of research assistants, research staff and post-doctoral fellows.
- Provides advice and direction regarding conditions of appointment for tenure-track, non tenure-track faculty as well as part-time faculty and sessional instructors. Provides direction regarding the Faculty of Medicine ARPT process (Appointments, Re-appointments, Promotion and Tenure).
- Develops the templates and oversees the extensive letters of offer, secondment agreements and contracts for physiotherapy clinicians providing instruction within the entry to practice master's degree program in physical therapy.
- Administers and oversees the processing of all confidential documentation relating to faculty appointments, re-appointments, promotion and tenure; leaves; and faculty salary increases.
- Drafts the advertisements and assumes responsibility for the faculty recruitment process and acts as a resource on policies and procedures.
- Ensures adherence to various collective agreements and employee handbooks.
- Coordinates and processes faculty, sessional, and extra-session hiring.
- Advises on procedures and policies.

Financial Resources

- Participates in the strategic planning of both annual and multi-year Departmental resource allocations for the Department as a whole and for all departmental subunits including the MPT academic program, the MPT clinical education program and the research graduate program.
- Prepares the Department's short and long-term financial plans.
- Provides direction to both the Head and subunit coordinators on budget management.
- Oversees the financial management of the Department's budget and all subunit budgets outlined above through control of the GPOF, endowment, special purpose and all research accounts. Monitors operating accounts, on an individual and rollup basis; produces variance analyses of revenues and expenditures or other key financial indicators; develops and produces regular and customized financial reports as a basis for decisions on management resource allocations. Analyzes relationships between budget and actual financial data and determines reasons for variances; develops techniques to improve forecasts.
- Directs and oversees the processing of financial paperwork (cheque requisitions, journal vouchers, purchase requisitions, blanket PO's, travel claims, budget transfers); and the monthly reconciliation of FMS reports.
- Acts as signing authority on all Department P.G's.
- Initiates and coordinates the annual process for obtaining funding for academic equipment and minor capital projects within the academic and clinical facilities

Physical Resources

- Oversees the day to day operations of the Department of Physical Therapy UBC space including custodial cleaning, building security, operational maintenance, and the allocation of office space and equipment.
- Participates in space planning and development, including space inventory and allocation request documents for both UBC academic space and clinical research spaces spread across multiple sites including ARC, VCHRI, CHH, GF Strong, and Fraser Health



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facilities.

- Collaborate with the department's Associate Director Finance Portfolio to ensure that financial resources for capital and resource plans are optimized.

Student Services:

- Oversees general student services for both the entry-to-practice professional degree program and the research graduate programs including recruitment, admissions, awards, orientation, and student concerns.
- Ensures that the Department's student services are effective and efficient, and meet or exceed national accreditation and University standards.
- Participates in the admissions and awards committees
- Acts as confidential ombudsperson to student body.

Academic Programs:

- MPT Program: Participates in strategic planning for the development of operational procedures and budget management for the entry-to-practice MPT Program which is a complex academic and clinical education program governed by strict national accreditation standards and which includes over 700 clinical placements each year across BC as well as a full academic program delivered at UBC and the Northern and Rural Cohort.
 - o Responsible for ensuring support staff are conversant with national accreditation standards and that they maintain operations and records to ensure compliance with these standards.
 - o Responsible for ensuring that annual reports are submitted to the Accreditation Council.
 - o Responsible for organizing and developing all the materials required for the major self-study reports and the 3 day accreditation site visits which occur minimally every 6 years.
- Research Graduate Programs: Participates in strategic planning for resource allocation and management for the research graduate programs.

General

- Works with the Associate Director Finance Portfolio in budget forecasts and management.
- Acts as a resource for the Department Head, faculty and staff on a variety of issues, including the interpretation of University and Departmental policies and in the application to situations not covered by existing policies.
- Handles a variety of requests for information that fall beyond the mandate of the secretarial staff, and involve follow-up to obtain background information.
- Ensures the Department maintains course information and graduate files post graduation to ensure access as required for licensure in various international jurisdictions.
- Liaises with the large clinical faculty, clinical educators and health authorities on issues related to clinical education and

Supervision Received

Reports to the Head, Department of Physical Therapy and functionally reports to the Associate Director Finance Portfolio and Executive Director, Faculty Affairs in the Dean's Office on overall operational and significant administrative and financial matters. The position is expected to function with a great deal of independence but with close communication with the Department Head.

Supervision Given

This position directly supervises all Department staff including other M&P staff. Supervision includes recruitment, training, performance evaluation, career advancement, staff professional development, discipline and termination as required. Sets office priorities; organizes and adjusts workflow, including scheduling leave. Responsible for staff performance and ensuring that assigned responsibilities are performed efficiently and effectively.



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Consequence of Error/Judgement

The position is primarily responsible for the Department's administration in conjunction with the Department Head. The position has a significant influence on the success of the Department in achieving its teaching, research and service mandates, the quality and effectiveness of the services provided to the faculty and students, the morale of the staff and human resources policies. The position has a significant impact on the Head's success as an academic administrator. Uses discretion in a wide variety of situations, must be able to multi-task, prioritize and affect appropriate action to unexpected occurrence across the academic, clinical and research sectors as well as general office functions. Errors in judgment could seriously affect the financial position of the Department and adversely affect the ability of any of the subunits to fill their mandate. Decisions regarding staff recruitment and management could have an impact on the delivery of the academic, clinical or research programs and the smooth running of the Department's offices. Makes independent decisions in organizing own work and in organizing the work of other support staff.

Qualifications

Undergraduate degree in a relevant discipline. University degree in business administration or equivalent combination of education, training and experience. Education in human resource management and project management an asset. A minimum of 5 years of experience or the equivalent combination of education and experience. A minimum of five years of related experience, including senior administrative and supervisory experience. Extensive UBC experience and experience with strategic and project management preferred. Knowledge of UBC's financial systems (FMS) and budgets required. Knowledge of policies and procedures regarding the recruitment and compensation of faculty and staff. Understanding of the mission and structure of post-secondary education. Thorough knowledge of University regulations and policies. Effective oral and written communication. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to explain, assign, and monitor work. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support. Ability to foster the long-term learning and development of staff through coaching, managing performance, and mentoring. Ability to manage staff performance by establishing standards and goals, evaluating performance, providing feedback, and taking corrective action. Ability to effectively recruit, train, supervise, and motivate employees. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work independently and within a team environment. Ability to exercise tact, discretion, judgement and diplomacy.

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

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|------------------------------|------------------------------------|----------------------------|--------------------------------|
| Job ID: | 13821 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Administration | | |
| Classification Title: | Administration, Level E | Business Title: | Senior Manager, Procure to Pay |
| Department: | Payment & Procurement Services | | |
| Salary: | \$73,448.00 - \$91,809.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-10-01 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-19 | Available Openings: | 1 |

Job Summary

The Senior Manager, Procure to Pay (P2P) is responsible for providing strategic management of all functions within the Procure to Pay operation (Accounts Payables, Purchasing Operations, Travel and Logistics), to lead the vision and direction of the service and provide strategic planning and management for the development, growth and utilization of Procure to Pay best practices. Key aspects of the role will include leadership of large teams and projects, business engagement and significant change management. Specific accountabilities include defining Key Performance Indicators (KPIs) and Process Improvements assuring the quality of the project and business deliverables are delivered in a timely fashion; active leadership across the systems and project teams and effective collaboration engagement across teams in the wider community.

The position leads cross-functional or cross-campus teams to solve complex business and system issues under tight deadlines. Through close interaction with end-users and exceptional customer service, this position has the ability to have a significant impact on departments by effecting changes to operations processes procedures to successfully utilize the Procure to Pay program and increase adoption University wide.

Organizational Status

Reporting to the Director, Payment & Procurement Services the Senior Manager, Procure to Pay is a member of the Director's senior leadership team. This role provides supervisory and leadership responsibility for the Management team within Procure to Pay with a large staff base. The Senior Manager, Procure to Pay liaises with Senior Management in the Finance, Resource, and Operations portfolio as well as senior faculty and staff outside of the department.

Work Performed

1. Lead the strategic vision for Procure to Pay (P2P) Operations, providing strategic management of all functions of the P2P operation including Accounts Payable, Purchasing, Travel and Logistics. Working collaboratively with business partners, develops a vision that achieves objectives of P2P and UBC user community.
2. Manages portfolio of initiatives that achieve the Procure to Pay strategy. Targeted areas of improvement may include business process, Finance policy, external services, systems enhancements, and organization capability.
3. Lead Procure to Pay Operations organization through transformational improvements. Scope includes developing business, systems, project plans, policies, procedures, executing of service delivery, overall performance measures, team performance measures,



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ensuring the successful implementation of integrated P2P operations for UBC community;

4. Responsible for supporting and developing the systems (Peoplesoft) which include purchase order processing, receiving and accounts payable systems. Identifies opportunities for improvement and builds the business case for projects.

5. Business partnership - Create "P2P Relationship Lead" function to proactively engage business partners (User community, Finance, Accounting, Sourcing, IT,) with purpose to collaborate on operational performance. Establish regular communications & appropriate visibility into the health of the operation & delivery on commitments.

6. Business process services - Responsible for requisitioning, purchase order fulfillment, invoice & expense management, Accounts Payable accounting, metrics & analytics. Manage helpdesk operations for troubleshooting and issue resolution with user community and suppliers. Analyze trends for process improvement.

7. Accounting & Finance - Manages, prepares, administers, and directs the accounting close and financial reporting process. Helps develop, maintain and assess internal controls related to P2P accounting and financial reporting systems. Aligning with UBC policies and compliance requirements

8. Metrics & analytics - Creates and maintains a set of executive, managerial & operational metrics that define performance of the business, opportunities, progress to goals.

9. Provides functional and technical management for P2P management team including Manager, P2P, Business Analyst, and System Analyst, including setting priorities, coaching, training, performance evaluation, and career development.

10. Oversight of consultants and contractors assigned to projects or systems maintenance activities and review of deliverables.

Supervision Received

Works autonomously under broad directives received from the Director, Payment & Procurement Services. Performance subject to periodic review for soundness of judgement, leadership, overall effectiveness and attainment of objectives.

Supervision Given

This position provides leadership, supervision and expertise to Management & Professional and CUPE 2950 staff. The Senior Manager will direct and lead cross functional teams when projects are being executed. Has the authority to hire, train, evaluate, discipline and discharge staff.

Consequence of Error/Judgement

The Senior Manager, Procure to Pay plays an important role in the implementation and operation of Procure to Pay services for a wide range of client groups. These units include academic units with responsibility for teaching and scholarship, and administrative units responsible for the efficient, cost effective delivery of a wide range of services and processes that must meet the needs of students, faculty and staff.

The Senior Manager, Procure to Pay also plays a key role in ensuring that these Clients receive appropriate support, and service level agreements in order to achieve their mandates and strategic objectives.

Errors could result in serious inaccuracies in the University's records, which could result in any of the following: errors in the financial statements, payments made to incorrect vendors, financial loss to the university. Due to the nature of this position within the finance function the decisions or recommendations will have a significant impact on departmental policies and procedures.

Errors in judgment with the direction of certain projects can also negatively impact the integrity of the units and compromise future successes. Compromises of this sort can result in loss of budgets for future projects.

Non-compliance with customs legislation requirements for University imports and exports increases the risk of significant penalties to the University under the Administrative Monetary Penalty System (AMPS) and or the loss of import and export



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privileges. Not identifying restricted, controlled or prohibited commodities requiring Import Export permits or other conditions could result in seizure or forfeiture of goods; delivery delays due to increased inspection of goods at the border; fines and the loss of perishable goods and or late delivery of rush urgent goods resulting in delay for scientific projects research; and potential imprisonment and or harm to the University's reputation.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree preferred. (Business, Accounting, Finance, Management Information Systems, or related field) Completion of an accredited accounting program an asset (CA, CGA OR CMA) PMI Certification preferred.

A minimum of 8 years of experience or the equivalent combination of education and experience. Relevant experience includes managerial experience in purchasing, procure to pay, supply chain management, accounts payable or similar high volume operation.

-Significant leadership experience and evidence of applying diverse communication styles to influence at senior management and team level.

-Previous experience of leading complex procure to pay deployment and change management programmes is essential.

-Subject matter expert in the procure to pay process including best practices, metrics and future trends as well as the associated accounting activities, within a complex, multi-layered organization are critical.

-Demonstrates abilities as a Project Leader: Implementing and managing large scale projects; supervising teams to create an atmosphere of trust; seeking diverse views to encourage improvement and innovation; and coaching staff including leading process workshops and providing performance reviews

-Effective leadership, consulting, facilitation, conflict resolution and negotiation and team-building skills are required as well as the ability to coach and mentor staff; the ability to build relationships and to consult with customers and potential customers; and the ability to interact at all organizational levels.

-Demonstrates abilities with identifying and addressing client needs: building, maintaining and utilizing networks of client relationships and community involvement; communicating value propositions; managing resource requirements; project workflow; budgets; billing and collections and or preparing complex written and verbal materials

-Able to manage time and workload effectively and efficiently to meet deadlines of multiple projects with varying completion dates.

-Excellent verbal and written communication and presentation skills, including demonstrated ability to articulate ideas and issues clearly, and negotiate and influence organizations

-knowledge of financial management software systems, preferably Oracle based or Functional knowledge of Oracle ERP E Business suite SAP(AP, PO Modules).

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

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|------------------------------|------------------------------------|----------------------------|-----------------|
| Job ID: | 13879 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Information Systems & Tech | | |
| Classification Title: | Info.Sytems&Technlgy, Level A | Business Title: | Support Analyst |
| Department: | UBC IT - Service Centre | | |
| Salary: | \$43,809.00 - \$52,592.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-08-27 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

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

Job Summary

The Support Analyst I provides Tier 1 technical advice and support in use, configuration and selection of software, hardware and network systems and various end user devices.

May be required to work night shifts and or shift rotations, provide after regular business hours support as necessary as well as respond to pager and or cellular phone during regular business hours.

Organizational Status

The IT Service Centre is a Tier 1 support unit, handling all requests and incidents for user-related issues within UBC IT by providing advice, guidance and the rapid restoration of service.

This position reports to the IT Service Centre Team Leads on a project by project basis. May receive instruction from a more experienced Support Analyst II or Project Manager. Interacts directly with students, faculty and staff as well as other University technology professionals, UBC customers and end-users. Will be required to provide support outside of business hours in situations requiring an urgent response.

Work Performed

Specific Duties:

- Provides first level technical support to end-users customers of UBC IT by analyzing, troubleshooting, diagnosing and applying appropriate solutions to restore end-users and customer issues.
- Offers assistance to customers end-users requesting UBC IT products and services including network access, authentication systems, software and operating systems, desktop service as defined by the UBC IT Service Catalogue.
- Monitors networks and infrastructure systems and evaluate incidents, resolving or escalating where appropriate.
- Ensures that IT Service Centre acceptance criteria are met for incoming new applications services upgrades.

Core Duties

- Provides advice on information technology improvements, services, policies and procedures.
- Designs basic record and report formats.



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

Supervision Received

The position reports to the Team Lead, IT Service Centre, UBC IT. Receives general supervision and is expected to demonstrate initiative and operate with minimum supervision within areas of commodity enterprise proficiency.

May receive general technical guidance and direction from more experienced Support Analysts II within areas of core campus enterprise based applications and systems.

Supervision Given

No supervision is given.

Consequence of Error/Judgement

The incumbent is expected to have an understanding of the provision of enterprise IT services to UBC customers and end users. Consequences of error could translate to prolonged downtimes of mission critical applications at the individual, departmental or workgroup level.

Impact of decisions would affect the quality of service to customers and end users thereby possibly incurring additional operating costs, violating legal and other regulatory requirements, and or negatively impacting UBC's reputation.

Qualifications

Undergraduate degree in a relevant discipline. ITIL certification (minimum basic level) is an asset.

A minimum of one year of experience working with enterprise level networks, desktop software operating systems, email and other end user technologies Minimum of one year experience or the equivalent combination of education and experience.

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

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



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

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

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

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

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



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Staff Job Postings

Job Posting

| | | | |
|------------------------------|------------------------------------|----------------------------|--|
| Job ID: | 13819 | | |
| Location: | Kelowna - UBC Okanagan | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Information Systems & Tech | | |
| Classification Title: | Info.Sytems&Technlgy, Level B | Business Title: | Programmer Analyst I - Web Designer, Developer |
| Department: | UBCO - IT Services | | |
| Salary: | \$51,099.00 - \$61,343.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-10 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

Job Summary

The Programmer Analyst I programs software application modules and codes, tests, debugs, documents, and maintains those modules. This position is responsible for the overall web and mobile presence of the UBC Okanagan campus, and administration of the campus content management system.

The Programmer Analyst I works a fixed schedule but requires flexibility as some work must be performed outside of regular business operating hours. This position may also be required to act in an on-call capacity in the event of major service disruptions.

Organizational Status

The Programmer Analyst I supports clients of the IT, Media and Classroom Services department for the UBC Okanagan Campus.

The Programmer Analyst I reports to the Senior Manager, IT Client Services. This position requires extensive contact with faculty and staff. In addition to accepting tasks from the IT Project Coordinator, the Senior System Analyst, and the Senior Manager, IT Client Services, the Programmer Analyst I works closely with other Programmer Analyst II's, System Administrators, and Business Analysts. This position also works in cooperation with various UBC Vancouver IT departments.

Work Performed

1) Manages software application modules by:

- Programs small discrete software application modules.
- Conducts testing and debugging of small modules to ensure application meets specifications.
- Provides technical advice to all levels of users on the Okanagan campus regarding software application modules
- Develops programming documentation for assigned programs.
- Supports software development lifecycle, and applies and follows appropriate programming development methodologies and best practices.
- Maintains appropriate professional designations and up-to-date knowledge of



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Staff Job Postings

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.

2) Manages the overall web and mobile presence for the UBC Okanagan campus by:

- Implements and maintains campus content management and knowledge management systems.
- Administers roles within the campus content management system.
- Tracks and publishes the status and ownership of content across multiple websites.
- Designs web sites and content with an emphasis on usability and mobile device access.
- Ensures that accessibility standards in web publishing are carefully adhered to..
- Participates on project teams to provide advice and assistance in UI design, usability, and the creation of web and mobile content.
- Plans, implements, and assists users with web site design and redevelopment for the UBC Okanagan campus that provides a consistent user friendly message..
- Advises users in the publication and maintenance of appropriate and consistent web content.
- Advises users in building and refining graphic and functional elements for websites.
- Trains users, by providing documentation and running courses, on the use of web-based systems specific to the Okanagan campus.
- Provides support for complex campus web and mobile applications.
- Develops, maintains, and creates content for the IT, Media and Classroom Services web site.
- Maintains documentation standards and keeps abreast of developments in this knowledge area by associating with peers in the web content profession, professional societies, or by reviewing professional publications, newsletters, e-mail, and websites.
- Creates, edits, and maintains procedural and technical documentation for current and future applications including, but not limited to, "how to" user guides, application guides, technical reference manuals and production control manuals.
- Provides analysis to determine the need for new web-based or mobile self-service applications and makes recommendation on appropriate tools to fit business needs.
- Develops style guides and templates for web content, including style rules such as level of language, word usage, dictionary of words to use not use, accessibility requirements, etc.

Performs other related duties as required.

Supervision Received

Works under the general direction of the Senior Systems Analyst. Must be able to work independently and carry out work to completion. Keeps Senior Systems Analyst, Senior Manager, IT Client Services and IT Service Coordinators informed of the status of work in progress. Works to deadlines and tasks on projects. Work is reviewed in terms of achievement of desired results.

Supervision Given



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This position may supervise the work of junior IT professionals. The Programmer Analyst I is required to train staff and clients on applications developed or supported by IT, Media and Classroom Services.

Consequence of Error/Judgement

This position is tasked with the management of the online presence of client departments across campus. As the primary web support presence, this position contributes to the visual identity of the University, and therefore has a key role in ensuring the community receives a high level of service and information availability.

Poorly researched, designed, or implemented web sites or applications may result in financial cost or other liabilities for the University or its community. Poorly written, inaccurate or dated content may result in the community receiving inaccurate information or being unable to access services or products, or make necessary decisions, which reflects on the reputation of the University. Errors could result in a loss of confidence in IT, Media and Classroom Services, and a potential loss of customers for IT, Media and Classroom Services and the University.

Qualifications

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

Skills:

This position requires creativity, imagination, and strong web content design skills.

Knowledge of some or all of the following: CSS, JavaScript, HTML5, Active Networks Active Content Manager, WordPress, Drupal, Kurogo, Apache, PHP and MySQL. Knowledge of common web content creation tools [Photoshop, Illustrator and Fireworks], and standard office productivity tools.

Knowledge of web and mobile development technologies, frameworks, and platform architecture, Internet software standards, and services. Knowledge of past and current desktop and mobile browser standards and cross platform compatibility, common plugins helper applications and related design issues.

Excellent communication skills including reading, writing, listening, speaking, facilitation, and presentation delivery. Must be able to impart technical information to audiences with mixed levels of ability.

Ability to forecast future trends in web technology and successfully integrate them into services initiatives where practical.

Ability to work independently, as part of a team, and cross functionally. Ability to work collaboratively with staff at all organizational levels.

Strong attention to detail, accuracy, and presentation of information.

Demonstrated willingness to learn and continually upgrade skills. Core Competencies:

Collaboration:

Collaborates with other members of formal and informal groups in the pursuit of common missions, vision, values, and mutual goals. Places team needs and priorities above individual needs. Involves others in making decisions that affect them. Draws on the strengths of colleagues and gives credit to others' contributions and achievements.

Proficiency Level: Being Developed (BD):

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.



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Communicating for Results:

Clearly and effectively transmits technical and business concepts, ideas, feelings, opinions, and conclusions orally and in writing. Listens attentively and for comprehension. Reinforces words through empathetic body language and tone.

Proficiency Level: Being Developed (BD):

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

Problem Solving:

Anticipates, identifies, and defines problems. Seeks root causes. Develops and implements practical and timely solutions.

Proficiency Level: Being Developed (BD):

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.

Role Based Competencies:

Accountability:

Clearly defines mutual expectations of self and others. Takes appropriate actions to ensure obligations are met. Revises standards in response to change.

Proficiency Level: Being Developed (BD):

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

Business Process Knowledge:

Identifies, documents, and monitors key business processes needed to achieve successful business results. Maps and documents processes. Develops framework for process improvement.

Proficiency Level: Being Developed (BD):

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:

Maintains and applies up-to-date knowledge of discrete and integrated information systems elements relevant to your area of responsibility (hardware, software, and network).

Proficiency Level: Being Developed: (BD)

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: | 13681 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Information Systems & Tech | | |
| Classification Title: | Info.Systems&Technlgy, Level B | Business Title: | Business Systems Administrator |
| Department: | Faculty of Graduate Studies | | |
| Salary: | \$51,099.00 - \$61,343.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-08-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-05 | Available Openings: | 1 |

Job Summary

The Business Systems Administrator provides multiple dimensions of operational systems analysis administration and support for the Faculty of Graduate Studies as directed by senior managers. The Faculty utilizes several database-driven systems, including an online application for admission, the UBC Student Information System (SISC) and internal systems for managing student administration operations. The Business Systems Administrator has primary focus on maintenance and operational support for these applications, administering all aspects of student admissions-related systems and also provides training to users of these systems. Major responsibilities include: coordinating and contributing to overall design architecture of systems and processes; performing code upgrades, migrations, local database schema modifications and upgrades; troubleshooting existing workflow applications, collaborating with both users and vendors on the analysis of systems and their suitability and required enhancements to meet business needs and business process assessments utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities. Provides training on business systems to staff within the Faculty and in graduate programs. Troubleshoots hardware software issues and liaises with UBC IT regarding services provided through their desktop services unit. Participates in project planning, new systems development planning, ongoing business process review activities and implementation.

Organizational Status

The Business and Systems Analyst reports to the Assistant Dean, Student Administration and Strategic Initiatives and receives functional supervision from the Manager, Web Strategy and the Manager, Data and Systems Analysis. Liaises with Graduate Program Advisors and administrative staff, or technical staff within the University (i.e. Enrollment Services, UBC IT, and the Faculty of Dentistry's-Technical Services Team) as well as with external technical consultants.

Work Performed

1) Systems Maintenance, Testing and Support. 35%

Responsible to maintain, test and troubleshoot various systems in the Faculty. This includes:

- Online application system (Synapps): reports bugs and assists vendors in troubleshooting, e.g. with referees, document upload etc. Documents business requirements and the definition of business rules. Prepares functional, system and program specifications. Answers basic functionality questions, makes suggestions for enhancements to vendors and plans improvements as directed. Performs extensive functional testing before rollout. Provides training to graduate programs on how to use existing functionality properly.



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Monitors and improves security of accounts. Educates programs about available options in the system, helps configure the system to their needs and prepares migration into a new online application system. Sets up new program options in application system.

Processes application fee refunds.

- Performs updates within University Student Information System (SISC) complex coding tables in accordance with academic administration and new program requirements. Conducts functional and quality testing and verifies new systems operations. Programs fee updates in MSC.

- Programs variations in system-generated letters.

- Doctoral Exams system (in-house development): responsible to provide ad-hoc support, fix errors and keep the system running. Investigates, resolves and or escalates problems. Implements code functionality adjustments as directed. Completes a reporting functionality in the system. Works on data cleanup to improve data integrity and reporting output. Loads new datasets in regular intervals.

2) Systems review and planning 25%

Contributes to the ongoing planning and analysis of application enhancements in support of current or new services. Involved in various system renewal reviews and enhancement projects in a capacity of documentation of requirements, support of business process review, communicating equally effectively with external business analysts, technical staff and systems users and similar. Prepares and submits Project Initiation Requests (PIR) and follows-up on requests. May provide input to project status reports. General technical support to the Communications & Systems team in review and planning. Coordinates administrative tasks of project management, e.g. organizes stakeholder meetings, room bookings, time tracking, minutes, documentation of progress.

3) Documentation & Training. 20%

Produces technical documentation, including operations, maintenance and support procedures relating to student systems and in-house applications. Develops and delivers a variety of documentation and training materials, in various formats including video tutorials and live presentations, schedules and delivers training sessions to unit staff and external clients on system functions and improvements. Also expected to provide ad-hoc training on an as required basis.

4) UBC IT liaison Faculty IT support. 10%

Troubleshoots minor hardware and software issues, solicits incoming trouble calls from users in the Faculty and coordinates appropriate actions with UBC IT. Responsible to liaise with UBC IT as required and to act as main point of contact between external IT support and FoGS.

5) Web support. 5%

Provides back-up website content-management support and guidance to users. Plans and performs application configuration changes or module deployments.

Other related duties commensurate with skills and experience. 5%

Supervision Received

Reports to the Assistant Dean, Student Administration and Strategic Initiatives. Receives direction and input from the Manager, Web Strategy and the Manager, Data and Systems Analysis Works independently with general instructions as to methods and procedures. Work is reviewed for overall effectiveness and in terms of achievement of desired results.

Supervision Given

Provides functional advice and technical direction to SAS and other Dean's Office staff regarding On-line applications, admissions, awards and other activities. Serves as a point of contact for project and team members.

Consequence of Error/Judgement



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Staff Job Postings

This is a technical and administrative position responsible for overall functionality and availability of systems within the Faculty of Graduate Studies. This position collects requirements of users, ensures data integrity and accuracy, tests that functionality meets requirements as developed with stakeholders and ensures the enforcement of academic policies of the Faculty of Graduate Studies in systems. Failed projects or system malfunction can result in interruptions of service to students and applicants, loss of funds and staff resources allocated for the specific project as well as significant embarrassment and cost to the Faculty of Graduate Studies. Any errors and or omissions in judgment could seriously undermine the roles, responsibilities and effectiveness of the Faculty of Graduate Studies and the ability of applicants students to conduct crucial transactions with the University.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline (Computer Science Engineering or Business Management MIS) Minimum of two years experience or the equivalent combination of education and experience. Minimum of two years of related experience, preferably in a university setting, or an equivalent combination of education, training and experience. Very good oral and written communication, analytical, interpersonal and presentation skills. Able to liaise between technical staff and end users effectively. Familiarity with university systems (AS, SIS, SISC, Crystal reports, SQL Oracle, FMS HRMS etc.) an asset. Knowledge of data mining of Legacy systems (e.g. SIS, FMS, HRMS) and Faculty systems desirable. Knowledge and experience with ORACLE and MySQL databases and the ability to write reports and extract data using SQL, Crystal Reports and other end-user reporting tools. Experience working specifically with student admissions, records, registration and awards processes is desirable. Intermediate knowledge of programming languages, in particular PHP, javascript jQueryCSS3. XML skills required. Experience with CMS such as Drupal and Wordpress an asset. Systems knowledge of Unix (including Ubuntu) desirable. Knowledge to access and administer databases through command line terminal SSH required. Advanced level computer experience required including Excel, Access, PowerPoint, and Word. Knowledge of HTML, internet browsers, web editing tools, graphic applications and FTP client. Demonstrated ability to evaluate project proposals to determine technical feasibility and schedule, prioritizes and manages multiple projects simultaneously. Basic project management skills desirable. Demonstrated interpersonal, organization and problem-solving skills. Proven ability to adapt and to work effectively in a multi-tasked environment under pressure with high volume and critical deadlines. Ability to take initiative, to work both independently and within a team environment.

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Staff Job Postings

Job Posting

| | | | |
|------------------------------|------------------------------------|----------------------------|------------------------------|
| Job ID: | 13897 | | |
| Location: | Vancouver - Hospital Site | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Information Systems & Tech | | |
| Classification Title: | Info.Sytems&Technlgy, Level B | Business Title: | Audio Visual Support Analyst |
| Department: | MedIT | | |
| Salary: | \$51,099.00 - \$61,343.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-06 | Available Openings: | 1 |

Job Summary

The Audio Visual Support Analyst provides technical advice and support for a variety of audio visual equipment and services to the Faculty, staff and students of the Vancouver Fraser Medical Program (VFMP) to support their use of information technology resources, audio visual and video conference facilities for teaching and research.

The position provides IT support in resolving network, video and workstation issues, set up operations and provides training and maintenance for the Medical Program's Faculty, staff and supported units for audio visual facilities and services.

The role requires moving and lifting a wide assortment of equipment, may be required to work on shift rotations and provide after regular business hours support as necessary. This is a "real time" position, with the need for unbroken concentration during calls.

Job responsibilities may be carried out in more than one location, including the University of British Columbia, Vancouver General Hospital, Royal Columbian Hospital, Children's & Women's Hospital and St. Paul's Hospital. Additional travel may be required to support other installations within VCHA, FHA, PHSA.

The Audio Visual Support Analyst is part of the team responsible for the day-to-day operational readiness of instructional facilities. Viewing of the VFMP's curriculum may cause some discomfort for the uninitiated to medical education.

Organizational Status

MedIT is the core IT service delivery support unit within the Faculty of Medicine, overseen by the Chief Operating Officer, within Facilities and Operations. This position sits within the Collaboration Technologies portfolio in MedIT providing synchronous (real time) communication solutions to enable the Faculty of Medicine to meet its mandate - in particular the Distributed Medical Education Program.

The Faculty of Medicine is provincial in its education and service mandates and is national and international in stature in its research programs. As such Faculty, staff, researchers and students require the ability to meet in a live, synchronous manner using voice and video, and also require the ability to share content.

This role reports to the VFMP Team Lead on daily operation and project tasks. The role will receive instruction from MedIT



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Managers and Team leads and Project Managers.

This position works closely and collaboratively with program and technology staff at all regions of the MED Program, Southern Medical Program (SMP), Island Medical Program (IMP) and the Northern Medical Program (NMP), as well as other units within the Faculty of Medicine IT operations, UBCIT and Health Authority IT units, to ensure smooth and continued operations of the MED Program.

Work Performed

Specific Duties:

Responds to requests from the Medical Program's Faculty, staff, and supported units in setting up operation, providing training of audio-visual facilities including: video data projection systems, computer presentation equipment; videoconferencing equipment systems and other audio-visual equipment.

Performs maintenance on audio-visual equipment and systems and troubleshoots malfunctions of equipment to ensure that equipment is operating properly.

Provides IT support as in resolving network, video and workstation problems in complex situations with minimum supervision, (e.g., to efficiently address hardware failures, connectivity problems in accessing the network from workstations, resolve server failures, etc.)

Implements protocols and procedures to better enable electronic communications and data flow.

Analyzes, recommends and purchases hardware and software.

Manages and provide operational support maintenance for Faculty-wide inter-site, interdepartmental, inter- institutional remote access educational information systems.

Liaises with other technical personnel within MedIT, UBC IT and Health Authorities IMIT groups throughout the province.

Supports and provides training in the following areas:

- Introduces new users to network services, policies and procedures and computer systems.
- Trains users in the use of Audio Visual equipment.
- Trains users in the use of Software related to education delivery.

Core Duties

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

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

-Sets up and operates of videoconference equipment.

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

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

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



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- Creates and administers software account management, inventory and warranty records.
- Ensures that approved vendor list is up to date, that good working relationships with vendors are maintained and that vendors provide required support of AV needs.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under guidance and receives instructions from the Collaboration Technologies Operations Manager and Team Lead; additional inter-site accountability within the MED Program.

Supervision Given

None.

Consequence of Error/Judgement

Work requires judgment and initiative. Errors could have a significant impact on the continued functioning of the MED Program's curriculum data and video networks with subsequent effects on Medical School Accreditation and future finance.

Qualifications

Undergraduate degree in a relevant discipline. Formal training in audio-visual service (i.e., industry training, seminars, associated credentials, such as Tandberg or Crestron Certification) Minimum of two years experience or the equivalent combination of education and experience. Experience supporting Windows XP, Macintosh OSX and associated applications (i.e., MS Office).

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

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

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

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

Analytical Thinking - Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and



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identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.

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

Ability to communicate logically and effectively both verbally and in writing.

Strong work ethic with excellent interpersonal and time management skills.

Flexibility, adaptability and creativity.

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Job Posting

Job ID: 13878
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Systems&Technlgy, Level C **Business Title:** Support Analyst II
Department: UBC IT - Desktop Services
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-04 **Available Openings:** 1

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

Job Summary

The Support Analyst II consults with user groups to determine business needs and to identify the appropriate technology solution. As part of a team of Support Analysts this position provides support for Desktop, Virtual Desktop, Desktop Peripheral Hardware, Mac's and Local Area Networks to an ever growing user base across UBC Point Grey Campus and parts of the Lower Mainland.

Organizational Status

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

Work Performed

Specific Duties:

- Maintains and troubleshoots the microcomputer environment as outlined above including both hardware and software.
- Tracks, prioritizes and responds to all service requests utilizing in-house ticket systems.
- Maintains and deploys standard and UBC developed software.
- Support and maintain student access terminals, ensures reliability, security and performance.
- Maintains and reports to desktop manager an inventory of all equipment, service contracts, and warranty and maintenance agreements.
- Provides daily administration support for the Local Area Networks (LAN's) hardware and software.
- Implements security for all equipment and software
- Provides training, consultation and assistance to all users in the UBC IT Desktop Support portfolio
- In consultation with manager and team Lead, Desktop Services, determines enhancements for UBC microcomputer hardware and software.
- Provides consultation and assistance to UBC IT users.
- Keeps abreast with current microcomputer technology by attending internal and external training courses and through trade journals.
- Provides input to Desktop Advises the Manager regarding technology hardware lifecycle.
- As required liaises with Xerox for printer deployments across the portfolio.



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Core Duties:

- Consults with user groups to ensure a thorough understanding of software, hardware, information systems and procedural requirements in order to determine their business needs and to identify the appropriate technology solution.
- Makes recommendations on the use of the appropriate technology services and products and the purchase of related hardware, software and network equipment.
- Researches emerging technologies and their potential impact on the enterprise.
- Provides technical support and troubleshooting in the use of information technology products and services.
- Installs and maintains servers, networks, and related software and hardware.
- Creates and maintains documentation in accordance with prescribed standards.
- 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 with considerable latitude; receives direction from the Team Lead, Desktop Services. Keeps manager and or team lead informed of the status of work in progress and only seeks direction on unusual problems. Work is reviewed in terms of achievement of specific project objectives.

Supervision Given

Reports to the Desktop Services Manager and Team Lead. No direct supervision given; may manage staff and be responsible for hiring, evaluation, discipline and termination. May also mentor and support staff on a project by project basis. Guidance will be provided for internal project activities and planning.

Consequence of Error/Judgement

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

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

Qualifications

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

Microsoft and other industry certification preferred.

Demonstrated professional development through attendance in information systems analysis and design courses or workshop as well as personal development courses Minimum of three years experience or the equivalent combination of education and experience. Undergraduate degree in Computer Science preferred.

Microsoft and other industry certification preferred.

Demonstrated professional development through attendance in information systems analysis and design courses or workshop as well as personal development courses.

Technical knowledge of PC's, Mac's, printers, Local Area Networks, Active Directory deployment and management and print server management.



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

Knowledge of networks and software distribution tools.

Knowledge of imaging and imaging lifecycle management.

Knowledge of and experience with virtualized computing environments.

Ability to effectively manage multiple tasks and priorities and work under pressure.

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

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

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

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

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

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.

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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Staff Job Postings

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



The University of British Columbia

Staff Job Postings

Job Posting

| | | | |
|------------------------------|------------------------------------|----------------------------|-----------------------|
| Job ID: | 13924 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Information Systems & Tech | | |
| Classification Title: | Info.Systems&Technlgy, Level D | Business Title: | Programmer Analyst II |
| Department: | UBC IT - Web Services | | |
| Salary: | \$64,369.00 - \$77,274.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-10 | 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 Programmer Analyst II designs computer application solutions for existing complex or campus-wide computer systems.

The Programmer Analyst II will primarily design and program plugins for content management systems, develop websites and web-based applications for desktop and mobile devices.

UBC IT Web Services is a full service web and mobile-web design and development team that works with a wide range of faculties and departments so that they can deliver educational services and information to students, researchers, staff, industry and community over the internet to any device, anywhere, anytime.

The Programmer Analyst II works directly with faculty and departmental leadership to understand their business needs, then develops, launches and maintains the website and web-applications. The Programmer Analyst II will use their high energy, web and mobile-web technical experience and client focus to develop and launch multiple web and mobile web solutions.

Organizational Status

Interacts directly with other University technology professionals and with faculty, staff and students at multiple levels in UBC. Reports to the Manager, Web Services, UBC-IT. On a daily basis, the position may also work under the direction of a Project Coordinator while assigned to a development project.

Work Performed

Specific Duties:

- Leads design and code reviews of other Programmer Analysts to ensure that they meet our development standards.
- Works with other developers, UX architects designers, network management, systems management and DBAs on the various design elements associated with web development
- Collaborates with the Project Coordinator by providing effort estimates and project status updates as required
- Builds and maintains good working relationships and collaborates with others to achieve client objectives
- Provides regular project updates to clients



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Core Duties:

- Designs, develops and programs custom software, defines detailed application specifications, standards, and diagrams and develops coding logic flowcharts.
- Develops overall systems design, researches and evaluates vendor supplied applications, provides customize or develop recommendations, and implements accordingly.
- Analyzes and reviews existing or proposed system features and integration, security, scalability and performance requirements with clients, business analysts, and team members.
- Manages small to medium sized projects and related budgets.
- Packages in house developed applications for production or integrates vendor supplied applications.
- Provides technical expertise, training, and consultation to other staff.
- Develops or modifies software application design and specific modules.
- Conducts testing of new or customized application modules to ensure application meets specifications.
- Documents functions and changes to new or modified modules, tests activities results, error handling and backup recovery procedures.
- Provides ongoing maintenance and operational support for applications.
- Supports software development lifecycle and applies and follows appropriate programming development methodologies and best practices.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

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

Works under the general direction of the Manager, Web Services, UBC-IT. Results are reviewed for achievement of overall and long term objectives.

Supervision Given

May provide guidance, coaching and technical leadership to, and provide feedback on performance of more junior Programmer Analysts.

In a project leader role, the Programmer Analyst II may direct and supervises work of other Programmer Analysts, Business Analysts, QAs, users and other staff assigned to projects.

May provide input recommendations into the hiring and evaluation of staff.

Consequence of Error/Judgement

The position takes an active, participatory role in ensuring the quality of, the reliability and high availability of UBC websites and web-based applications, problem analysis and resolution, and ensuring services meet or exceed customer service levels at all times.

Errors in judgment, poor planning, or failure to act decisively could have a detrimental effect on the reputation of UBC. Poor design or unreliable systems and code errors that disrupt the operations of these system, or failure to meet contractual obligations for performance and availability will damage the reputation of UBC and UBC-IT. This could adversely impact the University community, including the large majority of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue.

Provides input into decisions within established guidelines regarding the application of computing devices or programs to meet set



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requirements or makes decisions regarding solutions to defined problems.

The position will work with more senior Programmer Analysts, Build Engineers, Business Analysts and Quality Assurance staff in ensuring the highest quality of the software promoted into our UBC production environments.

Qualifications

Undergraduate degree in a relevant discipline. Degree in an IT-related discipline, such as Computer Science 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. Demonstrated ongoing career development through active and self-motivated professional development. Experience with systems development, specifically in the areas of designing, developing and implementing medium to large scale web-sites and web- applications.

In-depth knowledge and ability to effectively use Linux, Apache, MySQL, PHP frameworks, and Drupal and or WordPress. Working knowledge of Microsoft .Net is an asset.

Working knowledge of SDLC methodologies, preferably RUP and Agile methodologies (e.g. Lean, XP or Scrum).

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

Good understanding and experience with Testing best practices concepts.

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

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

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

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

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

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



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Staff Job Postings

Job Posting

| | | | |
|------------------------------|------------------------------------|----------------------------|------------------------|
| Job ID: | 13877 | | |
| 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 Systems Analyst |
| Department: | UBC Information Technology | | |
| Salary: | \$73,448.00 - \$91,809.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-01 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | 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 Systems Analyst provides technical leadership in the analysis of existing or proposed systems-related projects, business procedures, problems and user requirements and analysis of related strategies for information security compliance.

The Senior Systems Analyst must demonstrate effective understanding of the business operations of the University and how enterprise services can be delivered in compliance with applicable legislation, policies and regulations.

Organizational Status

Reports to the Associate Director, Information Security Management. Works closely with Faculties and University Counsel to assist with issues relating to development, interpretation, implementation, and education as they relate to security and privacy policies and practices. Participates on UBC committees as required.

Work Performed

Specific Duties:

- Develops processes to inform and educate faculties and individual employees on privacy and security practices.
- Undertakes security assessments for projects in various faculties and departments, analyses results and make recommendations. Prepares, in final draft, security assessment reports and where necessary threat risk assessment reports.
- Develops information security tool-sets to ensure privacy and security compliance. Researches options for various sources, determines best fit for the organisation and alignment with UBC Policies, federal provincial legislation and applicable regulations.
- Develops, implements, reviews and manages draft policies to ensure operations are in line with legislation and partner organisations, such as regional Health Authorities.
- Develops tool sets that may include: detailed instructions on how to perform specific activities in compliance with University policies, lists of various technological solutions and how to implement them in a manner that is consistent with the policies, as well as general guidance on the interpretation and application of the policies.
- Performs detailed analysis of projects and systems for information security compliance.
- Analyses information flow within systems to assess threats and risks to the confidentiality, integrity and availability of information.



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Staff Job Postings

- Analyzes and reviews systems features and requirements for information flow to assess the effective security and management of risks.
- Writes appropriate documentation in support of University policies including procedures, standards and guidelines.

Core Duties:

- Plans and manages the development of the overall vision for applications and ensures all application projects, functions and operations align with University, IT strategy, mission, vision, principles, goals and objectives and the business needs of customers.
 - Leads medium and large scale applications integration design and development projects, manages assigned project staff, and creates project implementation plans.
 - Analyzes and reviews systems features and requirements .
 - Researches, develops, configures and supports applications infrastructure.
 - Contributes to the introduction and management of technical change to the University's systems infrastructure.
 - Analyzes emerging industry technology trends and standards that benefit University systems infrastructure.
 - Collaborates with key technology teams across the University.
 - Makes presentations at local, regional, national or international conferences and workshops as well as to partner institutions.
-
- Integrates development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
 - Provides technical guidance and leadership, coaching, and mentoring to team members.
 - Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
 - Performs other related duties as required.

Supervision Received

Reports to the Associate Director, Information Security Management. Work is evaluated against overall deliverables.

Supervision Given

May supervise staff on a project basis.

Consequence of Error/Judgement

University information processing systems handle highly sensitive data. Errors in judgement for the assessment of the security of information processing systems could have significant impact causing data or privacy breaches. Breach in the confidentiality or integrity of highly sensitive and confidential information could lead to brand and reputation damage as well as legal liability.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate Degree in Computer Science or relevant discipline or equivalent in education and experience A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Minimum of eight years of related experience including at least five years of experience in IT infrastructure and operations of major computer systems.

Demonstrated business, leadership, management, project management and organizational skills.

Experience in succession planning, problem-solving, change management, budget development and financial management.

Industry standard information security certification as a CISSP, CISM or GIAC or equivalent experience.

Demonstrated and sustained track record and commitment to delivering results and proactively supporting the infrastructure



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technology needs of faculty, students and staff.

Knowledge of IT infrastructure architectures, how they have evolved and how they inter-relate in present circumstances.

Knowledge of project management disciplines and best practices, IT infrastructure and operations best practices, and benchmarks.

Thorough understanding of key trends and players in the information and Communications Technology (ICT) industry; higher-education sector.

Strong skills in areas of strategic planning, tactical planning, project management, risk management, business process improvement, continuous improvement, quality assurance, research, infrastructure development and maintenance, operations management and customer service.

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

Ability to enhance and contribute in a collegial and collaborative environment.

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

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.

Business Process Knowledge - Analyzes enterprise processes for major enhancements to customer satisfaction and cost reduction. Identifies metrics for strategic business process improvement. Applies Business Process Reengineering (BPR) techniques to complex processes that cross the enterprise. Presents the core technical and strategic concepts of process improvement. Identifies and facilitates sensitive responses to environmental, financial and organizational concerns and issues. Approves and sponsors process improvement recommendations. Identifies the value of process improvements and solicits the support of senior business leaders.

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.



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Staff Job Postings

Job Posting

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|------------------------------|-------------------------------------|----------------------------|---------------------|
| Job ID: | 13889 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Information Systems & Tech | | |
| Classification Title: | Info.Systems&Technlgy, Level F | Business Title: | Director, Arts ISIT |
| Department: | Arts ISIT | | |
| Salary: | \$87,264.00 - \$109,080.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-10-15 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-15 | Available Openings: | 1 |

Job Summary

The Director, Arts ISIT, is responsible for providing educational and technology leadership in the Faculty of Arts. The incumbent directs and coordinates the operations of Arts ISIT which includes Arts Instructional Support - learning design, academic development and distance education; the Information Technology unit - Audio Visual Services, computer labs, help desk, systems, web development and graphic design. The position also undertakes and provides guidance for research and development associated with the Faculty's curriculum and learning technologies.

The Director reports to the Associate Dean, Communications and Strategy, and works closely with the Dean and others in the Dean's Office, Faculty Service Units and Faculty Committees to set goals, priorities, and objectives for the Arts ISIT unit. The position builds and maintains relationships with wider University IT and IS departments and with Faculty of Arts departments, schools, and programs and their IT teams where applicable. The Director provides leadership in ensuring that these units optimally serve the educational and administrative needs of the Faculty of Arts.

The incumbent plans and coordinates projects, establishes priorities, allocates resources, develops strategic plans and provides ongoing analysis of instructional and technical services in support of the administrative, research and teaching needs of more than 30 departments, schools and programs in the Faculty of Arts. In particular, there is a need for building capacity and the underlying support structures for innovative teaching and learning initiatives emanating from the academic departments. The position also advises and assists professionals from other technology centres at UBC in the design and set-up of technical, administrative and instructional support and corresponding policy, liaises with Learning and Information Technology centres across campus, nationally and internationally, facilitates research and development into curriculum practices, distance education and learning technologies and may explore sources of funding and participate and contribute to the education education technology field by representing the Faculty of Arts and UBC in national and international initiatives.

Organizational Status

The Director reports to the Associate Dean, Communications and Strategy, and has considerable autonomy in implementing priorities and goals, coordinating activities of Arts ISIT operating units and overseeing unit managers and staff. The incumbent works closely with the Dean, Associate Deans, Assistant Deans and Directors and others in Dean's Office and Faculty Service Units.

Work Performed



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- Provides expert advice and assistance for promoting and enhancing curriculum practices and approaches throughout the faculty of Arts
- Assists Heads Directors and Dean's Office in undertaking curriculum reviews and establishing recommendations and practices for reform
- Provides oversight and management of the Faculty's strategic distance education (e-learning) goals
- Directs, through unit managers, the support, research and development of the information technology infrastructure, learning technologies, and Audio-Visual and Multimedia Services in the Faculty of Arts.
- Develops and advances in collaboration with the Associate Deans "Communications and Strategy" and "Students" an instructional support structure based on student-centred learning and interactive teaching.
- Is responsible for the leadership, vision, strategic planning, and management (including both personnel management and business management client development) of the unit.
- Provides leadership in establishing and maintaining collaborative projects on-campus and beyond through engagement with Information Technology and Learning Technologies initiatives such as UBC Information Technology and the Centre for Teaching Learning and Technology (CTLT), and external organisations in support of using technology to support teaching, learning and research, such as Educause and the New Media Consortium.
- Represents the Faculty of Arts on UBC learning, teaching and technology committees as required.
- Presents Arts & UBC's curriculum and learning technology initiatives at national and international conferences
- Participates, with the Associate Dean and appropriate Faculty Committees, in the ongoing review, reconfiguration, implementation, and streamlining of information and instructional technology services, makes recommendations to the Associate Dean and Faculty Committees for improvements, and implements these changes.
- Maintains familiarity and collaborates with IT (information technology) and IS (instructional support) support services across UBC.
- Advises the Associate Dean Communications and Strategy regarding research and best practice for student evaluations of teaching.
- Oversees the coordination and implementation of online teaching evaluations in the Faculty of Arts.
- Champions curriculum and learning innovations within the Faculty of Arts and UBC.
- Where applicable, works with local and external institutions in submitting applications for external funds to support the Faculty and unit in education innovation and research.
- Seeks and maintains partnerships with the corporate sector and other external funders.
- Provides day-to-day administration of the unit. Duties include staff performance evaluations, coordinating staff, recruiting new staff, and salary negotiations.
- Administers the business functioning of the units, including client development.
- Performs others duties as required.

Supervision Received

The position reports to the Associate Dean, Communications and Strategy, in the Faculty of Arts and also takes direction from the Dean.

Supervision Given

Plans, directs, and reviews the activities of Arts ISIT Services sub-units through the unit managers. Staff consists of Managerial and Professional, Unionized, student and student assistants.

Consequence of Error/Judgement

Accountability for the successful coordination and management of all Arts ISIT groups; ensuring that their services are appropriate and in sync with new learning theory and technological advances. Effectiveness in these activities is critical to enable faculty, students, and staff to meet their research, teaching, and management responsibilities. Directly responsible for financial management (working within a budget that is established in consultation with the Associate Dean), delivery of services, and successful management of personnel. Accuracy and clarity in reporting of goals, objectives, and accomplishments.



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Ineffective management will impede the delivery of key services, such as technology support for research, teaching and learning, and will result in a loss of instructed hours, first-class research and by extension, necessary revenue for the Faculty of Arts. Loss of service could completely paralyze these administrative and educational activities, and inadequate functioning will seriously curtail the mandate and overall performance of the Faculty of Arts.

Qualifications

Post-graduate degree. A Post-Graduate degree in the field of Education, Communication, Computer Science, Social Sciences, or equivalent Minimum of 10 years experience and 4 years managerial experience and 3 years specialized experience in the design and implementation of major computer systems or the equivalent combination of education and experience. A minimum of 10 years experience in developing and managing integrated technical, instructional support and media services in a University or a similar large organization; experience in managing technical systems and procurement projects as well as planning for and implementing significant organizational change. Excellent understanding of e-learning (distance and blended) as well as demonstrated experience in project management and quality assurance practices. Excellent interpersonal skills to establish and maintain communication with academic clients, administrators and staff. Ability to take initiative, work with limited direction and handle the challenges of competing and often conflicting demands arising from providing services to a broad and diverse community of users under conditions of severe resource constraints. Excellent business, organization, leadership, managerial and planning skills, and well developed written and verbal communication skills are required. Demonstrated experience in supervising and managing highly skilled professional and technical staff.

Thorough understanding of enterprise-wide administrative and academic technology applications and systems. Good grasp of the theories, philosophies, technologies and assumptions underlying the delivery and processing of digital information. Demonstrated commitment to the research and teaching functions of the Faculty of Arts and University of British Columbia.

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Staff Job Postings

Job Posting

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|------------------------------|------------------------------------|----------------------------|-----------------------------|
| Job ID: | 13874 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Conf, Accom, Cerem & Events | | |
| Classification Title: | Conf,Accom,Ceremonies, Level A | Business Title: | Conference Services Manager |
| Department: | Conferences & Accommodation | | |
| Salary: | \$40,565.00 - \$48,697.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-04 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

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

Job Summary

To book, plan, coordinate, administer and provide service to conferences held at UBC. Major responsibilities include: coordinating conference logistics; developing path for activities; meeting with clients and service facility providers; booking managing group accommodation, event space, services, equipment needs and distributing pertinent information to stakeholders; overseeing on-site conference logistics and attending client functions; troubleshooting problems and authorizing implementing corrective measures; recommending plans, suppliers, facilities and equipment to clients; meeting corresponding with client to provide policy, procedure and resource information; evaluating needs and resource requirements; organizing and conducting site tours for potential and existing clients; booking clients; promoting facilities, accommodation and services; preparing proposals, negotiating and preparing contracts; overseeing billing and payments; determining client expenses and preparing summary of charges; managing delegate registration; developing and preparing financial and statistical reports; keeping abreast of current industry trends by attending relevant seminars and conferences; maintaining membership of industry or professional association; and performing other related duties.

Organizational Status

Reports to the Director of Conference Services, takes direction from other senior Managers, maintains close working relationships with other departmental Managers and staff. Interacts regularly with various departmental staff, clients, guests, on-campus resource service departments, administrators of Faculties and Departments, and outside suppliers of service and equipment.

Work Performed

- Coordinates conference logistics. Develops critical path of activities, meets with clients and service facility providers, books manages group accommodation, event space, services and equipment needs, and distributes pertinent information to stakeholders.
- Oversees on-site conference logistics and attends key client functions. Troubleshoots problems and authorizes implements corrective measures.
- Recommends plans, suppliers, facilities and equipment to clients. Meets corresponds with client to provide policy, procedure



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and resource information and evaluates needs and resource requirements. Organizes and conducts site tours for potential and existing clients.

- d) Books new and repeat clients. Promotes facilities, accommodation and services, prepares proposals, negotiates designated terms, sends collects contracts, and confirms group bookings in writing.
- e) Oversees all billing and payments. Determines all client expenses, prepares summary of charges for accounts receivable, reviews transaction account status, and ensures that Conferences and Accommodation at UBC's financial exposure is within acceptable parameters.
- f) Manages delegate registration and the registration desk, prepares financial and statistical reports, approves printed digital publications, and authorizes all account transactions.
- g) Recommends, designs, plans and may help implement functions of conference clients.
- h) Researches, prepares reports and makes recommendations.
- i) Performs other related duties as required.
- j) Keeps abreast of current industry trends by attending relevant seminars and conferences, maintaining membership of an industry or professional association etc.

Supervision Received

Reports directly to the Director of Conference Services. Takes direction from other senior managers. Works independently and in accordance with procedures and generally accepted standards. Refers serious problems to senior manager.

Supervision Given

Provides functional supervision to the Housestaff Coordinator and Housestaff. Delegates work to clerical staff, resolving difficulties encountered.

Consequence of Error/Judgement

Communication of inaccurate information advice or failure to deliver services as agreed or poor performance may result in litigation with financial and legal consequences for the Conference Centre and jeopardize the reputation and future revenues of the Centre. Error may also adversely affect the success and credibility of an event potentially resulting in litigation with financial and legal consequences for the Client and jeopardize their reputation.

Qualifications

Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. University degree preferred, or a combination of relevant courses and progressive on-the-job training Minimum of two years experience or the equivalent combination of education and experience. A minimum of four years relevant conference experience. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively use the normal range of programs at an intermediate level and an ability to learn and adapt to relevant software programs.

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.



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Job Posting

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|------------------------------|--------------------------------------|----------------------------------|-----------------------------------|
| Job ID: | 13838 (Repost) | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Educational Programming | | |
| Classification Title: | Educ. Programming, Level C2 | Business Title: | Strategist, Teaching and Learning |
| Department: | Center for Teaching, Learning & Tech | | |
| Salary: | \$64,369.00 - \$77,274.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | | |
| Job End Date: | 2013-09-16 | Possibility of Extension: | Yes |
| Funding Type: | Self Funded | | |
| Other: | Leave Replacement | | |
| Date Closed: | 2012-09-05 | Available Openings: | 1 |

Job Summary

Coordinates initiatives and provides strategic consultation services related to the development, implementation and evaluation of emerging learning technology, open educational resources and digital content projects at UBC.

Organizational Status

Reports directly to the Senior Manager, Teaching & Learning Professional Development, under the Managing Director, CTLT. Works closely with learning technology staff and faculty members in various units and departments across the university.

Work Performed

1. Explores current models and best practices related to the use, application and management of emerging learning technologies and digital content in higher education, including pedagogy, technical options, organizational procedures and intellectual property. Consults extensively with members of the university and other groups and organizations, provincially, nationally and internationally. Represents university at conferences, organizational meetings and other events.
2. Facilitates the sharing of information and building of a knowledge base about emerging learning technologies and digital content amongst project participants and the wider university community, through ongoing communication, writing white papers, managing project web sites, and organizing meetings, workshops and information sessions.
3. Develops and facilitates communities of interest and practice in emerging learning technologies and digital content
4. Facilitates lifecycle management of campus wide software applications for learning technologies through an educational lense: assesses tools, facilitates system selection, and supports implementation. Coordinates activity with IT units and system administrators, and supervises programmers, designers, content developers and editors as needed.
5. Works with project participants to plan unit-level projects and to develop a campus-wide framework for organizing, creating, editing, searching and displaying digital learning content, associated metadata and the associated emerging technology.
6. Coordinates the implementation of these systems: organizes and delivers training and documentation, supervises staff assisting in record creation and provides advice to all units as required.
7. Plans and coordinates delivery of events related to emerging technology and digital learning content management, including



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workshops and conferences.

8. Seeks various opportunities for funding projects within CTLT, UBC and external to UBC
9. Facilitates the grant application process internally and external to the department.
10. Researches, assesses and coordinates partnerships and projects across campus and externally to facilitate the implementation of emerging technology tools.
11. Delivers training, workshops and documentation on the topics of various emerging technology initiatives such as Wikis, weblogs, podcasting.
12. Performs other related duties or special projects as required.

Supervision Received

Receives little direct supervision and takes a leadership role in project management. Consults supervisor on funding or major policy issues and periodically on other developments.

Supervision Given

May supervise several project staff working on development and implementation of emerging technology projects.

Consequence of Error/Judgement

Lack of effort and or poor judgment would result in financial costs, in terms of hardware, software and staff time, and loss of opportunities to the UBC community to utilize cutting-edge learning technology.

Qualifications

Master's degree in Education. A minimum of 7 years of experience or the equivalent combination of education and experience. Will demonstrate strong skills in project management, communication and team building. Proven ability to take a leadership role while consulting widely in a decentralized environment. Some technical knowledge in the area of networked information is required, and experience with metadata and or learning objects is an asset. Familiarity with Canadian and international intellectual property law and practice is required. Experience and familiarity with UBC or a similar academic setting is strongly desirable. Excellent written and oral communication skills are required. Not essential, but considered an asset, would be experience in: teaching; instructional technologies and multi-media; instructional design; computer programming, particularly related to common Web technologies. Must be willing to work on a flexible schedule and travel as required.

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Job Posting

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|------------------------------|--------------------------------------|----------------------------|---|
| Job ID: | 13748 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Educational Programming | | |
| Classification Title: | Educ. Programming, Level D | Business Title: | Senior Manager, Curriculum & Special Projects |
| Department: | Center for Teaching, Learning & Tech | | |
| Salary: | \$67,383.00 - \$84,230.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-10 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

Job Summary

The Senior Manager, Strategic Curriculum Services and Special Projects serves as Liaison and Engagement Manager for campus-wide curricular, teaching and learning initiatives. Working closely with the Senior Advisor, Teaching and Learning and seconded Faculty members (e.g., during consultations with localized senior administrators to identify Faculty-specific curriculum and pedagogical needs), the Senior Manager is required, in collaboration with localized teaching and learning units, to develop and implement instructional design supports (e.g., one-to-one faculty assistance and workshops on course design, assessment and evaluation of student learning, effective teaching and learning strategies etc) in order to advance curriculum, teaching and learning excellence within Academic Units and across the University.

Organizational Status

Reports to the Managing Director, Center for Teaching, Learning and Technology (CTLT). Strategic direction for the work of this Manager is provided by the CTLT Academic Director & Senior Advisor, Teaching and Learning. Works with Faculty Consultants, Department Heads, Associate Deans, Curriculum Committees, faculty members, educational developers and instructional support. Manages teams of CTLT staff. Member of the Senior Management Committee.

Work Performed

- Develop comprehensive plans and policies in support of overall departmental strategic goals
- Supports educational needs assessment processes at a strategic and tactical level.
- Analyses strategic needs in order to develop learning-centred curricula.
- Plans, develops and implements broad based curricula for Academic Departments in alignment with strategic goals
- Formulates and deploys curriculum research teams in alignment with needs identified by the Academic Director and Faculty partners.
- Develop, implement and evaluate specific projects in teaching and learning in consultation with the Academic Director, including but not limited to formative and formal summative evaluation of teaching.
- Plan the implementation and prepare budgets to support these programs.
- Negotiate contracts and agreements in partnership with Senior Manager, Business Operations
- Research, develop and implement appropriate technologies for delivery of undergraduate and graduate programs.
- Assist in the development of a systemic and scholarly approach to the evaluation of CTLT programming initiatives.
- Ensure compliance of educational programming with university policies, governmental regulations and international governance.



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- Manages relationships with seconded staff and departments involved.
- Manages and coordinates multiple projects and project teams within and external to UBC;
- Provides leadership, expertise and training in curriculum scholarship.
- Develops workshops and trains UBC staff and other interested parties in areas related to educational programming.
- Teaches facilitates online, in-person and blended courses and workshops for faculty and other interested parties within UBC and the broader community;
- Represents UBC interests related to the Scholarship of Teaching and Learning through provincial, national and international associations and liaisons;
- Collaborates with the senior management team in preparation of annual budgets, making appropriate recommendations for budget development and monitors expenditures related to the operation of the department.
- Function as a part of the management team in developing business strategies and contributing to operational and management decision making in meeting strategic business objectives
- Performs other related duties as required.

Supervision Received

Works independently with general direction of the Managing Director, CTLT and Academic Director, CTLT

Supervision Given

Manages seconded instructional designers and other CTLT staff. Manages project teams of varying composition, depending on the scope and nature of the specific project. Project teams may include University faculty members and staff, colleagues within CTLT, external clients and specialist staff hired for specific tasks.

Consequence of Error/Judgement

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

Qualifications

Master's degree in Education specializing in curriculum development or an academic specialization relevant to the educational programming area. Doctoral degree preferred. A minimum of 8 years of experience or the equivalent combination of education and experience. Experience in the design and development of educational materials delivered at a distance and use of instructional media

Experience in teaching using on-line and multimedia technologies.

Experience with developing partnership agreements and negotiating resource allocations

Experience with qualitative and quantitative social science research methods preferred

Experience with managing multiple, complex educational projects preferred. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources Ability to develop and maintain cooperative and productive working relationships Ability to assess training requirements and develop, coordinate, lead, and evaluate training Ability to design and deliver instructional programs and courses Ability to analyze and interpret data, determine implications, and provide recommendations

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Job Posting

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|------------------------------|------------------------------------|----------------------------|-------------------------------|
| Job ID: | 13927 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Human Resources | | |
| Classification Title: | Human Resources, Level C | Business Title: | Manager, Faculty Pension Plan |
| Department: | Pension Administration Office | | |
| Salary: | \$64,369.00 - \$77,274.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Self Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-10 | Available Openings: | 1 |

Job Summary

This position is responsible for providing strategic leadership and managing clerical and professional staff for the administration processes and member servicing of the Faculty Pension Plan (FPP), the Supplemental Plan (SUPFAC) and Employee Benefit Plan (EBP). Manages the integrity of the Pension Administration System (PAS) and MAVIS account valuation system and recommends program system changes and enhancements. Responsible for answering enquiries from members, other UBC departments, and the Plan's service providers, as required. Leading and managing a team and fostering a collaborative environment to ensure that the Plan administration is efficient and effective with member service being the key focus.

Organizational Status

This position reports to the Senior Operations Manager. The position leads and manages the members of the FPP team which includes clerical and professional positions. Builds partnerships with other departmental professionals in Accounting and Finance, IT and Communications as well with other University departments, such as Financial Services and Health Safety and Environment. Meets with Plan members to discuss issues regarding their accounts. Maintains relationships with the Plan's service providers, such as the custodian, actuary, and third party financial suppliers. Also may have contact with CRA and the BC Pensions Standards Branch.

Work Performed

1. Provides strategic leadership and manages a team of clerical and professional staff which includes recruiting, evaluating, disciplinary action and terminating. Fosters and mentors an environment that supports training and continuous learning and develops and implements annual work plans. Ensures staff are well trained and are pursuing jointly determined developmental objectives. Leads and manages staff in establishing priorities and determining deadlines to manage overall workflow.
2. Provides strategic advice to senior management with respect to best practices and ensures Plans are being managed in accordance with the goals and objectives of the Board.
3. Analyses and makes recommendations to Senior Operations Manager for the need and cost of additional resources to meet strategic goals and objectives.
4. Collaborates with senior management to review, develop and implement pension governance model to ensure the Plans meet specific fiduciary criteria required by various legislations. Networks and communicates regularly with other pension administrators from the industry to ensure best practices are being followed. Facilitates group discussions to achieve required outcomes.
5. Manages monthly, quarterly and yearly administrative schedules with administrative team.
6. Manages the data integrity of the Pension Administration System (PAS). Interprets and analyzes various reports. Makes



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recommendations for system enhancements and determines priorities for efficient operation including identifying and resolving system problems. Provides leadership to staff in regards to changes in government regulations that impact the system. Involved in system projects and enhancements including required system testing.

8. Responsible for developing and documenting procedures relating to the functions of the Plans. Managing the Procedures Manual and leading the team on required operational standards.

9. Develops and implements pension plan year-end schedule. Manages the pension plan year end process with team members. Develops communication strategies with team members and other UBC employees on issues relating to the Plans. Provides leadership and mentorship to staff by being fully knowledgeable on practices relating to eligibility, contributions, member termination or retirement, and government legislation.

10. Conducts individual meetings with members and their spouses to provide guidance relating to issues of retirement planning, retirement income and other retirement benefits as well as guidance on member death or marriage breakdown.

11. Managing member servicing staff's delivery of presentations and seminars to meet member expectations and increase engagement.

12. Managing the Variable Payment Life Annuity (VPLA) Valuation. Interprets and reviews all data and information sent to actuary and oversees the reconciliation of VPLA membership on an annual basis.

13. Manages the compliance and consistency of member communications and records to support the legal and legislative requirements. Authorizes quarterly member statement production. Establishes procedures and guidelines to ensure that members' records meet legal and auditor requirements.

14. Keeps abreast of changes to pension legislation, including the Pension Standards Act and Regulations, and the Income Tax Act and Family Relations Act, as they relate to pensions.

15. Researches, interprets and analyzes changes to legislation to identify areas of the Plan Texts that may be non-compliant or inconsistent. Develops strategies to resolve inconsistencies in consultation with senior management and the Plans' actuaries and consultants.

16. Responsible for managing Supplemental Arrangement Annual Report.

17. Writing communications as required by Senior Operations Manager, Executive Director or Board members.

Supervision Received

Receives guidance from the Senior Operations Manager. May solicit advice, but resolves situations independently and utilizes own judgement and decision making. Given broad latitude to exercise independent judgement in problem solving and in the daily administration of the pension plan.

Supervision Given

Manages and provides leadership and guidance to the FPP's clerical and professional staff.

Consequence of Error/Judgement

The leadership and managerial decision making can have a damaging effect and impact on the reputation of the Pension Office including the team managed by this role, senior leadership and members of the plan.

The managerial responsibilities provided by this role impact members abilities to make critical retirement financial-planning decisions on information provided. Inaccurate information could impact future financial security and may, if not communicated correctly, result in possible lawsuits to the plan.

Management of the FPP database and system tables is critical to calculation of member benefits.

Accuracy of communications and information is required to ensure no major loss.

Financial implications such as fines from CRA and the PBSA.

Accuracy of data provided to Custodian and other financial providers is essential. Incorrect data could result in incorrect



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payments being made from the Plan.

All member information is confidential and staff must be familiar with the Freedom of Information and Protection of Privacy Act of British Columbia. All staff must be constantly aware that no one, including a member's manager, Director, Dean, or spouse is permitted to have access to any information. There is zero tolerance for a conscious breach of confidentiality.

Qualifications

Undergraduate degree in a relevant discipline. Additional courses in pension administration, investments or financial planning are an asset. Minimum of five to seven years of related experience or the equivalent combination of education and experience. Pension experience in a University environment (or with a large employer) or dealing with a multitude of benefit programs for a large group of participants. Proven leadership, team building and management skills. Demonstrated ability to lead a team of clerical and professional staff. Ability to mentor and coach staff, and act as a resource. Ability to coordinate and oversee work processes. Ability to strategize to meet the goals and objectives determined by senior management and the Board. In-depth knowledge of defined contribution plans. Knowledge of all government programs and legislation pertaining to all types of pension plans, including tax legislation and pension legislation. Knowledge of financial markets and investments. A solid foundation in pension plan administration, including administrative and financial analysis. Ability to read and interpret plan documents and government legislation. A solid orientation in computerized administrative systems. Strong computer skills, high level of experience in using a variety of tools, including Word and Excel. Proficient in the use of standard reporting tools used to access information from databases, including MS-Access. Proven communication, interpersonal, problem solving, presentation, oral and written skills. Ability to effectively facilitate groups to achieve appropriate outcome. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to make thoughtful, informed, and thorough decisions. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Must be innovative and results oriented. Ability to exercise tact and discretion and use sound judgement and diplomacy..

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Job Posting

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|------------------------------|------------------------------------|----------------------------------|----------------------|
| Job ID: | 13722 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Research & Facilitation | | |
| Classification Title: | Research&Facilitation, Level A | Business Title: | Research Coordinator |
| Department: | Cellular&PhysiologicalSciences | | |
| Salary: | \$43,809.00 - \$52,592.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | | |
| Job End Date: | 2013-09-16 | Possibility of Extension: | Yes |
| Funding Type: | Grant Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

Job Summary

The incumbent will act as research coordinator to one professor and his research team in the areas of research and teaching. The successful candidate will function primarily as a writer, preparing drafts of manuscripts, grant applications, progress reports for grants, lab animal and lab safety protocols as required. The candidate will also act as liaison with departmental faculty, staff and students, departmental and campus offices, external and foreign agencies, and professional associations, and function as office manager in support of the PI and laboratory, coordinate complex assignments, research, edit and prepare documents, and organize and maintain office systems.

Organizational Status

This position will report to Dr. Timothy Kieffer who is part of the Diabetes Research Group within the Life Sciences Centre. This position will be working closely with, and will report to, Dr. Kieffer of the Department of Cellular & Physiological Sciences. The position will involve liaison between other faculty members within the Diabetes Group and the department, the Faculty of Medicine, Office of Research Services, Financial Services, granting agencies, administrators, lab members, staff and students, as well as national and international professional organizations.

Work Performed

Function I-Writing Composition:

- Develop and disseminate written materials including research reports, articles, web-based content, and grant applications.
- Write, edit, and proofread written materials to ensure they meet scientific publication writing formatting standards.
- Work closely with and provide feedback to research investigators in developing written materials.
- Provide information on appropriate resources to colleagues and assist in the procurement of supporting data.
- Compile and edit information from multiple investigators maintaining stylistic consistency.
- Participate in creative meetings to collaborate on ever-changing projects.
- Initiate concept development for grants, manuscripts, website, and other projects
- Keep up to date with current industry trends regarding scientific writing, marketing, and content development.
- Read scientific literature, analyze scientific and technical content, and write original narrative summarizing the findings on those subjects of research.
- Edit materials including manuscripts, scientific abstracts, book chapters, presentations, proposals and correspondence using appropriate language, format, grammar, and style.



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- Utilize specialty graphic software and internet programs to compile and process materials for grants and fellowship submissions to private, federal and international agencies, in part with collaborators at UBC, other Canadian universities and organizations.
- Coordinate drafts of manuscripts between PI and collaborators (both laboratory members and national and international researchers).
- Identify and research relevant grant opportunities.

Function II-Laboratory Management

- Function as office manager in support of PI and laboratory. Coordinate complex assignments, research, edit and prepare documents, and organize and maintain office systems.
- Incumbent must take responsibility for all office activities and is required to act independently.
- Coordinate special projects including conference organization and program planning.
- Advise faculty and staff on University policies and procedures on varied subjects, and interpret policies and procedures.
- Maintain website updates for the Lab
- Make professional decisions and recommendations on all aspects of the work.
- Work with considerable latitude and independent thinking.
- Other relevant duties as required.

Supervision Received

The position will work under the direction of and report to faculty member, Dr. Timothy Kieffer.

Supervision Given

This position may give supervision to students and research assistants.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. MSc or PhD preferred. Minimum of two years experience or the equivalent combination of education and experience. Previous experience in writing successful funding application(s), editing and formatting accepted manuscripts for publication in peer-reviewed journals. Experience working with UBC financial accounts an asset. Knowledge of quantitative research methodologies is an asset. Ability to communicate effectively verbally. Ability to communicate effectively in writing. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively use Microsoft Office including Word, Excel, PowerPoint and Outlook. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to exercise tact and discretion. Ability and willingness to learn new skills. Ability to work independently with minimal supervision. Ability to work in a team environment.

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Job Posting

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|------------------------------|------------------------------------|----------------------------|------------------|
| Job ID: | 13855 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Research & Facilitation | | |
| Classification Title: | Research&Facilitation, Level A | Business Title: | Research Advisor |
| Department: | Journalism, School of | | |
| Salary: | \$43,809.00 - \$52,592.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-18 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Self Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

Job Summary

In accordance with the established mission, vision and principles, the Research Advisor will assist in program development research and coordination, academic advising assistance to the Program Director, faculty members, lecturers and students of the UBC School of Journalism. Also advises on thesis work including research funding and related grant writing activities. The incumbent is required to have extensive knowledge of procedures and guidelines of graduate programs, research and program development, and operations of the University. Responsible for specific tasks related to obtaining research funding as well as student management

Organizational Status

Reports and receives primary work direction from the Director. Works with faculty, staff, graduate students and representatives from industry, other departments, and other organizations. Provides research facilitation and support for faculty, staff and students. Acts as grant-writer coordinator, program development researcher and coordinator.

Work Performed

- Develop and manage working relationships with organizations from the external community
- Attend meetings to define strategy, goals, and scope of research projects
- Provide input into Investigate potential funding sources
- Generate revenue, equipment, and provide research assistance for projects
- Act as liaison with faculty, students, internal and external university departments and funding agencies or organizations.
- Recruit participants, conduct surveys, and extract data
- Oversee recruitment, registration and records activities for the School.
- Make recommendations to the Admissions Committee for fellowships, scholarships and awards.
- Prepare, compose, edit and proof read documents such as grant applications, contracts, academic proposals, and other forms of communications
- Manage processes such as adjudication of awards and scholarship applications
- Researching, writing and editing publications for faculty and student services related purposes
- Consult with FoGs, the Faculty of Arts, the Curriculum Review Committee and the Senate to ensure all curriculum changes are commensurate with policy and procedure.
- Provide programming and academic assistance to the Program Director, faculty members, lecturers and students of the UBC School



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of Journalism

- Research and advise on program development
- Lead special projects as required.
- Organize and facilitate guest speakers and other special events;
- Additional work as required

Additional guidelines

Use initiative and judgment to assist with the smooth operation of the Master of Journalism Program. Take independent action in performing the majority of work. Apply knowledge of procedures and policies and make decisions based on general guidelines and precedents and in consultation with the director. Exercise judgment and initiative in handling matters of a non-routine nature requiring the interpretation of University, Faculty of Graduate Studies, Faculty of Arts and departmental guidelines, procedures and policies. Maintain confidentiality. Must use extensive initiative in planning workload. Ability to work under pressure and work under tight deadlines.

Typical busy office environment. Work is based on campus, but also involves assisting with events, seminars and workshops on the UBC Campus and Downtown Vancouver. Some evening hours or weekends may be required.

Supervision Received

Works under the general direction of the Director of Journalism and within established policies, procedures and standards. Work reviewed against task objectives and conformity to standards.

Supervision Given

May assign and check work of support staff or students.

Consequence of Error/Judgement

Exercises judgment in work methods for assignments. Responsible for the completion of the task.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree in a relevant discipline preferred Minimum of two years experience or the equivalent combination of education and experience. Must be familiar with graduate programs. Experience in grant-writing, research-writing, and knowledge of or experience in journalism. Ability to maintain accuracy and attention to detail. Ability to accurately create and maintain records. Ability to prepare effective grant applications. Ability to compose correspondence and prepare reports for UBC Public Affairs Ability to communicate effectively verbally and in writing. . Ability to exercise initiative, tact and diplomacy. Ability to analyze problems, identify key information and issues, and effectively resolve. Capable of applying broad knowledge of policies and procedures. Ability to prioritize workload and multi-task to achieve positive outcomes in line with the strategic objectives of the program. Works well under pressure and responds to changing priorities and deadlines. Ability to work effectively independently and in a team environment. Ability to exercise integrity, good judgment, critical problem solving and resourcefulness. Ability to make thoughtful, informed, and thorough decisions. Ability to demonstrate innovative and independent thinking and to take a proactive approach especially when handling non-routine matters. Advanced computer experience required using Windows format in MAC and PC environment. Knowledge of Word for Windows, Excel, Powerpoint, Outlook, Adobe Photoshop or Elements, and some knowledge of basic html programming. Knowledge of database programs at UBC such as the Student Information Services Centre (SISC) and Faculty Services Centre (FSC) required.)

This position is expected to be filled by a previously identified internal candidate and is included here to inform you of its existence at the University



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Staff Job Postings

Job Posting

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|------------------------------|------------------------------------|----------------------------------|-------------------------------|
| Job ID: | 13873 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Research & Facilitation | | |
| Classification Title: | Research&Facilitation, Level A | Business Title: | Research Scientist: MESSENGER |
| Department: | Earth and Ocean Sciences | | |
| Salary: | \$43,809.00 - \$52,592.00 (Annual) | | |
| Full/Part Time: | Part-Time (80%) | | |
| Desired Start Date: | 2012-09-10 | | |
| Job End Date: | 2013-09-09 | Possibility of Extension: | Yes |
| Funding Type: | Grant Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

Job Summary

The role works with data provided from NASA's MESSENGER probe.

Organizational Status

Reports to Dr. Catherine Johnson.

Work Performed

- Data analyses:
 - o download and maintain data archives, produce summary figures,
 - o identify interesting events in magnetic field data, assist with identification of boundaries, cusps, other phenomena in magnetic field data
 - o conduct preliminary analyses of data
- Coordinate weekly data team meetings
- Computer modeling: modify and run existing computer codes for magnetospheric modeling and data analysis
- Assist with preparing, editing, proofing documents such as grant applications, presentations for scientific meetings, manuscripts for publication

Supervision Received

Works under general direction within established policies, procedures and standards. Work reviewed against task objectives and conformity to standards.

Supervision Given

May be required to demonstrate work to students and other employees.

Consequence of Error/Judgement

May result in incorrect interpretation of data.



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Qualifications

Undergraduate degree in a relevant discipline. A PhD in physics, geophysics, planetary physics or astronomy is preferred Minimum of two years experience or the equivalent combination of education and experience. Experience with satellite and or observatory magnetic field data, and active planetary missions is preferred. Computer programming experience in MATLAB as well as C, C++ or fortran. Familiarity with UNIX and scripting. Experience with document preparation in LaTeX and Microsoft Word. Ability to communicate effectively verbally and in writing. Ability to work accurately and precisely under short deadlines, as well as maintaining longer-term projects. Ability to deal effectively with a diversity of people.

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: | 13786 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Research & Facilitation | | |
| Classification Title: | Research&Facilitation, Level B | Business Title: | Research Manager |
| Department: | Microbiology | | |
| Salary: | \$55,187.00 - \$66,252.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-10-01 | | |
| Job End Date: | 2013-09-30 | Possibility of Extension: | Yes |
| Funding Type: | Grant Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-14 | Available Openings: | 1 |

Job Summary

The Research Manager will coordinate, facilitate, and manage all research activity and strategic direction of the Laboratory of Epigenomics and Chromatin Biology in close collaboration with Principle Investigator. He She will be responsible for the development and implementation of research work plans; coordination of sample management and tracking; facilitation and management of the preparation of data for analysis; writing reports and presentations for various stakeholders; assisting in the writing of manuscripts for publication; management of human resources and financial administration; and contributing to the development of future research and programmatic activities.

Organizational Status

- Report to the Principle Investigator.
- Interact closely with the PI and collaborators in research activities (e.g., BC Cancer Agency, faculty and staff at UBC, SFU, UVIC, and other institutions worldwide).
- Interact closely with staff at Canada's Michael Smith Genome Sciences Centre
- Interact with members of relevant UBC departments and facilities, including the Faculty of Science, Office of Research Services and Financial Services.
- Interact with nucleic acid sequencing, robotics and related equipment vendors.

Work Performed

- Develop, coordinate, and implement oversee the production of molecular libraries in a high-throughput automated environment.
- Establish work schedules for Principle Investigator; monitor workflows and report on progress
- Proactively identify and overcome process bottlenecks and inefficiencies
- Develop, implement and enforce standard operating procedures within the laboratory
- Maintenance of Laboratory Information Management System, including sample receipt, tracking and submission.
- Maintenance of laboratory stocks of reagents and mammalian cell cultures
- Order supplies and equipment from various vendors and file related records
- Gather, review and synthesize literature relevant to projects and program of research
- Organize and lead research team meetings
- Act as a liaison for the Laboratory of Epigenomics and Chromatin Biology with external collaborators , facilitate and coordinate related meetings.



The University of British Columbia

Staff Job Postings

- Prepare presentations for scientific, professional and lay meetings
- Assist with writing manuscripts for publications
- Identify staffing needs, draft job descriptions, participate in interviews, recommend the hire and termination of staff in consultation with the PI
- Supervise and provide direction to research staff
- Develop and manage research budgets
- Maintain accurate financial records

The Laboratory of Epigenomics and Chromatin Biology is located in the Centre for High-Throughput Biology and affiliated with Department of Microbiology and Immunology in the Faculty of Science and BC Cancer Agency.

Supervision Received

For the most part the Research Manager will work independently and will receive direction, as necessary, from the Principle Investigator.

Supervision Given

The Research Manager will supervise and provide assistance to support staff, research assistants and graduate students as needed to ensure the project plans are followed in a timely and efficient manner.

Consequence of Error/Judgement

The Research Manager is responsible for coordination and management of all day-to-day activities related to the operation of the Laboratory of Epigenomics and Chromatin Biology. Poor decisions could delay the timely completion of the project or be damaging to the reputation, and cause financial loss to the PI, the University of British Columbia and other institutions affiliated with the project(s). In addition, the impact, if an error occurred, could be misinterpretation of results in information disseminated in publications.

Qualifications

Undergraduate degree in a relevant discipline. Experience in conducting quantitative research in a CAP accredited environment. In depth knowledge of, and experience with, next generation sequencing methodologies and applications. Experience with Laboratory Information Management Systems. Direct experience with Standard Operating Procedures. In depth knowledge of and experience with automated liquid handling platforms. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to troubleshoot failures and exercise sound judgment. Ability to exercise initiative, diplomacy, tact, and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to identify, obtain, and effectively manage organizational resources. Ability to communicate effectively in writing. Ability to communicate effectively verbally. Ability to work in a team environment. Ability to work independently with minimal supervision. Minimum of three years experience or the equivalent combination of education and experience.

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The University of British Columbia

Staff Job Postings

Job Posting

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|------------------------------|------------------------------------|----------------------------|--|
| Job ID: | 13921 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Research & Facilitation | | |
| Classification Title: | Research&Facilitation, Level E | Business Title: | Director, Research Faculty of Medicine |
| Department: | Medicine - Dean's Office | | |
| Salary: | \$67,383.00 - \$84,230.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-10-01 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-15 | Available Openings: | 1 |

Job Summary

The Office of Research in the Faculty of Medicine is central to its academic mission. It provides the administrative support to 5 UBC approved Research Institutes, 12 Research Centers and numerous CFI research programs. It manages the Canada Research Chair program and other grant and award competitions that are run through the Faculty. Its portfolio of research projects includes annual funding of \$292,573,337 which represents 56% of the research funding of the entire university. It additionally supports the Development Office in its outreach to funding agencies and philanthropic donors, an effort that brought in \$50 million in 2012. It provides critical support to new academic faculty. It also provides grant facilitation, seminars on grant writing, and training designed to optimize UBC FoM success in new opportunities. It works within the FoM in building and creating opportunity for international collaborations.

The Director, Research works closely with the Executive Associate Dean, Research. Provides input into vision, leadership, strategic planning and executive level decision making on research administration and faculty development in the Faculty of Medicine and for the development of related policies.

Organizational Status

The Director, Research reports to the Executive Associate Dean, Research and works closely with unit and centre heads, faculty and senior management.

Work Performed

In conjunction with the Executive Associate Dean Research, oversees the conduct and compliance of research in the Faculty of Medicine. The incumbent is responsible for developing and implementing research policies and procedures by providing leadership and strategic direction support and executive level decision making related to the following:

Grant Development Opportunities & Metrics of Research

- Develop and oversee processes for collecting data related to levels of grant funding.
- Obtain and disseminate new and opportunities of funding for research development. This includes development of local, national and international collaborations
- Develop, and oversee tools, policies and procedures, to enhance researchers' ability to obtain funds and manage small and large scale research projects.



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Staff Job Postings

- Expand opportunities to obtain graduate and undergraduate students and post-doctoral training awards through new initiatives.
- Liaise with funding agencies both provincially, nationally and internationally to advise on the development of initiatives to support the establishment of core research platforms and the provision of core research infrastructure in British Columbia.
- With Executive Associate Dean Research work on faculty orientation sessions and fostering the use of grant development services.

Research Policy & Strategy

- Represent the Office of the Executive Associate Dean Research on senior UBC committees, in development related to faculty research and at international, national meetings and collaborative initiatives as needed.
- Understand, interpret, develop and implement recognized ethics policies and procedures as needed.
- Interpret and advance Faculty of Medicine's and UBC's strategic directions, mission, and philosophy.
- Facilitate the coordination of research committees and develop agenda for up-to-date and accurate information exchange on new and existing programs, policies, and procedures within UBC.
- Provides leadership, direction, facilitation of multi-recipient collaborative research opportunities across institutions and research groups (local, provincial, national and international).
- Investigate, sensitive solutions related to ethical conduct and advance potential solutions to the Executive Associate Dean Research.
- Design and implement new initiatives that promote the development and dissemination of scholarly research to key stakeholders
- Responsible for planning, developing and implementing quality control and accountability while monitoring continued compliance of research programs, policies and procedures.
- Develop and enhance comprehensive research policies and procedures across all departments, schools, centres and institutes within the FOM.
- Assess and improve the efficacy of policies and procedures related to faculty and research.
- With Executive Associate Dean Research work with senior research leaders to establish criteria for assessing the effectiveness of Faculty of Medicine research centres, groups and Institutes and ensure that reviews of these entities are completed on a timely basis.
- Liaise interact with senior administrators at UBC, other universities internationally, and granting agencies councils.
- Develop, in consultation with senior research leaders, long and short-term strategies for improving research success, including the development of internal support systems.
- Remain current on trends in health research as these relate to strategic areas of research excellence at UBC.
- Assess and develop training initiatives to support staff and faculty members' professional development and to improve their access to Faculty of Medicine and University services and benefits.

Research Centres & Institutes

- Develop policies and procedures for FoM research centres at the Faculty of Medicine to achieve a consistent and uniform administrative approach
- Ensure that centre reviews, directorship searches and funding models are all timely and well-coordinated.
- Develop and execute administrative procedures activities related to annual research awards.
- Develops relationships with collaborators, research partners, funding agencies, research institutions etc. acts as a liaison and facilitates linkages.
- Work with the office of the Vice President Research & International to ensure that the animal facilities meet appropriate standards and meet the needs of the UBC FoM research community.

Administration

- Manages the day to day operations and work flow of the Research Office.
- Responsible to recruit, train, develop, discipline and terminate staff.
- Oversees all finance related activities.
- Consult with the Director, Facilities, Construction and Utilization (FoM) and the Associate Vice President Academic Planning with respect to research space assignment on the Pt. Grey Campus.

Supervision Received



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Staff Job Postings

Reports to the Executive Associate Dean, Research.

Supervision Given

Supervises the Research team including CUPE 2950 support staff, M&P grant writers and administrative positions.

Consequence of Error/Judgement

As a key player in Research's strategic and leadership team and operating with a high degree of independence and responsibility the Director, Research must exercise superior judgment in all areas and at all times. Errors could result in significant loss of esteem and break down of integrity and credibility of the Faculty and the University.

Decisions influence research productivity, medical school rankings and scholarly research reputation within and outside of UBC.

Errors or incorrect decisions could result in failure to meet faculty and research staff objectives, financial delays for other staff and embarrassment to the Faculty of Medicine and its units.

Qualifications

Post-graduate degree in a relevant discipline or an equivalent professional designation. PhD preferred.

Degree in Science preferred A minimum of 7 years of experience and extensive experience in method development, research, and facility management and ethical and other legal and regulatory requirements. Internationally recognized level of specialist expertise. Experience interacting with Ethics Review Boards, submissions and processes. A thorough understanding of the conduct of research obtained by experience in senior research management positions within a university or research focused agency. A published author and presenter preferred. Demonstrated leader, indicated by experience in research position and training related to leadership and academia. Excellent oral, written, communication and interpersonal skills. Ability to be poised, tactful and articulate when dealing with senior administrators, faculty, students, staff and members of the external community within UBC, the province, nationally and internationally. Ability to travel and interact with individuals from many cultures. Proven track record in leading teams, working effectively with teams as well as working independently. Superior analytical, problem-solving and organizational skills. Combination of working knowledge and experience in conducting research, directing research teams and supporting collaborative, multi-institutional research groups. Works with conflicting demands and independently determines priorities. Respects confidentiality of highly sensitive information.

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Staff Job Postings

Job Posting

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|------------------------------|------------------------------------|----------------------------|------------------------|
| Job ID: | 13918 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Scientific Engineering | | |
| Classification Title: | Scientific Eng., Level B | Business Title: | Analog and RF Engineer |
| Department: | Physics & Astronomy | | |
| Salary: | \$51,099.00 - \$61,343.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-10-01 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Grant Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-09 | Available Openings: | 1 |

Job Summary

Design and test radio frequency electronics for CHIME and high-speed data acquisition electronics for astronomical bolometer cameras.

Organizational Status

The Experimental Cosmology Laboratory in the Department of Physics and Astronomy is engaged in designing and building the Canadian Hydrogen Intensity-Mapping Experiment, CHIME, a novel radio telescope we intend to install at the DRAO in Penticton BC. We also build high speed analog and digital electronics for bolometric cameras which are in operation at the South Pole, in the Chilean Andes and in several stratospheric balloon payloads. This engineer will work on electronics for both of these projects.

The engineer reports to and receives general direction from the director of the laboratory, but is expected to work independently. The engineer will work closely with researchers and other engineers in the laboratory and to coordinate and consult with collaborators around the world.

Work Performed

Responsible for the design, testing, and coordination of manufacture of RF amplifiers and receivers for CHIME and for design and testing of analog electronics for the Multi Channel Electronics. Specific duties include:

- Designing low noise RF amplifiers and feeds which meet the scientific needs of CHIME;
- Designing and testing low noise high speed analog electronics;
- Maintaining design records and documentation;
- Coordinating design revision of the electronics as needed;
- Planning manufacture of CHIME electronics;
- Coordinating design, test and fabrication work with departmental shops and engineers.

Supervision Received

This engineer works independently, with general guidance from the laboratory director.



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Staff Job Postings

They work cooperatively with project scientists at UBC and elsewhere, and with the heads of departmental technical services. Some design decisions are subject to general review.

Supervision Given

Indirectly reviews the work of technicians and junior students assisting on CHIME and the MCE.

Consequence of Error/Judgement

The Engineer exercises professional judgement in electrical design, subject to only general review. The Engineer is expected to take initiative and be articulate in proposing necessary design updates and revision and in reviewing the design work of others.

The CHIME electronics form the basis of a \$15M experiment. Unreliable performance of the electronics can lead to very expensive repairs and serious delays in research results.

Qualifications

Undergraduate degree in Engineering or Applied Science. MSc in Engineering or Physics and some practical experience Minimum of three years experience or the equivalent combination of education and experience. RF and analog circuit design

Antenna design

Skill with astronomical data analysis

Advanced computer literacy.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13876
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level C **Business Title:** Alumni Relations Officer
Department: Alumni Relations
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-04 **Available Openings:** 1

Job Summary

The incumbent will be responsible for:

- Executing regional and volunteer strategies to develop new and foster existing relationships with internal and external communities that advance the mission and vision of the University and Alumni Affairs
- Contributing to the development and implementation of programs and service offerings, identifying volunteer opportunities to engage alumni and building connections to respond to alumni interests that promote an appreciate for the lifelong relationship between UBC and alumni
- Building a depth of knowledge of alumni through research and relationship building to identify engagement opportunities, support alumni programs and services and identify volunteers, advocates and ambassadors
- Cultivating and stewarding relationships with Development and Alumni Engagement colleagues and other campus partners to foster affinity and regional connections between alumni and the University and collaborating with campus partners to engage them in volunteer and branch initiatives and strategic planning
- Strengthening volunteer management resources and infrastructure and model best practices for volunteer leadership to support campus colleagues

Organizational Status

Reports to the Associate Director, Alumni Relations

Works with UBC Deans, faculty and staff involved in Alumni Relations, alumni volunteers, university administration, alumni and development professionals, faculty members, students, and on and-off campus community and organizations as well as other universities, Department of Foreign Affairs staff, Canadian Consulates and High Commission offices, Canadian Associations and the Canadian Education Network.

Work Performed

Relationship Management

- Partner with faculty based colleagues and senior staff to facilitate strategic alumni relationships with internal and external communities to maximize alumni and community engagement and support for the University
- Create new and foster existing partnerships with campus partners to leverage strategic opportunities, forge financial collaborations, and identify other synergistic opportunities to advance shared goals



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- Advise on the communications strategy including social media, web content, TREK magazine submissions, regional newsletters, as well as other avenues to promote alumni activities, communications and contacts.
- Ensure appropriate recognition, acknowledgement and stewardship of alumni volunteers
- Prepare briefing notes, plans and reports, presentations, and meeting and event documents.

Knowledge of Alumni

- Identify and build the knowledge base of alumni leaders in strategically important regions and communities (key markets). Advise the Alumni Affairs management team and other senior administrators as to key alumni with whom they should connect, and support efforts to mobilize alumni to be UBC ambassadors, speakers for events, mentors to students, donors, etc.

Regional and Affinity Program Management

- Collaborate on the implementation of an overarching, comprehensive strategy to engage alumni through regional and affinity branches
- Identify, research and support Leadership Councils in key markets
- Recruit, orient, and mentor regional and affinity volunteers; provide best practice information and guidance; and steward these volunteer relationships
- Build internal and external relationships with volunteers, campus partners, DAE staff, as well as with other universities, Department of Foreign Affairs staff, Canadian Consulates and High Commission offices, and Canadian Associations
- Identify and capitalize on opportunities for increased alumni engagement including partnership activities with campus colleagues
- Develop and implement a plan for greater student and young alumni involvement
- Ensure appropriate recognition, acknowledgement and stewardship of alumni volunteers
- As required, engage as team member at Alumni Affairs on the execution and success of all its alumni programs

Volunteer Strategy

- Ensure volunteer management infrastructure (templates, job descriptions, policies and procedures) is in place to support campus partners and update based on trends in volunteerism
- Assess, partner and ensure recognition strategy is in place for alumni volunteers from personalized to university-wide to high level
- Evaluate current volunteer promotion tools to inform alumni of meaningful engagement opportunities
- Manage recording volunteer data with colleagues and the Links team

Data Mining and Collection

- Develops knowledge of the Links system as an integral member of the Alumni Affairs team
- Maintains accurate alumni profiles and program information in the University's database in a timely, accurate and appropriate manner
- Integrates data collection and data mining into work plan

Supervision Received

Report directly to the Associate Director of Alumni Engagement. Performance goals and expectations will be agreed upon with the Senior Director of Alumni Engagement and the incumbent will undergo regular performance reviews.

Supervision Given

Responsible for managing and advising volunteers. The incumbent may oversee student and research employees. Will draw on shared administrative staff team for support.

Consequence of Error/Judgement

Given that the incumbent will liaise regularly with senior administration, prominent alumni and donors as well as significant friends and partners of the university, the Alumni Relations Officer is expected to exercise judgment, diplomacy and tact in all interactions. Poor judgement could alienate alumni, damage the university's reputation, as well as negatively impact potential



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Staff Job Postings

opportunities to engage alumni as friends, volunteers, and donors.

The incumbent will champion the value of the UBC alumni network among alumni communities and volunteers. S he will help identify emerging leaders, broadly defined, and coach them toward success as alumni volunteer leaders.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Minimum two years experience working with alumni or other constituent of post secondary institution. Experience working in volunteer organizations, program coordination, strategic planning and or public Relations. .

Excellent interpersonal and relationship-building skills. Outstanding verbal and written communication skills. Ability to effectively manage time and to work well under pressure. Excellent attention to detail. Excellent organizational skills. Agility in team environment and in working with a wide range of people. Ability to manage multiple priorities, complex tasks, and to meet deadlines. Creative thinking and problem-solving abilities. Customer service and solutions-oriented. Comfort with consultative process. Solid understanding of university advancement issues and environment preferred. Ability to work respectfully, appropriately and effectively with volunteers essential. Comfort with senior community and university leaders, as well as with prominent alumni. Events management experience an asset. Knowledge of student development theory and practice is an asset. Proficiency with online communication tools and channels . Knowledge of strategic planning process an asset.

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Staff Job Postings

Job Posting

Job ID: 13917
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer, Faculty of Science
Department: Development Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-01
Job End Date: 2014-03-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-09 **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 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 (20-25 annually) at the major gift level; or administering fundraising programs, conducting research, developing strategies and



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Staff Job Postings

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. A degree in commerce, marketing or economics would be an asset. Minimum of three years experience or the equivalent combination of education and 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 work independently while exercising good judgement at all times. Computer experience required; MS Windows environment, Microsoft Office preferred. Experience working with a centralized fundraising system an asset. Strong verbal and written communication skills, both verbal and written. Ability to plan, co-ordinate and supervise the work of others, execute a variety of complex projects, and meet imposed deadlines. The ability to communicate appropriately and effectively with donors, co-workers and other campus departments.

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Staff Job Postings

Job Posting

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|------------------------------|------------------------------------|----------------------------|---------------------------------|
| Job ID: | 13853 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Development Office | | |
| Classification Title: | Development Office, Level D3 | Business Title: | Associate Director, Land & Food |
| Department: | Development Office | | |
| Salary: | \$64,369.00 - \$77,274.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-10-01 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-12 | Available Openings: | 1 |

Job Summary

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

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

Organizational Status

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

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

Contacts: Donors and outside community groups and organizations.

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

Work Performed

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



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these meetings;

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

Supervision Received

The incumbent works under general direction according to broad objectives.

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

Supervision Given

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

Consequence of Error/Judgement

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

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

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

Qualifications

Undergraduate degree in a relevant discipline. Minimum of an undergraduate degree in an applicable discipline; and a graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 5 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience.

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



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Staff Job Postings

Computer experience required; MS Windows environment, Microsoft Office preferred.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13682
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level F **Business Title:** Director of Development, Faculty of Education
Department: Development Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-12 **Available Openings:** 1

How to Apply:

To submit your resume and related information online please go to www.odgersberndtson.ca/en/careers/11055 or for further information please contact Lydia Tay, Barbara Quelch or Brent Cameron in our Vancouver office at 604-685-0261. In order to be considered for this position, please submit your application via the link to the Odgers Berndtson website noted above.

Please note that this position will be posted until the position is filled.

Job Summary

Responsible for overseeing and directing a unit's development program and resource development activities with an average annual goal of between \$1.5-\$5 million; or works directly with senior university administration and manages complex relationship with multi-unit stakeholders. The Director has responsibility to manage, motivate and mentor a team of VP Development and Alumni Engagement staff and coordinate development efforts in all areas of the unit in a collegial and collaborative environment.

Will be responsible for personally raising major gifts in support of funding priorities, or if no direct donor contact, annual targets to be set by workplan goals and objectives. If position has direct donor contact, metrics are included.

Organizational Status

Reports to: Joint reporting to the Dean and to the Executive or Senior Director of Development, Constituency Based Fundraising, or direct reporting to Executive Director.

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

Contacts: Donors and outside community groups and organizations.

Supervises: Associate Directors, Development officers, Development Coordinators and support staff.

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the University;
- Develops a comprehensive, measurable annual operating plan, ensuring unit or faculty goals are met on schedule;



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Staff Job Postings

- 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 (20-25 annually) and coordinates staffing for major gift solicitations by the Dean, faculty and volunteers;
- Develops and manages a portfolio of major gift prospects (75-125) making face-to-face visits (100-150 annually) for the purposes of discovery, cultivation and solicitation strategies for prospects capable of giving \$100,000 and above. Or annual targets to be set by work plan goals and objectives as approved by Executive Director or Senior Director;
- Develops proposals and works with donors to generate gifts for priority projects;
- Ensures that appropriate donor recognition, acknowledgment and stewardship programs are in place;
- Generates donor prospect solicitation materials and correspondence;
- Ensures key components of institutional and unit or faculty based fundraising campaigns are coordinated to promote success by capitalizing on relationships with the corporate community, alumni, foundations and individuals;
- Manages and motivates staff; plans and approves professional development for staff; evaluates and determines staffing requirements; responsible for hiring, training and terminating staff; conducts annual staff evaluations to ensure annual benchmarks and performance goals are achieved;
- 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 Executive Director or Senior Director, CBF.

Supervision Given

Responsible for the supervision and oversight of Associate Directors, Development Officers, Development Coordinators and support staff within the Faculty or Unit.

Consequence of Error/Judgement

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

The position is also critical in advising and ensuring proper interpretation and implementation of academic and fiscal policies for fundraising, senior administrators, and development staff. With responsibility for a program raising up to \$5 million dollars, if inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior university administrators, many 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. Thorough knowledge of the university environment and academic structure is preferred. Requires UBC wide knowledge and understanding of priorities, projects and opportunities. Experience working with a centralized fundraising system an asset. Ability to work independently while exercising good judgement



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at all times. Well-developed analytical and problem-solving skills are required, along with 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. Ability to communicate effectively verbally and in writing. 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 judgement 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.



The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13633
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level G **Business Title:** Director, Corporate and Foundation Relations
Department: Development Office
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-09-21 **Available Openings:** 1

How to Apply:

To submit your resume and related information online please go to www.odgersberndtson.ca/en/careers/11055 or for further information please contact Lydia Tay, Barbara Quelch or Brent Cameron in our Vancouver office at 604-685-0261. In order to be considered for this position, please submit your application via the link to the Odgers Berndtson website noted above.

Please note that this position will be posted until the position is filled.

Job Summary

Manages and implements a Corporation and Foundation Relations program. Identifies new corporate and foundation prospects for donations of \$1,000,000 or more. Cultivates, solicits and recognizes major gifts (\$1,000,000 and over). Works directly with the President, faculty members and senior volunteers, and other units on campus, in coordinating and developing strategies, proposals and solicitations to UBC's major corporate and foundation donors. Ensures good donor relations with UBC as a whole and facilitates corporate and foundations access to various units on campus. Serves as a resource to faculties on major corporate and foundation fund-raising. Manages various fundraising projects and campaigns. Involved in planning and organizing donor-related events. Works with campus to ensure corporate and foundation donor-funded projects are implemented according to agreements with donors.

Organizational Status

Reports directly to the Executive Director of Development.

Work Performed

- manages and coordination of Corporation and Foundation Relations major gift fundraising ensuring ongoing activity, cultivation and solicitation of major donor prospects throughout the year, this includes coordination of CBF and other Major Gifts Units engagement with major Corporate and Foundation accounts;
- liaises with and supports the President of UBC, Vice-President Development and Alumni Engagement, and other senior VP's (Research and Academic) involvement in Corporation and Foundations major gift fundraising;
- liaises with and assists Deans, Campus-based development units, and senior faculty and administrators in development of effective cultivation and solicitation strategies, and where appropriate assist with proposal development, for Corporate and Foundation donors;
- liaises with other administrative units on campus (UILO, Business Development, Research Office, Career Services etc) to



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coordinate and facilitate long-term relationships for UBC with major Corporations and Foundations;

- provides major gifts strategy advice and develops guidelines and processes that facilitates faculties and other UBC units engagement with the Corporate and Foundation Sector;
- works with high-level volunteers to identify prospects and raise funds for the university (corporate CEOs, executives and community leaders);
- works to ensure continuous identification of new prospects for Corporation and Foundations
- develops stewardship plan for Corporations and Foundations to ensure donors are properly recognized for their contributions (e.g., building signs, recognition plaques, etc.);
- liaises with Business Development Unit on strategic alliances, including donor-funded buildings;
- provides major gifts strategy advice and fund-raising service to the faculties; and
- responds to donor enquiries and facilitates donor contact with appropriate staff and units on campus.

Supervision Received

Reports to the Executive Director, Development. Works independently against set objectives. Reports as required.

Supervision Given

Manages a professional staff of approximately 3 individuals. Responsible for hiring, review, discipline and firing of these employees. Plans, organizes and directs the activities of the unit.

Consequence of Error/Judgement

Members of the Corporate and Foundation Relations Unit group are all major community donors and leaders. Special care must be taken to deal with donors appropriately as failure to do so can lead to withdrawal of multi-million dollar donations. Similarly, the consequence of inappropriate donor strategy or solicitation proposal can lead to loss of a potential major donor. The reputation of the university can be seriously damaged through inappropriate actions resulting not only in loss of existing donations and potential future contributions, but also in bad publicity and loss of key volunteers. When managing a project or large donation, accuracy is essential in developing financial plans, particularly for building projects. For example, incorrectly estimating cash flow from donations to a project can lead to significant financing cost to the university if construction proceeds on inaccurate donation expectancies

Qualifications

Undergraduate degree in a relevant discipline. Preferably in Commerce or Business Administration. 9 years relevant experience. Minimum of five years experience in a senior management position or the equivalent combination of education and experience. Minimum nine years experience in Major Gifts fundraising or Planned Giving at a senior level, including five years in a senior managerial capacity. This should include substantial exposure to the non-profit sector or University environment, or a combination thereof. A knowledge of the philanthropic community in British Columbia will be beneficial. Extensive knowledge of and ability to interact with senior level business and community leaders. A background in marketing, fund-raising, group presentations, and personnel management an asset. Specialized knowledge related to major gifts fundraising, preferably in a University environment. A thorough knowledge of capital campaigns. 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 work effectively with donors, professional advisors, faculty and senior administration. Ability to work simultaneously on a variety of complex projects with tight deadlines. Ability to exercise tact and discretion. Ability to exercise sound judgment.

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Job Posting

| | | | |
|------------------------------|------------------------------------|----------------------------|-------------------------------|
| Job ID: | 13656 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Facilities Planning & Engineer | | |
| Classification Title: | Facilities Planning, Level C | Business Title: | Water and Zero Waste Engineer |
| Department: | CampusCommPln-Sustainability | | |
| Salary: | \$67,383.00 - \$84,230.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

Job Summary

This position has responsibility for planning, providing consultation services and professional engineering abilities in supporting the university's goals for achieving zero waste and closed loop water systems. The position is responsible for developing and executing long range resource management plans and supporting existing management structures. The position brings skills and experience related to design for the environment, and integrative engineering solutions.

Organizational Status

The position reports directly to the Director, Operational Sustainability, Campus Sustainability. As with other positions in Campus Sustainability (CS), the engineer will work with senior management, staff, faculty and students across the university to maximize the university's potential to conserve water, reduce and divert waste and to promote integrated approaches to energy, water and waste management. In the context of long range engineering and infrastructure planning, the position will work closely with Campus and Community Planning, Properties Trust, Building Operations and Consultants.

Work Performed

1. Identify, develop and coordinate conservation measures to manage demand and create alignment within existing systems to achieve long term campus goals of zero waste (minimizing, or eliminating, waste throughout its life cycle) and a closed loop water system (eliminating once through uses of water)
2. Provide rigorous technical and financial review of conservation measures for campus zero waste and water conservation plans
3. Research policies, standards and procedures supporting zero waste and closed loop water systems and establish relevant policies and procedures for the UBC Point Grey Campus
4. Provide professional engineering consultation and support for resource conservation initiatives and infrastructure building developments on the UBC campus
5. Research, design, develop, monitor and evaluate resource conservation strategies and technologies for UBC
6. Develop business plans for conservation measures and infrastructure development, pursue relevant strategic partnerships and funding sources
7. Work with stakeholders in relevant units to develop and implement conservation measures related to zero waste and water conservation, both technical and behavioural
8. Manage projects, contracts and consultants (scope, schedule and budget)



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SPECIFIC DUTIES:

1. Policy, Planning, and Reporting

- Research policy and best practices for zero waste and closed loop water systems.
- Provide technical advice on and develop conservation targets for major construction projects
- Manage partnerships with counterparts in C+CP, Building Operations, Utilities and others across campus to prepare and monitor the implementation of zero waste and water conservation plans and policies
- Manage conservation planning related stakeholder and community consultation in collaboration with C+CP's communications and consultation group
- Conduct rigorous technical analyses of plans, studies, engineering drawings, other technical materials including those completed by external contractors
- Develop capital projects for inclusion in long-range plans and annual budgets
- Track, manage and report out on annual basis on water and waste performance and targets (potable water, sewer, operational waste and construction waste). Develop rigorous methodologies for tracking metrics and systems for ensuring high quality data.
- Provide policy advice to the Director, including briefing notes and concept papers
- Other planning and policy duties as assigned.

2. Zero Waste and Closed Loop Water

- Complete long range plans for waste management that reduce waste, increase waste diversion rates and encourage more effective use of existing waste management infrastructure
- Complete long range plans for water management that reduce consumption, and encourage more effective use of existing infrastructure
- Review and recommend waste reduction and water conservation measures that are supportive of the operational and academic goals of UBC
- Provide professional engineering support for the implementation of water and waste management measures and programs
- Identify and rigorously assess innovative technologies and infrastructure that reduce demand for water and materials and increase diversion rates.
- Evaluate capital projects for opportunities for Integrated Resource Management
- Develop business cases and fund raising proposals. Carryout pilot projects and evaluate results
- Provide technical and management support to UBC Utilities in order to provide optimum water conservation performance and identifying water conservation opportunities
- Provide technical and management support to the Building Operations waste management department in order to provide optimum waste reduction and diversion performance and identifying waste reduction opportunities
- Provide technical engineering support to supply management and suppliers and other industrial partners to minimize packaging and other products coming to campus
- Research and develop measures for closed loop water management, including potable water, sewer, irrigation, fire water and storm-water systems and waterway restoration
- Manage initiatives with Student Housing and Hospitality Services and other business units to develop and implement waste management and water conservation initiatives
- Provide technical support to Risk Management Services on the UBC hazardous waste management initiatives
- Work with AMS and GSS to encourage leading edge practices in their facilities
- Build capacity through communication, education and training for the implementation of water and waste management strategies
- Carry out inspections to ensure that water and waste management standards are maintained
- Collaborate with faculty and students on waste related projects to promote integration with operations and advance the academic enterprise
- Other duties as assigned.

Supervision Received

Proposals are reviewed by the Director, Campus Sustainability Office. Progress will be measured through submission of bi-annual reports to the Director, which may ultimately contribute to formal reports submitted to the UBC Executive or Board of Governors. Verbal progress reports and periodic review of assignments tasks will be required. Instructions regarding work program will generally be verbal. Works independently with plans and objectives; work reviewed against work plan outcomes.



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Supervision Given

Manages professionals, consultants, contractors and students

Consequence of Error/Judgement

Given the high profile nature of sustainability the consequences of poor decisions or errors will negatively affect the prestige of the university as it aspires to be a global leader. Decisions made in error can result in significant financial liability to the university. Decisions can affect the environmental conditions in any building 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

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. A University degree in civil, mechanical or chemical engineering, or equivalent related field. Professional Engineer (APEGBC). Masters in Business Administration is an asset. LEED accreditation is an asset. Minimum of six years experience including experience in related technical fields, project coordination and cost control or the equivalent combination of education and experience. Six years experience in design for the environment, integrated waste and resource management, eco-industrial network design or closely related field. An equivalent combination of experience and education will be considered.

Strategic planning, project management, cost control and business case development experience required. 1. Experience in developing and implementing long range engineering and infrastructure plans that include both demand and supply side measures. Experience in developing capital plans and programs.

2. Commercial building design and operation experience.
3. Design and management of waste and water engineering projects
4. Experience with life-cycle analysis, data analysis, and modelling related to solid and liquid waste and water use
5. Experience in developing leading practice integrated solutions in a university or municipal context
6. Ecological literacy (i.e. knowledge of ecosystems services and systems-based thinking)
7. Experience in working with multi-stakeholder groups to facilitate shared understanding and decision making
8. Strong ability to effectively manage project budgets, scope and schedule and personnel
9. Strong organizational, communication, and interpersonal skills
10. Excellent writing skills
11. Excellent data management skills
12. Ability and interest in engaging with the academy to leverage the intellectual assets of the university
13. Excellent modeling skills (Microsoft Excel)
14. Motivated self-starter
15. Professional, ethical, and responsible behaviour.

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Staff Job Postings

Job Posting

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|------------------------------|------------------------------------|----------------------------|-------------------------|
| Job ID: | 12733 (Repost) | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Facilities Planning & Engineer | | |
| Classification Title: | Facilities Planning, Level D | Business Title: | Transportation Engineer |
| Department: | CampusCommPln-Transportation | | |
| Salary: | \$73,448.00 - \$91,809.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

Job Summary

The Transportation Engineer will provide transportation engineering expertise to Campus and Community Planning, as well as allied units. This includes: development and implementation of transportation programs, provision of transportation engineering advice in the development of programs related to transportation infrastructure (e.g. the road network) managed and implemented by other units, and management of transportation related permitting processes for construction and other work at UBC Vancouver. This individual will also work closely with the Associate Director, Infrastructure and Services Planning in ensuring that plans for new infrastructure and facilities at the UBC Vancouver campus address transportation related issues. The Transportation Engineer will contribute to the design, construction and maintenance of infrastructure on campus. In carrying out this position's responsibilities, the incumbent will carry out research, analysis, investigation, conceptual design, evaluation, quality control and will review prepare technical reports and correspondence. The Transportation Engineer will work with the Transportation Planner to develop transportation plans, providing technical data and engineering analysis, and will also participate in a variety of other assignments in coordination with various planning and engineering-allied units (Plant Operations, Utilities, Parking and Campus Security, UBC Properties Trust and Treasury). The Transportation Engineer will work closely with UBC' partners and neighbours, including the University Neighbourhoods Association, MOTI Metro Vancouver, City of Vancouver and TransLink. This position will require work outside regular hours.

Organizational Status

This position reports to the Director, Transportation Planning, in UBC's Campus and Community Planning unit.

Work Performed

- 1) Review traffic and transportation impacts associated with both long-range planning and development proposals on campus. This includes analysis of permit applications, interpretation of multiple and complex policy regulation documents, coordination of multi-stakeholder review, including UBC administrative, academic, campus and community interests, and negotiation of changes with applicants as appropriate.
- 2) Lead or participate, as appropriate, in the development of transportation infrastructure and services plans (from campus wide to specific sub-areas), including options for transit services and facilities on campus, road network plans and designs, and parking supply, utilization and management issues. These are often multi-year programs that require coordination of numerous departments of the University as well as outside agencies, including the Ministry of Transportation and Infrastructure, TransLink and or Coast Mountain Bus, who might have the lead.



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- 3) Working with the transportation planner, provide technical data and engineering analysis to develop, implement and monitor transportation plans and find solutions to issues that might arise during these processes.
- 4) Assist in the development, review and evaluation of plans for roadways, greenways, traffic calming, bike-ways, lighting, signage, and wayfinding.
- 5) Review and evaluate projects for compliance with the University's policies and development standards for physical accessibility to campus buildings and public realm greenways, including bicycle, transit and parking facilities. Participate in the development of solutions to improve compliance.
- 6) Participate in the creation of transportation policies and procedures in lieu of by-laws to address the University's needs for municipal administration.
- 7) Provide technical data and engineering analysis and support related to the implementation of the Main Campus Plan and other land use plans. Act as the department's representative on transportation related infrastructure and services matters on working committees as required.
- 8) Provide technical data and engineering advice regarding the compliance of individual land use development proposals with overarching transportation plans and other relevant statutes and regulations, and develop recommendations and strategies to secure compliance as needed.
- 9) Handle enquiries and provide professional engineering advice to other agencies, applicants, university departments, the campus community and the general public regarding specific applications, application procedures, or approved land use and transportation policies at UBC. Communicate infrastructure planning and implementation policy.
- 10) Conduct research to collect technical data, develop and prepare technical reports and provide engineering analysis and recommendations on various policies, programs and projects, as required to address transportation issues and opportunities.
- 11) Oversee annual transportation counts and preparation of annual transportation reports for UBCV and UBCO.
- 12) Participate in community meetings and open houses to secure input on specific projects as appropriate and or provide transportation engineering expertise at Campus and Community Planning meetings and open houses.
- 13) Perform other duties as required.

Supervision Received

Works with a high degree of independence under the general direction of the Director, Transportation Planning, Campus and Community Planning.

Supervision Given

May supervise several resource people and coordinate several issues at any one time. Will manage the work of consultants. Will undertake field inspections and provide oral and written advice and recommendations. Will also coordinate efforts of department staff as required.

Consequence of Error/Judgement

The Transportation Engineer is responsible for engineering advice related to transportation infrastructure planning and construction activities related to the use and development of the UBC campus lands. The incumbent will influence allocation of funding in certain areas within project budgets of several million dollars. Errors in this work can cause problems of a financial, legal or political nature, which in turn result in cost and time delays during resolution. Recommendations and decisions ensure quality and safety of the campus road network and its links to Ministry of Transportation and Infrastructure and City of Vancouver roadways and the provision of transit services by TransLink.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. A University degree in Civil Engineering and registration as a Professional Engineer with



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the Association of Professional Engineers and Geoscientists of BC. A specialty in transportation engineering is desirable. A minimum of 8 years of experience in related architectural and planning experience including experience with major construction or renovation projects or the equivalent combination of education and experience. Minimum of 8 years related experience including transportation planning and engineering, capital planning, regulatory processes and the ability to develop strategic long-term and short-term plans, preferably within local government or similar organizations. Experience in transportation, improvements in the public realm as well as bicycle, greenway infrastructure, parking, transit facilities, and physical accessibility is preferred. Your comprehensive understanding of civil engineering principles and thorough understanding of sustainable development theory and practice will aid in your effective presentation and written communications skills as well as your ability to collaboratively solve problems with stakeholders. Familiarity with British Columbia's transportation related legislation and regulations and the TransLink planning context would be an asset. Position demands a high degree of versatility. Interpersonal, organizational and analytical skills should be evident. Candidate should have supervisory ability, high degree of judgement and initiative, and skills necessary for handling confidential information. Position requires a strong ability to communicate clearly and concisely orally (including presentations) and in written and electronic formats. Must be able to write technical reports and have a comprehensive understanding of civil engineering principles and have a thorough understanding of sustainable development theory and practice. Ability to work under pressure and meet deadlines is critical.

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

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|------------------------------|-------------------------------------|----------------------------|---|
| Job ID: | 13663 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Facilities Planning & Engineer | | |
| Classification Title: | Facilities Planning, Level G | Business Title: | Associate Director, Infrastructure Planning |
| Department: | Campus&CommunityPlanning | | |
| Salary: | \$95,120.00 - \$118,898.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-04 | Available Openings: | 1 |

Job Summary

The Associate Director, Infrastructure Planning provides civil engineering leadership and expertise for the Vancouver campus. The position is responsible for managing long range planning for roads and utility infrastructure on campus (including water, sewerage, stormwater, electrical and gas infrastructure), for ensuring that engineering requirements for capital projects on campus are identified and addressed appropriately, and for managing a regulatory system that ensures appropriate control of capital projects for safety, appropriate installation and protection of existing works and services.

The position is also responsible for planning of signage, mapping, way-finding and improvements to provide a safer and accessible campus, and regulatory systems that ensure that specific projects comply with university policy and other regulatory requirements.

The position reports to the University Architect, works closely with the senior leadership in Campus and Community Planning, with other university departments, and with external agencies. The position also works with the campus community and broader public as appropriate. Work outside normal hours is required.

Organizational Status

Reports to the University Architect, Campus and Community Planning and supervises the work of others including the Assistant Civil Engineer and Planning Assistant.

Work Performed

- Overseeing and updating the technical engineering models for the utility infrastructure on campus, and the use of these models in developing long range plans for infrastructure improvements required to service growth, and in developing engineering requirements for capital projects on campus. Ensuring the integrity and reliability of the data and models is crucial to prudent management of the university's infrastructure and road systems.

- Overseeing and periodically updating long range (20 year), engineering plans and policies for, roads and utilities including water, sanitary sewerage, gas, electrical, and stormwater. This includes identification of capital projects required to service growth and to address cyclical maintenance needs, and include recommendations for funding sources.



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- Developing short-term (5 year) capital plans that implement the long range engineering plans. These plans are developed in collaboration with units in Building Operations, Utilities, Sustainability and Transportation Planning. Recommended funding sources are included in these short term capital plans.
- Coordinating the implementation of short term engineering capital plans, and reporting out on progress.
- Collaborating with UBC's Sustainability and Transportation Planning groups in their various initiatives to develop more sustainable policies, practices and infrastructure on campus.
- Developing the minor capital plans for wayfinding, exterior accessibility, lighting and safety and managing implementation of these plans. Direct project management is generally rare as UBC has project management groups that provide such services.
- Providing civil engineering advice to UBC units responsible for planning and implementing cycling and accessible routes and infrastructure.
- Providing civil engineering advice to UBC units responsible for maintaining lighting, roads and utilities.
- Providing civil engineering advice, direction and conditions of approval for site selection and development permits for housing, commercial and academic projects on campus, consistent with UBC policies and guidelines. Establishing engineering services requirements for capital projects is a key output of this work.
- Overseeing the management of the Streets and Landscape Permit process, including addressing compliance issues.
- Developing and managing a Signage Permit process and periodically updating the UBC Signage Guidelines.
- Liaising with UBC Building Operations staff to collaborate on the integration of long term planning objectives in maintenance programs and review of Building Permits.

Supervision Received

Works independently under the direction of the University Architect.

Supervision Given

Supervises the work of others including the Assistant Civil Engineer and Planning Assistants as well as consultants and providing advice to allied unit personnel.

Consequence of Error/Judgement

The Associate Director, Infrastructure Planning makes judgments and decisions in regard to future needs of the campus, as well as responding to immediate needs or problems. The position is critical to the lands, infrastructure and buildings development process. The consequences of decisions or failure of vigilance could result in increased facility life cycle costs, requirements for unplanned repairs or expansions, and risks to human safety through poor design. Reputational risks for the university also may result from poor engineering planning.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. Candidate must be a registered, or readily eligible, member of the Association of Professional Engineers and Geoscientists of British Columbia. A minimum of 11 years experience and in the discipline or the equivalent combination of education and experience. with a civil engineering and engineering planning background including:



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Experience in a municipal, institutional, public sector or complex organization.

Utility modeling management experience.

Capital planning experience, and capital plan implementation experience.

Working knowledge of regulatory processes and issues and experience with compliance management.

Supplementary knowledge and skills in financial planning, asset management and project management.

Strategic thinking with the ability to conceptualize and manage the planning process for infrastructure systems, and to analyze and evaluate data for developing solutions to complex problems.

Experience working with interdisciplinary teams, and with members of the public.

Ability to develop strategic long-term and short-term plans; and to achieve consensus on priorities within those plans.

Ability to work independently, to organize work programs and set priorities for team members.

Effective judgment with the ability to make decisions and take actions that moves issues to closure.

Ability to be flexible and adaptable to meet constantly changing priorities and deadlines.

Innovative, creative, future oriented with a commitment to improving approaches and procedures.

Strong sense of accountability for the effective utilization of UBC's resources.

An effective communicator, able to develop and impart the vision and strategy of UBC's campus infrastructure.

An effective leader where the fostering of individual efforts, the co-ordination of a complex range of human and other resources and the encouragement of cross-functional collaboration are critical to success.

Ability to establish and maintain positive and productive relationships with a broad range of stakeholders including professional and construction bodies, volunteers, consultants, as well as campus students, faculty and staff.

Effective presentation and written and oral communication skills; ability to synthesize issues and convey ideas succinctly and with clarity.

Ability to draft and prepare detailed and complex correspondence, briefing documents, reports and proposals.

Ability to solve problems collaboratively and manage conflicts effectively.

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: 13882
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C **Business Title:** Aboriginal Admissions Officer
Department: Institute of Aboriginal Health
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-09-24
Job End Date: 2013-09-27
Funding Type: Grant Funded
Other:
Date Closed: 2012-09-05 **Available Openings:** 1

Job Summary

Works in collaborative alliances with UBC Admissions, faculty, Aboriginal committees and communities, provincial non-government organizations, provincial and federal government organizations and others based at partner universities and organizations. Responsible for conducting a scan to evaluate Aboriginal enrollment in health programs in UBC faculties, schools and departments. Responsible for designing and implementing recruitment strategies to increase enrollment of Aboriginal students in the health programs. The model developed through this process will be shared with UBCO, UVic, UNBC and TRU.

Organizational Status

Reports to the Director of the IAH and consults regularly with members of the IAH team.

Work Performed

Conduct an assessment of the health & human services programs to determine what they have already accomplished toward the establishment of an Aboriginal admissions policy.
Identify one person in each program that can 'champion' Aboriginal admissions as well as a community member who can support the admissions development process.
Determine how many students are currently enrolled in each health program and how many have graduated.
Conduct a scan of the admissions policy of each health and human services program.
Review the recruitment strategies and support processes that have been effective within the Medical School admissions program and advise other health programs of these strategies.
Assist each program with the design of their Aboriginal admission policy by developing an Aboriginal Student recruitment plan.
Provide assistance and support for each program with the implementation of their plan as required.
Review the curriculum of each faculty and determine the degree of cultural competency, identify curriculum needs and recommend development strategies.
Develop academic supports for the ISSHA Aboriginal Student Association.
Engage and support ISSHA Aboriginal Student Association to bring students together for support, networking and financial information.
Collaborate with the recently created e-mentoring program at UBC (jointly sponsored by the IAH) to connect Aboriginal students with e-mentor role models.
Provide support for the 'Blossoming Connections' bridging program.



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Supervision Received

The candidate will work with some latitude under general administrative direction and will receive feedback in a team environment.

The candidate will be responsible for completion of assigned tasks and reports to the IAH Director. Work is reviewed against task objectives to assess validity of recommendations for research and community development.

Supervision Given

May assign work, check the work of, and be responsible for the supervision of students and or other support staff participating in program development and delivery.

Consequence of Error/Judgement

Will set the direction for assigned IAH Aboriginal admissions initiatives. The quality, integrity and accuracy of the IAH programs in Aboriginal communities are critical to the IAH. The candidate is accountable for developing relationships at a leadership level across communities, provincial organizations and government. Inaccurate, ineffective or inappropriate communications may seriously affect the image and reputation of the IAH, individual faculty or UBC as a whole, as well as have serious implications for strategic partnerships and ongoing funding.

Qualifications

Undergraduate degree in a relevant discipline. A minimum of a Masters Degree in education, anthropology, health or biological science related field with specialization in Aboriginal people. Minimum of three years experience or the equivalent combination of education and experience. Two years experience in Aboriginal education and community development or a combination of education and field related experience. Preference will be given to candidates of Aboriginal lineage. Demonstrated knowledge of health, education and social issues in Aboriginal communities. Excellent interpersonal skills and ability to work successfully with a wide range of groups and individuals, including community groups, educators, the public sector and multiple levels of government. Excellent academic writing and presentation skills. Ability to teach and mentor others. Demonstrated understanding of established and acceptable research principles and guidelines for Aboriginal communities. Ability to understand, interpret and use maps in knowledge dissemination and community development. Excellent written and spoken communication skills, statistical software experience and intermediate word and Excel skills. Self-motivated and ability to work well with minimal supervision. Ability to compile information, evaluate, interpret and extract possible avenues for discussion of solutions as well as maintain accuracy and attention to detail.

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



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Staff Job Postings

Job Posting

| | | | |
|------------------------------|------------------------------------|----------------------------|--|
| Job ID: | 13894 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Student Management | | |
| Classification Title: | Student Management, Level D | Business Title: | Intern'tl Student Recruiter/Advisor, Asia & Europe |
| Department: | Intern'l Student Initiative | | |
| Salary: | \$55,187.00 - \$66,252.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-17 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-06 | Available Openings: | 1 |

Job Summary

To provide effective recruiting and advising services to international (visa) students and Canadian students schooled outside of Canada on behalf of the University, with the goal of encouraging well-qualified students to seek admission to the University's undergraduate degree programs. Advises students with international credentials concerning University admission criteria and specific program requirements for admission. Plans and executes a wide range of recruiting and advising services in a variety of education, community, and professional settings in Asia and Europe, and in other regions, as assigned. May also provide recruitment and advising services to international students applying to UBC from the secondary and post-secondary system and language schools in BC and other Canadian provinces.

Organizational Status

Reports to the Director, Regional Recruitment for Asia and Europe on an overall strategic basis and to the Coordinator, Regional Recruitment for Asia and Europe on an operational basis. Works collaboratively with members of other ISI recruitment teams and ISI staff at both UBC's Okanagan and Vancouver campuses. Works closely and collaboratively with academic advisors and other faculty or staff involved with international students in the Faculties, within Enrolment Services and other student service units on both campuses to support the recruitment, advising, admission and transition to UBC of an increased number of international undergraduate students.

Work Performed

Recruiting and Advising Services

1. Plans, organizes and conducts visits to secondary schools and colleges in the region assigned, to meet with counselors and advise prospective undergraduate students. May involve meeting with prospective visiting students or students intending to transfer to UBC from other post-secondary institutions. Carries out research on new schools to target and conducts international recruiting and advising activities in a well-organized and professional manner. Exercises initiative, diplomacy, tact, resourcefulness and sound judgement when representing the University, particularly in settings that are distant from UBC.
2. Prepares and delivers effective presentations to groups large and small, proficiently using multi-media materials and other collateral to support public presentations. Plans and delivers effective group advising sessions in a variety of settings, focusing on studying at UBC in particular but may also present more generally about studying in Canada. Delivers presentations as



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scheduled for the Campus Tour program and participates as assigned in the planning and delivery of other On-Campus Recruitment Activities targeted to international students and their families or visiting counselors.

3. Plans, organizes and conducts special events such as Counselor Breakfast Dinner Events and Applicant Information Sessions or other types of yield events overseas or on campus, as required. In this regard, may liaise with consular or trade commissioners at Canadian Consulates or Embassies abroad. Employs tact and diplomacy in interactions with Canadian Embassy personnel, with parents of prospective students, with counselors and institutional representatives, as well as with faculty and staff at UBC.

4. Conducts appropriate follow-up with contacts made with counselors and prospective students during these visits. Evaluates the outcomes of various recruiting activities, preparing reports and making recommendations for changes or improvements to the Coordinator, Regional Recruitment. Reports to the Asia and Europe senior leadership team on any changes that may be affecting various countries' educational systems, reports on market trends, knowledge of competitors' activities, and identifies other emerging international education opportunities for UBC in the region visited.

5. Advises prospective international students, school counselors, and others on current academic program opportunities at the University, on admission requirements, prerequisite studies required for certain programs, English language proficiency requirements, international student tuition fees, and Canadian study permit requirements. Provides information on housing and other student services available to international students at UBC. Advising takes place outside of Canada at secondary schools, at colleges for college transfer students, or at selected education fairs, as well as with individual students and their parents visiting the UBC campus. Advising also takes place through telephone, electronic mail and web-based correspondence with students, their families and counselors. Exercises cross-cultural sensitivity and intercultural skills when advising prospective students with different linguistic and cultural backgrounds.

6. Applies in-depth knowledge and understanding of complex requirements and admissions policies, as well as knowledge of foreign credentials, international documentation and different countries' educational systems, in responding appropriately to inquiries. Provides students seeking admission to the University with preliminary advice on the likely admissibility or non-admissibility to their choice of program, based on the student's current level of schooling and course work. Dealing with the latter requires tact, cultural sensitivity and discretion, and includes offering students who do not currently meet UBC admission criteria advice on what they can do to prepare themselves academically for future admission to the University. Conducts follow-up on prospective international students as appropriate.

7. Conducts a preliminary assessment of an applicants' English language proficiency on the basis of the applicants' background and advises applicants on all of the acceptable ways to demonstrate their English language proficiency for admission to UBC. Requires knowledge of international English language proficiency tests and the minimum test scores acceptable to UBC.

8. Participates in the planning and provision of pre-arrival, on-arrival and other transition support services for newly admitted international students, including providing students with registration support and advising on course selection, housing applications, and other matters pertaining to their transition to UBC. Liaises with the faculties and with advisors within International Student Development in providing this transitional support.

9. Provides input and feedback to the Prospective Student Marketing, Communication, and Social Media (PSMCSM) team in the development of promotional print and multimedia materials used for recruitment and advising purposes in Asia and Europe, and engages students in various social media platforms with direction from the PSMCSM team. Identifies key messages or approaches that would be most salient to a particular region or market segment within the region.

10. Participates in interactive on-line sessions and other types of virtual meetings with prospective students, applicants and newly admitted students to encourage their interest in UBC.

11. Works proficiently with the Student Information System, the Client Relationship Management system and other data management systems to obtain information on the status of a student's inquiry or application for advising purposes. Works proficiently with the ezRecruit CRM system to plan school visits, record data obtained from schools, run reports, and communicate with prospects and applicants. Works closely with the leadership of the Asia and Europe team to mine data on the progress and origin of applications,



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and to monitor the yield rates by school and region in terms of applications, eligibilities and registrants.

12. May participate in the hiring, training and supervision of student assistants, clerical support staff, and of associate recruiter advisors (entry level positions). May assist in the training of other new International Student Recruiter Advisors who join the regional team.

13. Undertakes other recruitment, advising and program development activities as required, in keeping with the terms of the position. May represent the unit on cross-unit projects or on other University committees as assigned.

14. Adheres to UBC's policies, particularly UBC's Travel Policy, and policies on safeguarding security of data and electronic devices; adheres to Freedom of Information and Privacy policies with regard to student advising. Exercises sound judgement and follows departmental protocols for travel safety and communication with the home office when abroad, and stewards the University's property and resources responsibly in carrying out recruitment and advising services when at home and on overseas assignments.

Supervision Received

Works independently without direct supervision but within established guidelines, in close consultation with the Coordinator, Regional Recruitment. Works closely and cooperatively with the other recruiter advisors assigned to the team, as well as with other staff in the ISI and within the University to meet the goals and objectives of the International Student Initiative. Position is subject to annual performance reviews.

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. A sound knowledge of University admission criteria, services and resources for international students. Knowledge of major international secondary educational systems would be an asset, including British patterned, US, IB, the Chinese secondary school system and other systems. Minimum of four years experience or the equivalent combination of education and experience. A marketing or public relations background would be an asset. International experience required. Experience in event planning would be an asset. Experience using UBC's in-house Student Information System, or experience using similar management information systems. Demonstrated ability to communicate effectively orally and in writing. Ability to communicate in one of the major



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languages used in Europe or Asia required. Fluency in Mandarin and or Cantonese or Hindi preferred. Demonstrated ability to perform effectively in public-speaking roles. Excellent interpersonal and diplomacy skills as well as strong intercultural skills. Demonstrated ability to work effectively as a member of a team. Ability to take initiative and exercise sound judgement and resourcefulness. Proficiency in using Excel, Outlook, and other standard office software required. Ability to travel extensively internationally is required. Possession of a valid BC Driver's License and access to a car. Preference given in the selection of candidates to Canadian citizens or permanent residents of Canada.

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: | 13820 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Management&Professional (AAPS) | | |
| Job Category: | Student Management | | |
| Classification Title: | Student Management, Level E | Business Title: | Manager, Safety Abroad |
| Department: | Go Global: Internl Lrng Prog | | |
| Salary: | \$59,602.00 - \$71,550.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-10-15 | Ongoing: | Yes |
| Job End Date: | | | |
| Funding Type: | Budget Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-08 | Available Openings: | 1 |

Job Summary

UBC Students have the opportunity to undertake study, research, service learning and work abroad as part of their degree experience. Go Global, provides international learning programs for UBC and partner organization students and supports faculty-led and student-initiated learning abroad activity at UBC. Go Global develops and manages partnerships with post-secondary institutions, non-government agencies and communities to provide these opportunities.

The Manager, Safety and Learning Abroad is responsible for the development and implementation of policy, procedure and programs that promote safety and transformative learning abroad; minimizing the risks associated with the university's out-of-country student activities while enriching the educational experience of students. The Manager provides guidance and expertise to programs, faculty, staff and students and advises the Director and key university stakeholders of regions and or countries that are considered high risk, making recommendations regarding the appropriateness of related activities as needed. The Manager works to ensure the effective dissemination of information to the university community and the implementation of best practice that engenders international learning opportunities consistent with UBC vision and mission. The Manager is also responsible for the offering of high quality Group Study opportunities to UBC students. The Manager also provides oversight and direction to a team of 4 CUPE staff members which work across both Go Global and International Student Development. The Manager is a key member of the Go Global management team providing leadership to staff and supporting the strategic work of the unit led by the Director.

Office at International House. Evening and weekend work, and international travel may be required.

Must carry the emergency cell phone at all times when on call. (Must participate in a rotation to be the emergency on call contact.) Ability to work evenings and weekends when needed essential.

Organizational Status

The Manager, Safety and Learning Abroad is a member of Go Global, a unit in Student Development and Services and a member of the cross-functional team within Student Development and Services. Reporting to the Director, Go Global, the incumbent will interact closely and frequently with UBC Faculty and students, partner organization representatives, other Go Global and VP Students staff, as well as administrative contacts with various international and governmental agencies and some contact with the university's legal counsel and office of risk management.

Work Performed



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Student Safety Abroad:

- Implement university policy and procedures in the area of safety abroad for university-sponsored out-of-country learning activities
- Liaise with units (e.g. departments, programs, student organizations) that sponsor out-of-country student programs and provide assistance and advice on managing risk associated with international activities.
- Advises faculty, staff and students as needed on the safety and learning aspects when planning and engaging in international learning that may be impacted by particular circumstances (disability, sexual orientation, gender, religion, ethnicity, etc.) and the location of the program.
- Reports to Director and key stake holders (e.g. department heads, legal, risk management) concerns regarding compliance with safety abroad policy and procedures.
- Ensures that all safety abroad programs and services offered by Go Global are evaluated annually with feedback from key stakeholders
- Oversees the maintenance of the safety abroad database and ensures training and support to staff faculty updating program information; promote the use of the database amongst various divisions
- Advises Director, Go Global on development of innovative safety abroad service practise and research
- Oversee the planning and coordination of all Student Safety Abroad pre-departure sessions and ensures on-going support, including out-of-country assistance, for students participating in university sponsored out-of-country activities.
- Identify areas where new learning support and new modes of learning support may be required and works with the Go Global Advising and Management team to lead provide this training.
- Advises Director, Go Global on development of innovative learning abroad practise and research

Learning Abroad Programs

- Implements in collaboration with Go Global management team, a program framework including partnership, design, implementation and assessment for group study and emerging international learning programs (student internships, clinical placements, practica, graduate research)
- Advises faculty members and others on the design, development and maintenance of group study and learning abroad programs.
- Coordinates and convenes an advisory committee to review group study program applications and provide feedback to applicants.
- Coordinates opportunities for faculty to share best practices with regard to the design and implementation of group study programs.
- Manages the administration of fees, awards and budgets related to Group Study Programs.
- Creates and implements administrative processes to record planning processes related to the group study program.
- Works with Go Global staff to ensure service to students and appropriate implementation of programs.
- Supervises the Group Study Program Coordinator in the overall implementation of Group Study Programs.

Risk Assessment:

- Implement a risk assessment tool to assist students, staff and faculty members to determine the level of risk involved in studying and or working at a specific location.
- Review safety and learning abroad planning records and make recommendations to activity sponsors regarding appropriateness of out-of-country activities and strategies to minimize risk and increase reflective learning potential for students.
- Report to Director and key stakeholders any activity that is deemed unmanageable or procedures that appear inconsistent with university practices.
- Advise coordinators of departmentally-based, faculty-led programs or student-initiated projects on safety matters on specific country and or region.
- Advise individual students, where appropriate, on matters relating to safety abroad
- Monitor on a daily basis various travel advisories (the Canadian Department of Foreign Affairs' Travel Reports, the United States' State Department Travel Advisory) and daily newspaper periodicals for reports of natural disasters, political turmoil and potential conflicts (CNN, CBC, BBC)
- Update the Director and key university stakeholders, of any adverse situations potentially affecting UBC students and as appropriate, other members of the university community and makes timely recommendations based on information.



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Emergency Response:

- Develop emergency support services for students abroad and if appropriate, liaise with department or unit that sponsored students' out of country activity. In partnership with UBC Campus Security and Go Global Management team, provides emergency support services and 24 7 on-call emergency support for students.
- Develop an emergency plan outlining appropriate actions in responding to crisis situations abroad. Periodically review procedures and consider best practices in the field or changes in legal requirements.
- Develop and implements a system through which Go Global Advisors, where appropriate, can provide on-going support to students via email, phone and in person and record emergency situations for regular review.
- Develop a system for and ensure maintenance of out-of-country Critical Incident Reports and as necessary, review risk management strategies pertaining to activity (or similar activities).
- Make recommendations to activity sponsors and report inconsistencies to Director and key stake holders
- In the event of a crisis abroad, inform and assist the critical incident response team, providing on-site support as deemed necessary by the incumbent.

Program Management and Supervision:

- Develop and implement safety abroad and group study program operational goals as part of Go Global strategic and operational plan
- Develop and monitor safety and group study program procedures and learning support as part of Go Global procedures
- Create and oversee program budget; create financial reports; provide annual program reporting
- Continue to oversee continued integration of International Student Development and Go Global administrative teams into one coordinated support team.
- Provide guidance and direction on the evolution of service practices and philosophy for the coordinated support team including finding opportunities for efficiencies and streamlining of process.
- Supervision of a Program Coordinator who works across both ISD and GG providing daily supervision to the administrative team.

Supervision Received

Works under the general supervision of the Director Go Global. Reports to Director.

Supervision Given

Provides direction to Advising and support staff with respect to safety and learning abroad programs and services. Direct supervision of 1) Group Study Program Coordinator and 2) Program Coordinator for our administrative team and 3) student staff assigned to portfolio. Provides occasional supervision to 4 CUPE staff in absence of Program Coordinator.

Consequence of Error/Judgement

The incumbent is required to exercise a high degree of judgement and initiative identifying issues and areas of concern for related to safety and learning abroad. Has access to information of a highly confidential and personal nature, including but not limited to, individual students' health issues. Professional standards of confidentiality, privacy and discretion must be maintained at all times. Deals with the safety of students abroad and assists departments and divisions in risk assessments where an error can result in serious injury or death to students, staff and faculty members.

The incumbent is required to exercise a high degree of judgement and initiative in incorporating reflective learning into the safety abroad program. Consequences of error can mean that students are ill-prepared for their out-of-country experiences and ill-equipped to manage the multiple challenges they may face. Incorrect decisions could negatively impact the academic programs of students, UBC relations with community and partner organizations and could negatively impact UBC's public profile on a local, national and international level.

Qualifications



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Undergraduate degree in a relevant discipline. Masters degree preferred. Minimum of five years experience or the equivalent combination of education and experience. Preferably experience in a study abroad or in an international office. Experience in working with university policy and regulations governing study abroad. Knowledge of current laws and best practices as pertaining to international activities essential. Expertise in designing and delivering educational workshops, experience in using web-based interfaces and databases and Master's degree are preferred. Ability to communicate effectively verbally and in writing. Strong customer service skills. Demonstrated ability and tact in working with senior administrators (both UBC and partner organizations). Strong diplomacy skills. Ability to prioritize work, deal with multiple demands with time-sensitive pressure, and work under constant pressure and stress. Demonstrated proactive approach to program implementation and problem solving. Demonstrated commitment to optimization of work efficiency and rationalization of procedures. Effective team player. Proven ability to exercise sound judgment. Proven ability to deal with matters of extreme sensitivity and confidentiality.

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

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|------------------------------|-------------------------------|----------------------------------|-------------------------|
| Job ID: | 13907 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Other Staff | | |
| Job Category: | Other (Misc.) Staff | | |
| Classification Title: | Recreation Instructor | Business Title: | GRASP Project Assistant |
| Department: | Physical Therapy | | |
| Salary: | | | |
| Full/Part Time: | Part-Time | | |
| Desired Start Date: | 2012-11-01 | | |
| Job End Date: | 2013-05-31 | Possibility of Extension: | Yes |
| Funding Type: | Grant Funded | | |
| Other: | Sessional | | |
| Date Closed: | 2012-09-06 | Available Openings: | 1 |

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

Job Summary

This position is a 0.2 FTE position.

Candidate will help develop learning tools of an evidence-based self-directed upper extremity exercise program for people living with stroke (Graded Repetitive Arm Supplementary Program [GRASP]).

The candidate will need to have knowledge of stroke rehabilitation. He/she will be working with people who have had a stroke and will teach stroke clients and their families the GRASP program. He/she will take pictures/video filming of individuals demonstrating the exercises in rehabilitation centres and the community.

Organizational Status

The candidate will work at stroke sub-acute inpatient rehabilitation unit in BC. He/she will help develop training videos and other materials which will be accessible on a public web-site for clinicians, stroke recovery groups, as well as individual consumers.

Work Performed

The candidate will need to have knowledge of stroke rehabilitation and will help develop:

- 1) A plain language instruction manual which outlines how to determine whether a stroke patient would benefit from the program, how to administer and progress the program.
- 2) GRASP book for the person living with stroke (pictures of individuals demonstrating the exercises) and training videos which illustrate the program with patients.

Supervision Received

The candidate will be supervised by Dr. Janice Eng, professor, Department of Physical Therapy.



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Supervision Given

Candidate will teach stroke clients and their families the GRASP program and will take pictures video filming of individuals demonstrating the exercises in rehabilitation centres and the community.

Consequence of Error/Judgement

As the candidate will be working with people who have had a stroke and may have dementia, may be non-ambulatory, may have limited extremity functions, and may be impulsive, the candidate must be able to supervise safely, spot the patient appropriately, and teach stroke clients how to perform rehabilitation exercises (GRASP program) according to their functional levels. Inappropriate judgment could result in an adverse effect to the stroke client (shoulder pain, fall, fracture, etc.).

Inappropriate instructions communications could result in stroke clients and their families becoming frustrated, angry or seeking compensation.

Qualifications

A university degree in Physical Therapy or Occupational Therapy. Candidate must have prior clinical experience in stroke rehabilitation, particularly with sub-acute stroke, including stroke assessment, mobilizing non-ambulatory and ambulatory patients, understanding the pathology of stroke, and working with stroke patients with dementia. They must have prior experience in working and communicating with a multidisciplinary team.

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Job Posting

Job ID: 13912
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Laboratory Assistant **Business Title:** Laboratory Assistant
Department: Biomedical Research Centre
Salary: \$29,875.00 - \$31,709.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-10
Job End Date: 2013-09-09
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-09-09 **Available Openings:** 1

Job Summary

Primarily responsible for collecting, cleaning, autoclaving cages and their components in The Biomedical Research Centre Transgenic Unit. May be required to work weekends and statutory holidays.

Organizational Status

Reports directly to Manager.

Work Performed

Responsible for performing the following tasks in the morning:

- Load autoclave and keep it running at all times
- Change gown in clean room
- Collect all garbage from bins
- Change foot bath for the clean room
- Sweep all holding rooms
- Make up quarantine and bio-bubble cages if needed
- Collect, dump, rinse, wash, make up autoclave cages

Responsible for the following tasks in the afternoon:

- Sweep holding rooms and mop hallways daily
- Tidy up cage washing room
- Sweep the clean room
- Empty trash
- Make sure bottle cart is full, including bottle tops
- Place a clean rack near the door of the clean room
- Sweep any bedding that may be in the autoclave chamber

Once a week:

- Put laundry through the autoclave
- Wash the walls of the rooms, hallways, dirty and clean room



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Staff Job Postings

- Clean the filter in the bedding disposal unit (vacuum)
- Clean the filter in the cage washer
- Collect laundry for pick up
- Replace tacky mats if needed

Once a month:

- Check filters in the holding rooms
- Change the filter of bedding disposal unit
- Descale cage washer

Other duties may include:

- Collect biohazard, sharp and plastic waste
- Keep paper towel stocked
- Inform Manager when supplies need to be ordered
- Change light bulbs as required
- Operate gamma cell as required
- Other related duties as directed by Manager

Supervision Received

Works under the direction of Manager. Routine duties are carried out and only require general supervision.

Supervision Given

Not applicable

Consequence of Error/Judgement

All work is routine and set out with written oral guidelines to follow. The supervisor handles any problems or questions. Errors may lead to delays in the completion of a project or wasting of time and resources.

Qualifications

High School graduation or an equivalent combination of education and experience. . Ability to follow and carry out written and oral instructions. Required to pass University and Chemical Safety Course. No experience required, on the job training provided.

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: | 13914 | | |
| 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: | Biomedical Research Centre | | |
| Salary: | \$36,122.00 - \$37,889.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-09-10 | | |
| Job End Date: | 2013-09-09 | Possibility of Extension: | Yes |
| Funding Type: | Funded by Multiple Sources | | |
| Other: | | | |
| Date Closed: | 2012-09-09 | Available Openings: | 1 |

Job Summary

To work within The Biomedical Research Centre's specific pathogen free animal unit monitoring the health status of animals and participating in daily routines of animal husbandry, cleaning and sterilization.

Organizational Status

Reports to the Manager and works closely with other members of the animal unit.

Work Performed

Duties include:

- Animal husbandry - ensuring food and water for the lab animals
- Operates cage washer, autoclave, generator, bedding disposal unit, bottle washer and gamma cell irradiator
- Animal husbandry in the BRC Biobubble containment facility as required
- Cleans and disinfects cages, rooms and equipment daily
- Receives and stocks food, bedding and cleaning chemicals
- Performs other related duties as required

Supervision Received

Operates independently, checking with supervisor when animal welfare is in question.

Supervision Given

May provide training and instruction to seasonal staff as required.

Consequence of Error/Judgement

Incorrect euthanasia techniques will result in animal suffering. Failure to input correct data into the database will result in incorrect stock and breeder records. Failure to complete required cleaning and sterilizing protocols will result in contamination of the unit which will delay research results and publications.



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Staff Job Postings

Qualifications

High School graduation. Animal Health Technology diploma preferred but not required Minimum of 1 year of related experience or the equivalent combination of education and experience. Minimum of two years of practical related experience. Experience in an animal research facility, hospital environment or veterinary clinic would be an asset, as would CALAS certification (ARLAT). Previous animal handling husbandry experience an asset. Have the ability to work with lab mice with no known allergies to fur-bearing animals. Computer experience required. Ability to lift 20kg bags of food or bedding. Effective oral and written communication, interpersonal, organizational skills required; ability to prioritize, multitask, and work effectively under time pressure; ability to maintain accuracy and attention to detail; ability to work both independently and with a team environment. Required to work a flexible schedule, stat holidays, including evenings and weekends.

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Staff Job Postings

Job Posting

Job ID: 13892
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Animal Care Services
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-10
Job End Date: 2013-08-27
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-09-05 **Available Openings:** 1

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This position will be responsible for providing: skilled technical services and assistance; and daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of the 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; the incumbent will also provide skilled technical services and assistance and Interact with technical staff, UBC researchers, and veterinarians.

Duties include:

- Maintaining breeding colonies (under general supervision)
- Performing minor surgeries and techniques, including:
 - Tissue and organ collection, e.g. ear notching, organ collection in necropsy,
 - Blood collection
 - Surgical implantations, e.g. Microchip implantation
 - Tumour implantations, e.g. Cancer cell injection
 - Injections
 - Embryo manipulations, e.g. pipette work, Transferring eggs for preservation implantation
 - Vessel cannulation , e.g. placing a catheter
- Performing laboratory techniques such as media preparation, cell culture, and hormone preparation as required
- Surgical assistance: e.g. anesthetic induction, maintenance, recovery, preparation of surgical instruments, preparing an animal



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for surgery such as clipping fur and monitoring animal during surgery

- Identify, report and treat sick animals
- Demonstrating and explaining T2 duties and tasks
- Assisting CDM Staff and Users
- 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
- 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

Receives instructions during orientation, on subsequent new assignments, on changes in procedures, and on unusual problems or matters which are not covered under established SOP's and policies. Carries out familiar duties and responsibilities under general supervision.

Supervision Given

The incumbent may distribute work assignments to employees at lower classification levels and initiate new employees into routines, procedures, and operation of equipment. They will be expected to share expert technical knowledge and occasionally teach 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, however there is room for innovative thinking to improve upon existing protocols and provide input into the direction of the project. CDM Tech 2's are expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion; new or unusual problems would be referred to supervisor. Incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study.

Qualifications

High School graduation. Minimum of 2 years related experience or the equivalent combination of education and experience. AHT or VT Preferred. Knowledge in the Canadian Council on Animal Care Guidelines mandatory. CALAS Registered Laboratory Animal Technician (RLAT or ARLAT) level certification preferred. Experience in an animal care facility required. 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



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Staff Job Postings

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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Staff Job Postings

Job Posting

Job ID: 13903
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Michael Smith Labs
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-09-10
Job End Date: 2012-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-09-06 **Available Openings:** 1

Job Summary

Conduct experiments based on lab protocols, record experimental results, observations and procedural modifications. Specially, perform molecular cloning, protein purification, enzyme kinetics and antibiotic susceptibility test of Metallo-beta-lactamase. This position is part-time (50%).

Organizational Status

Upward relationship with supervisor as well as liaisons with faculty, laboratory manager, staff, postdoctoral fellows and graduate students in the laboratory.

Work Performed

- Conduct experiments based on prepared protocols.
- Record experimental results, observations and procedural modifications.
- Set up sequential experiments after discussions with supervisors.
- Maintain a clean and orderly work environment.
- Utilize existing protocols relating to DNA manipulation, restriction enzyme digestions, gene expression, polymerase chain reaction (PCR), and DNA sequencing.
- Perform antibiotic susceptibility test of MBLs
- Use a variety of equipment (liquid handling robot, autoclave, electrophoresis apparatus, etc).
- Organize experimental data to databases.
- Perform other related tasks.

Supervision Received

Receives instruction during orientation and on subsequent new assignments either with Postdoctoral Fellow or project leaders.

Supervision Given

None.



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Consequence of Error/Judgement

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

Qualifications

High School graduation. Minimum of 2 years related experience or the equivalent combination of education and experience. BSc. (equivalent) or higher is preferred. Knowledge of computers and Microsoft Word, Excel. Experience with DNA sequence software (e.g. VNTI, KaleidaGraph or similar program) an asset.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13925
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2 (Rheumatology)
Department: Paediatrics
Salary: \$ 19.55 - \$ 21.42 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-09-16
Job End Date: 2013-09-15
Funding Type: Grant Funded
Other:
Date Closed: 2012-09-10 **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 will assist with the research activities of the Division of Rheumatology, Department of Pediatrics.

The Research Assistant will work in a shared office space in the Division of Rheumatology, Ambulatory Care Building, BC Children's Hospital (Rm K4-134). Desktop computer and telephone access available. Flexibility in work hours may be required.

Organizational Status

The incumbent will report directly to the Division Head and Research Coordinator (for overall function) and to individual investigators within the Division (for specific research studies). Furthermore, the Research Assistant will work alongside all Division members, including physicians, allied health professionals, research staff, computer programming specialist and statistician, clinical drug trials nurse, post-graduate students working on specific projects, and divisional clerical support staff.

The Research Assistant will also work with contacts internal and external to the University. These contacts include individuals who are working in equivalent research positions either in the institution or in other institutions who are research collaborators, patients and parents of patients involved in research studies.

Work Performed

-Assists with the research activities of the Division of Rheumatology, Department of Pediatrics. Research projects include local and collaborative (national or international) longitudinal outcome studies of childhood rheumatic diseases and translational research studies.

-Assists with conducting or running experiments or research work by performing specific assigned tasks, such as, administering forms or questionnaires and recording and or coding data.

-Ensures accurate and timely data collection. This may involve participation in the clinical setting to screen and recruit subjects (children and parents), collect and enter baseline and follow-up data from subjects and physicians.

-Assists in analyzing and interpreting research data by performing tasks, such as, assembly, compilation and summary of statistical and other data.

-Assists individual investigators to implement new studies in the Division, including drafting documents for ethics applications.



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- May distribute work assignments to employees at lower classification levels and initiate new employees into routines and procedures.
- Other related duties as required.

Supervision Received

The individual reports to the Division Head and Research Coordinator directly, and to the individual investigators within the Division for specific projects. Daily direct supervision will be provided by the Research Coordinator.

Supervision Given

None.

Consequence of Error/Judgement

Accuracy, timeliness, and sound judgment are required to maximize effectiveness of the research program. The individual will work within well defined guidelines and procedures, but exercises judgment in establishing priorities and carrying tasks through to completion. A high level of comfort working with a large and diverse team including physicians, nurses, allied health personnel, trainees, and clerical staff is required. New and unusual problematic situations are referred to the Research Coordinator.

Qualifications

High School graduation. Bachelor's degree in health discipline (i.e. nursing, physical therapy, occupational therapy, psychology, pharmacy) preferred. Knowledge of medical terminology an asset Minimum of 2 years related experience or the equivalent combination of education and experience. Experience working with parents and children in a clinical research setting preferred. Excellent oral and written communication, interpersonal, and organizational skills. Strong computer skills, including word processing and excel. Reliability and ability to follow and carry out written and verbal instructions. Ability to maintain accuracy and attention to detail. Ability to work independently and to participate in a collegial manner with a clinical team. Ability to work on multiple tasks simultaneously. Ability to work with people from diverse backgrounds and to exercise tact, discretion and confidentiality.

All positions in the Department of Paediatrics 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: 13923
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ctr-Molecular Med&Therapeutics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-24
Job End Date: 2013-09-23
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2012-09-14 **Available Openings:** 1

Job Summary

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

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

Organizational Status

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

Work Performed

- Maintenance of animal quality assurance programs as mandated by the mouse facility and UBC
- Following standard operating procedures for breeding of genetically modified strains
- Maintenance of genetic breeding schemes to provide quality assured animals
- Strict computerized record-keeping of a database of experiments and results
- Molecular biology techniques such as PCR
- Setting up natural and timed pregnancy matings
- Checking for plugs
- Weaning mice and collecting ear samples
- Harvesting mouse tissues and embryos (fresh and fixed)
- Staining and taking photos of harvested tissues
- Injections - intraperitoneal (IP), subcutaneous, temporal vein
- Packing and shipping mice
- Perform literature searches and keep up with current literature in the field
- Weekend work as required
- Presentation of results at, and participation in, weekly lab meetings; and
- Other related duties such as chemical solution preparation, lab chores, and ordering, will be required.

Supervision Received



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

Supervision Given

The position has no supervisory responsibility.

Consequence of Error/Judgement

The work follows well established protocols and techniques. The position does not require significant innovative analysis. Errors may impact the health and quality of the animals bred and may cause delay and confuse work progress and analysis by others.

Qualifications

High School graduation. Undergraduate degree in a relevant discipline plus a minimum of two years of relevant experience in laboratory research. Strong understanding of genetics, both molecular and whole animal is essential. Experience working with a mouse colony is an asset. Ability to effectively manage multiple tasks and priorities is essential. Ability to work effectively, independently or in a team environment is critical. Effective oral and written communication and organizational skills as well as the ability to plan and complete work assignments is important. Computer experience required Minimum of 2 years related experience or the equivalent combination of education and experience. Experience working with a mouse colony an asset. Ability to effectively manage multiple tasks and priorities. Ability to work effectively independently and in a team environment. Effective oral and written communication. Ability to prioritize and work effectively under pressure to meet deadlines. Effective organizational skills as well as the ability to plan and complete work assignments. Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel)

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Staff Job Postings

Job Posting

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|------------------------------|------------------------------------|----------------------------------|----------------------|
| Job ID: | 13905 | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Technicians & Research Assists | | |
| Job Category: | Research/Technical - Non Union | | |
| Classification Title: | Research Asst/Tech 2 | Business Title: | Research Asst/Tech 2 |
| Department: | Physical Therapy | | |
| Salary: | \$38,116.00 - \$41,769.00 (Annual) | | |
| Full/Part Time: | Part-Time (60%) | | |
| Desired Start Date: | 2012-09-01 | | |
| Job End Date: | 2012-12-31 | Possibility of Extension: | Yes |
| Funding Type: | Grant Funded | | |
| Other: | Sessional | | |
| Date Closed: | 2012-09-06 | Available Openings: | 1 |

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

Job Summary

To support ongoing laboratory and clinical investigations for research involving rehabilitation. The employee will assist in research (recruiting, data collection and analysis) sponsored under the UBC Department of Physical Therapy, but undertaken at the Rehab Research Lab at the GF Strong Rehab Centre. Research will involve the investigation of rehabilitation and movement studies in people with physical disabilities. Under general supervision, the employee will undertake a number of research-related tasks. May oversee and direct the work of workstudy students. The employee must be able to coordinate multiple tasks and schedule work to meet ongoing requirements.

Organizational Status

Reports directly to the faculty researcher.

Work Performed

Assists with conducting or running experiments or research work by performing specific assigned tasks, such as, administering forms or questionnaires and recording and or coding data or observations and identifying and conducting routine procedures.

Assists in analyzing and interpreting experiment results or research data by performing tasks, such as summary of statistical data.

Utilizing standard techniques and protocols performs various research related and technical tasks.

Operates, maintains and troubleshoots problems with standard biomechanical equipment.

May distribute work assignments to workstudy students and initiate new employees into routines, procedures and operation of equipment.

Supervision Received

Works under general supervision in carrying out familiar phases of duties and responsibilities; receives instructions during



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orientation and on subsequent new assignments or changes in procedures.

Supervision Given

May distribute work assignments to employees at lower classification levels and initiate new employees into routines, procedures and operation of equipment.

Consequence of Error/Judgement

Failure to schedule work appropriately or maintain lab functions could result in delay in the research project.

Qualifications

High School graduation. Some additional training in a related field (kinesiology, biomedical science) Minimum of 2 years related experience or the equivalent combination of education and experience. Works within well defined guidelines and procedures, but exercises judgment in establishing priorities and carrying tasks through to completion; new or unusual problems are referred to supervisor.

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The University of British Columbia

Staff Job Postings

Job Posting

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|------------------------------|--------------------------------|----------------------------------|----------------------|
| Job ID: | 13915 | | |
| Location: | Vancouver - Hospital Site | | |
| Employment Group: | Technicians & Research Assists | | |
| Job Category: | Research/Technical - Non Union | | |
| Classification Title: | Research Asst/Tech 3 | Business Title: | Research Asst/Tech 3 |
| Department: | Psychiatry | | |
| Salary: | \$ 20.61 - \$ 22.48 (Hourly) | | |
| Full/Part Time: | Part-Time | | |
| Desired Start Date: | 2012-09-16 | | |
| Job End Date: | 2013-09-15 | Possibility of Extension: | Yes |
| Funding Type: | Grant Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-09 | Available Openings: | 1 |

Job Summary

This position performs medical chart reviews and conducts neuropsychiatric interviews, administers cognitive tasks, intelligence measures, runs functional magnetic resonance imaging (fMRI) and magnetoencephalography (MEG) sessions, sometimes with mentally ill patients, for studies related to diagnoses of major depressive disorder, bipolar disorder and psychotic disorders such as schizophrenia, schizoaffective disorder and bipolar disorder as well as healthy volunteers from the community. Additionally, this position requires data coding and data entry into Excel and SPSS datasets, managing on-line studies, manual editing, and lab maintenance at the BC Mental Health & Addictions Research Institute (BCMhARI) and UBC site. The research involves the collection and analysis of data, including functional brain imaging results, cognitive psychology and symptom ratings on patient and healthy populations to better understand the symptoms of psychosis.

This position is based out of the BC Mental Health & Addictions Research Institute, 3rd Floor, 938 W. 28th Avenue, and UBC.

The data collection will take place in the Department of Psychiatry UBC, High Field Imaging Laboratory at UBC, and the Child and Family Research Imaging Facility (CFRIF) at Women's and Children's Hospital, and various community agencies. Data processing (data entry and analysis) will be carried out at BCMhARI or UBC. Transportation within the Metro Vancouver Region is required for this position.

Organizational Status

This position works as part of Dr. Todd Woodward's research team. The position reports to and is supervised by the lab Research Coordinator and indirectly by the Principal Investigator (Dr. Woodward)

The position works with patients, other research staff. Liaises with mental health practitioners and technologists in the High Field Imaging Laboratory at UBC and Women's and Children's Hospital for data collection purposes.

Work Performed

- o Perform chart reviews to collect data
- o Conduct psychiatric interviews with patients including the Mini International Neuropsychiatric Interview (MINI) and the Signs and Symptoms of Psychotic Illness (SSPI)
- o Administer cognitive task testing with patients including the Wisconsin Card Sorting Task (WCST) and Bias Against



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Staff Job Postings

Disconfirmatory Evidence (BADE)

- o Administer intelligence tests with patients including the Kaufman Brief Intelligence Test (KBIT-2) and the National Adult Reading Test (NART).
- o Administer cognitive tasks using the fMRI with participants with and without psychosis through fMRI Tasks at UBC and Women's and Children's Hospital.
- o Assists Research Coordinator in the recruitment of patients from hospital and community mental health groups to participate in research.
- o Prepare and edit documents and presentations as required by the Principal Investigator and Research Coordinator.
- o Enter data into Excel and SPSS.
- o Conduct research sessions with mentally ill individuals and healthy volunteers from the community to investigate cognitive processes involved in psychosis. Research sessions occur at various locations including UBC Hospital, Vancouver General Hospital, Richmond Mental Health, Mood Disorders Association and Canadian Mental Health Association.
- o Coordinate on-line data collection.
- o Manual editing for software development.
- o Lab maintenance at the BCMHARI and UBC site.

Supervision Received

This position requires independent work and decision making. Moderate supervision is provided by the Research Coordinator with minimal supervision provided by the Principal Investigator.

Supervision Given

This position does not at this time involve supervising other research staff.

Consequence of Error/Judgement

When working with individuals with affected by mental illness and other people participating in research, it is always essential that one exercises good decision making to ensure the safety and security of both the employee and the affected individual. This position requires the ability to make sound decisions regarding situations that may place the employee or their participant in an emotionally, psychologically or physically compromising position.

Moderate level of independent decision making. Work is subject to review by Principal Investigator and or Research Coordinator.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Undergraduate degree in Psychology or a related discipline is preferred Minimum of 3 years related experience or the equivalent combination of education and experience. Experience working in a research setting as well as working with individuals affected by mental illness is preferred. Although training will be provided, education, training and or experience in neuropsychiatry is considered an asset. Prior exposure to cognitive tests and have administered at least one test to an individual.

- Ability to work in a respectful and professional manner with research subjects.
- Exceptional interpersonal communications skills.
- Knowledge of scientific terminology and research methodology
- Proficiency with computer applications such as word processing and spreadsheet software (SPSS, Microsoft Word, Excel), and internet applications and tools.
- Ability to administer and score a variety of psychological, neuropsychiatric and cognitive test instruments.
- Well developed skills in data coding and data entry.
- Experience with data analysis and organization
- Ability to work independently and as a member of a multi-disciplinary research team



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Staff Job Postings

Job Posting

| | | | |
|------------------------------|------------------------------------|----------------------------------|--|
| Job ID: | 13140 (Repost) | | |
| Location: | Vancouver - Point Grey Campus | | |
| Employment Group: | Technicians & Research Assists | | |
| Job Category: | Research/Technical - Non Union | | |
| Classification Title: | Research Asst/Tech 3 | Business Title: | Immunology/Neurobiology Research Asst/Tech 3 |
| Department: | Pathology | | |
| Salary: | \$40,190.00 - \$43,829.00 (Annual) | | |
| Full/Part Time: | Full-Time | | |
| Desired Start Date: | 2012-06-13 | | |
| Job End Date: | 2013-06-12 | Possibility of Extension: | Yes |
| Funding Type: | Grant Funded | | |
| Other: | | | |
| Date Closed: | 2012-09-05 | Available Openings: | 1 |

Job Summary

Short term contract position to perform neuroinflammation-based research in a translational research laboratory. Research focuses on the role of inflammation in disease and repair of the nervous system, including both in vitro systems and animal models of disease.

Organizational Status

The successful applicant will report to the Principal Investigator and may assist in overseeing technical work of students and trainees.

Work Performed

- Plans and performs experiments and summarizes results in reports and lab presentations.
- Assists in writing SOPS lab protocols.
- Assists with equipment, laboratory and supply purchase.
- Maintains colonies of transgenic animals, including colony breeding, screening and management.
- Carries out and oversees procedures involving small rodents including immunization injections, necropsy, blood sampling, and minor surgical procedures involved in animal surgery.
- Provides technical instruction and training for those activities.
- Responsible for implementation and enforcement of laboratory safety rules and procedures.

Supervision Received

The successful applicant will report to the Principal Investigator.

Supervision Given

The successful applicant will assist in training graduate students trainees including instruction in use of lab equipment and procedures and will trouble shoot experiments in their area of expertise.

Consequence of Error/Judgement



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Staff Job Postings

Exercises a considerable amount of responsibility and initiative and judgment in determining work procedures and methods.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Undergraduate degree in a relevant discipline, such as Science, and or diploma in a related discipline or graduation from a technical college or institute preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Extensive experience with cell culture and aseptic technique preferred, preferably involving both isolation and maintenance of rodent primary cultures as well as cell lines. Demonstrated resourcefulness and ability to perform and troubleshoot a wide variety of molecular and cellular biology techniques, including many of the following: RNA DNA isolation, quantitative PCR, transfection, flow cytometry, immunohistochemistry, ELISA, protein isolation and western blotting; understanding of experimental design and assay optimization is important. Willingness to work with small rodents is essential. Able to carry out and oversee procedures involving small rodents including immunization injections, necropsy, blood sampling, and minor surgical procedures involved in animal surgery. The successful candidate will also assist in maintaining colonies of transgenic animals, including colony breeding, screening and management.

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13901
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Populn&PublicHealth,Schoolof
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-09-15
Job End Date: 2012-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-09-06 **Available Openings:** 1

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

Job Summary

CAREX Canada is developing estimates of the number of Canadians exposed to known, probable and possible carcinogens in workplace and community environments. These estimates will provide significant support for targeting exposure reduction strategies and cancer prevention programs. CAREX Canada identifies regional differences and vulnerable populations and is a significant new resource for policy makers and researchers in the area of cancer prevention.

Reporting to the Knowledge Translation Director and the CAREX Executive Director, the Knowledge Translation Assistant assists in developing presentation materials, website and social media components, and outreach resources. Additionally, the Knowledge Translation Assistant is responsible for conducting ongoing media monitoring to identify chemicals of concern for the general public, and for specific CAREX audiences (based on geography or profession).

Organizational Status

This position is in the School of Population and Public Health, which is part of the Faculty of Medicine at the Vancouver Campus at the University of British Columbia.

The Knowledge Translation (KT) Research Assistant will be located in the School of Population and Public Health building on the UBC Point Grey Campus. A workstation will be provided. This position reports directly to the KT Director and indirectly to the Executive Director.

Work Performed

- Research other KT plans targeted at health policy audiences.
- Assist KT Director with development of a KT plan for CAREX and web-tools.
- Identify social media opportunities for KT for CAREX and provide a summary report of social media channel options to KT Director.
- Set up and maintain social media sites, including blog and twitter in accordance with KT mandates and vision.
- Assist with creation of final report for KT plan that will provide guidance to CAREX .
- Identify media sources, RSS feeds of current research, media coverage of carcinogens and set up a media management system to conduct daily media scans.



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Staff Job Postings

- Assist with the production of regular e-newsletter (organizing content and layout).
- Write lay summaries of carcinogen profiles as needed for KT presentations, website and other KT communications.
- Assist with data visualization of CAREX materials for web and print.
- Provide support for qualitative research project to investigate needs of potential web-tool user groups, including material preparation, organizing meeting spaces, recording data and facilitating focus groups.
- Transcribe and assist with analysis of qualitative data from focus groups as well as writing a brief summary of key findings.

Supervision Received

Works under supervision of the KT Director to carrying out familiar phases of duties and responsibilities; receives instructions during orientation and on subsequent new assignments or changes in procedures.

Supervision Given

None.

Consequence of Error/Judgement

Works within well defined guidelines and procedures, but exercises judgement in establishing priorities and carrying tasks through to completion, new or unusual problems are referred to supervisor.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Undergraduate degree in communications or related discipline is required. The incumbent should have prior experience creating or maintaining social media as well as experience working in a research environment Minimum of 3 years related experience or the equivalent combination of education and experience. Work experience in a non-profit or academic environment is an asset, 3-5 years of communications and writing experience or the equivalent combination of skills and experience.

The position also requires a high degree of computer literacy with social media, such as Twitter, Facebook, blogs, and other applications. A working knowledge of other communication software including the Adobe Creative Suite is an asset. Understanding how these applications can be used as knowledge translation tools for scientific research is a must. Familiarity with data visualization is preferred.

The position requires excellent communications skills, including writing and presentations for different purposes, as well as online communications. Research skills required for this position include the ability to conduct online literature searches and a general knowledge of the research process. The incumbent must have the ability to effectively manage multiple tasks and priorities; ability to maintain accuracy and attention to detail; Ability to prioritize and work effectively under pressure to meet deadlines; ability work effectively independently and in a team environment. Ability to communicate effectively verbally and in writing. Ability to use social media and other communication software effectively as a communication tool. Ability to develop and deliver effective presentations and workshops. Ability to prepare clear, concise, and accurate research and technical reports and proposals. Ability to perform research-related procedures (e.g., prepare solutions) Ability to locate required information using a variety of methods (e.g., online information sources, manuals, expert sources). Ability to develop research methodologies and techniques. Ability to effectively use MS Office, Adobe Creative Suite, and data visualization, at an intermediate level. (e.g., Outlook, MS Word, MS Excel)

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The University of British Columbia

Staff Job Postings

Job Posting

Job ID: 13916
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Psychiatry
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-01
Job End Date: 2013-04-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-09-09 **Available Openings:** 1

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

Job Summary

To develop and execute varied and complex technical neuroscience research work requiring formal training and specialized knowledge.

Organizational Status

The research assistant reports to the Research Associate, Dr Natalia Gorelova who reports to the principal investigator, Dr Jeremy Seamans.

Work Performed

- Design, build and modify various complex styles of multi array electrodes
- Develop building procedure for various electrodes
- Design and construct implants to specific dimensions and functional requirements
- Develop and write novel protocol for the use of equipment associated with the building of the electrodes as well as safety procedures
- Operate and maintain specialized equipment used in the building of the electrodes as well as the recording and sorting of cells
- Provides instruction and training to lab members with regard to the process of building electrodes and the use of specialized equipment involved to do this
- Perform surgery on the animals to implant the built arrays
- Responsible for post surgery care of the implanted animals
- Responsible for recording from the implanted animals
- Responsible for sorting cells after recording: The lab does multiple single unit tetrode recordings involving ensembles of over 50 neurons per session. Responsibilities involve sorting gigabytes of raw data in order to determine when individual neurons fire. This involves importing the raw recordings from Neurolynx into 'Offline sorter' and using various procedures (manual clustering, spike template generation, PCA, autocorrelegrams) to determine which spikes are coming from which individual neurons
- Prepare the data for import into Matlab for detailed analysis
- Perform formaldehyde perfusions, slice brains using a cryostat and mount the slices onto slides.
- Generate precise solutions used in slicing tissue and recording cell signaling
- Responsible for tracking inventory purchasing equipment and supplies



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Staff Job Postings

- Other duties as required in keeping with the classification of the position

Supervision Received

Works under the minimum supervision, receiving instruction only on unusual problems.

Supervision Given

None. Does provide some supervision, instruction and training of new students and postdocs in the lab with regards to the electrode building procedure, specialized equipment, and safety procedures.

Consequence of Error/Judgement

This position exercises a considerable amount of judgment, responsibility and initiative in determining work procedures and methods, and coordinating the work of the unit.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. An undergraduate degree in psychology or another mental health related field is preferred Minimum of 4 years of related experience or the equivalent combination of education and experience. Ability to work autonomously within a team environment.

Familiar with designing and building arrays of electrodes

Experience with animal surgery, testing and resulting care

Ability to perform technical skills such as slicing and mounting rodent brains on slides

Experience with collecting, sorting and submitting data.

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