



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:01-OCT-2012

PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE

THE UNIVERSITY OF BRITISH COLUMBIA

APPLICATION INSTRUCTIONS

All career opportunities can be accessed at: www.hr.ubc.ca/careers

INTERNAL APPLICANTS

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

EXTERNAL APPLICANTS

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

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

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

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

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

VIEW OUR CAREER OPPORTUNITIES WEEKLY

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

VIEW YOUR APPLICATION STATUS

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

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

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

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



Job Posting

Job ID: 14113
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Coord I **Business Title:** Disability Resource Centre Program Advisor
Department: UBCO-Disability Resource Ctr
Salary: \$ 25.20 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22
Job End Date: 2013-06-16
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-06 **Available Openings:** 1

Job Summary

The DRC program advisor is responsible for coordinating and managing the implementation of approved academic accommodations for students with disabilities. This includes the supervision of invigilators, captionists and student staff. The incumbent is responsible for ensuring a consistent and high level of customer service for the department, financial processing reporting and providing first response for a complex department. The DRC program advisor supervises a team of front line staff that is implementing academic accommodations for registered students of the DRC.

Organizational Status

The DRC program advisor reports to the DRC Coordinator in the AVP Students portfolio. The incumbent works independently under the general supervision of the DRC Coordinator and or Associate Director of Student Development and Advising. The DRC program advisor interacts regularly with all members of the AVP Students portfolio, faculty and university members, departmental advisors, and student personnel elsewhere on campus.

Work Performed

- Manages and Coordinates a team of staff including invigilators, note-takers, transcribers, tutors and student staff to manage and implement a broad range of approved academic accommodations for students with disabilities.
- Manages and coordinates a team to operate the accommodated exam process according to university policy and procedure. This includes providing a seamless and respectful experience for a variety of stakeholders including faculty, students and staff.
- Informs prospective and current students on adaptive technology and universal design. The advisor is able to provide workshops and presentations on adaptive technology, physical accessibility on campus, and available government financial resources for students with disabilities.
- Manages the DRC student employment experience program including event promotion, community collaboration, development of procedures in accordance with UBC



The University of British Columbia

Staff Job Postings

guidelines and policy, and addressing any service concerns with clients. Identifies need for temporary staff, determines requires skills and abilities; trains temporary staff and work-study students.

- Provides one on one training to students with disability to effectively use adaptive software and equipment supplied by the DRC.
- Consults with Government program representatives regarding funding for adaptive services to meet student's needs. Acts as a referring agent to financial aid programs and assists students with the purchase or loan of adaptive services.
- Tracks and monitors budget expenditures related to accommodations according to parameters set by the Associate Director
- Develops and initiates evaluations to gather feedback from students on various aspects of the program and identifies and communicates student concerns to the DRC coordinator and Associate Director of Student Development and Advising.
- Assists in the implementation of the departmental communication plan, maintaining accurate and current content on the DRC website and ensuring department promotional material is consistent and cost effective.
- Coordinates and assists with unit programs and projects, information orientation events, and plans and executes high-profile special events.
- May be assigned by the Director to represent the department on University committees and in the community.
- Other duties as required.

Supervision Received

The DRC advisor must make independent decisions regarding exams, alternate format, note-taking and adaptive technology. The incumbent reports directly to the DRC Coordinator and or Director of Student Development and Advising.

Supervision Given

Hires, trains, coordinates and provides direct supervision to approximately 25 invigilators and scribes who hold staff appointments as well as 2 staff captionists and 60 student note-takers and tutors.

Consequence of Error/Judgement

Incumbent will be required to deal with unique situations requiring sound judgment, knowledge of and sensitivity to disability issues. The ability for the incumbent to understand and work within guidelines for confidentiality is extremely important. Decisions require thorough knowledge of procedures , policies and regulations and the ability to interpret and apply them to the work unit. All information must be accurate and provided in a respectful, timely and supportive way. Failure to provide service that meets these standards may create hardships for students with disabilities seeking academic concessions and has the potential to incur a human rights complaint against the institution.

Qualifications

University degree or equivalent combination of experience and education. Three (3) years experience accommodating students with



disabilities and working with adaptive technology, preferably in a university setting, including one (1) year supervisory experience. Strong customer service skills are essential including communication skills, demonstrated empathy, and the ability to maintain composure when dealing with difficult people. Exceptional written and oral communication skills. Excellent analytical and problem-solving skills. Excellent time management and organizational skills. Good decision-making abilities. Ability to exercise tact, diplomacy, confidentiality and discretion. Ability to work independently with initiative, and effectively within a team environment. Ability to handle stress within a multifaceted work environment. Knowledge of legislation and policies affecting accommodating students with disabilities in a post secondary environment. Familiarity with adaptive technology and technical aids. Excellent computer skills including office programs, use of the internet, etc. Knowledge of the SIS SISC an asset.

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



Job Posting

Job ID: 14130
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116 (Cler/Sec/Bookstore)
Job Category: Clerical, CUPE 116
Classification Title: Clerk 2 **Business Title:** Clerk 2
Department: Athletics and Recreation
Salary: \$35,928.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-10-08 **Available Openings:** 1

Job Summary

This position provides clerical support to the Aquatic Centre administration staff as well as reception duties in the Aquatic Centre Administration Office. The position works out of the Aquatic Centre.

Organizational Status

Reports to the Aquatic Centre Manager, works with the Aquatic Centre Administrative Staff, interacts with all Aquatic Centre staff.

Work Performed

Sets up and types a variety of documents, excel spreadsheets and reports.
Responsible for assisting with the entering of payroll for the Aquatic Centre.
Collects on outstanding payments for the Aquatic Centre.
Collects and reconciles daily cash deposits for approval by manager.
Routine tabulation of data and posting into record books, verifying calculations, and sorts and assembles and files materials within accordance with established systems.
Participates in the formulation and implementation of new work procedures and forms.
Performing office specific related tasks such as filing, ordering paper or supplies, checking inventory.
Assists with the distribution of marketing and other materials around campus.
Answers general verbal and written enquires about the Aquatic Centre.
Assists with the processing and entry of a program or rental into Class software.
May distribute work assignments to employees at a lower classification.
Acts as a cashier when required and provides coverage in the cashier booth as necessary.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Carries out familiar phases of work under general supervision. Receives detailed instructions during orientation and on subsequent new assignments or changes in procedures.



The University of British Columbia

Staff Job Postings

Supervision Given

None

Consequence of Error/Judgement

Works under general supervision. Work is performed in accordance with established procedures and accepted practices involving freedom to select which methods are applicable in any given situation. Exercising some judgment in establishing priorities and carrying out task through to completion.

Job tasks are generally standardized with ability to choose action within limits defined by standard accepted data, information and procedures. Organization of work to accomplish goals is expected. Any situations that arise that might require judgment calls will be reported to the managing editor for direction.

Qualifications

High School graduation. Minimum of 2 years related experience or Training in basic office procedures and practices. the equivalent combination of education and experience. University degree an asset. Strong computers skills are essential including working knowledge of Microsoft Office Suite. Knowledge of Class is preferential but not necessary. Knowledge of the operations of an Aquatic Centre an asset.

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



Job Posting

Job ID: 14084
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Second Cook-Food Services **Business Title:** Second Cook - Baker
Department: Food Services
Salary: \$ 17.13 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-10-08 **Available Openings:** 2

Job Summary

Positions in this classification cook, bake and prepare products in accordance with a menu plan production list and assume responsibility for an assigned area of meal preparation in a high volume commercial kitchen for restaurant dining & catering.

Organizational Status

Reports to Commissary Cook, First Cook, Unit Supervisor or Manager.

Work Performed

Cooks and or prepares main courses, salads, sandwich plates, pastry items, desserts, sweet & savory baking, specialty desserts, breads and other items on a large scale and as per production requirements & established menu plans.

Assumes responsibility for a specific area (bakery) of food production as required by the unit, delegating tasks to assistant cooks and food service workers as required.

Executes recipes including reading, understanding, & following instructions.

Assesses and ensures quality and consistency of finished product prior to shipping out. Specifically, evaluates product, assesses whether it needs correction and or seasoning, and implements measures to ensure appropriateness of completed products.

Executes sophisticated recipes for menu plans that include West Coast cuisine & other ethnic cookery to meet the service standards of the department

Maintains high standards of sanitation and safety, ensures work is performed in compliance with Food Safe guidelines, UBC policy and UBC Food Services safety guidelines. Including organizing and cleaning kitchen, bakery and equipment.

Recommends food inventory levels and assists with maintaining inventory.

Relieves responsibilities of other food service workers as operationally required as well as provides direction to food service personnel on assembly preparation of food products.



The University of British Columbia

Staff Job Postings

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

Supervision Received

Works under general supervision of Commissary Cook, First Cook, Unit Supervisor or Manager. Works independently as required.

Supervision Given

May delegate work to assistant cooks and other food service workers as required.

Consequence of Error/Judgement

Decisions relate to the sequence of food preparation; errors may result in minor delays or impact to food quality and quantity.

Qualifications

Certificate in cooking from a recognized cooking institution and Food Safe Level 1 Certificate. Certificate in Baking and Pastry from a recognized cooking institution. Experience in a high volume bakery, scratch baking experience, cakes, cake decoration and traditional and contemporary desserts 2 years relevant experience or the equivalent combination of education and experience.

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



Job Posting

Job ID: 14137
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: General Worker (Heavy)-F/S **Business Title:** General Worker (Heavy)-Point Grill/LTK
Department: Food Services
Salary: \$ 15.62 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-10-09 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-10-08 **Available Openings:** 2

Job Summary

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

Organizational Status

Reports to unit Manager or Supervisor.

Work Performed

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

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

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

Recommends food inventory levels and calls in approved orders.

Busses tables.

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

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

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

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

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

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

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



The University of British Columbia

Staff Job Postings

Supervision Received

Works under general supervision and independently as required.

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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



Job Posting

Job ID: 14122
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: 2012-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-08 **Available Openings:** 2

Part time, day shift positions, Monday to Friday, 7:00 AM to Noon.

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



The University of British Columbia

Staff Job Postings

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

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

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



Job Posting

Job ID: 14098
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: 2012-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-08 **Available Openings:** 1

Part time, day shift position, Monday to Friday, 7:00AM to Noon.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisor

Work Performed

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



The University of British Columbia

Staff Job Postings

Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

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

Qualifications

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

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



Job Posting

Job ID: 14123
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr7) **Business Title:** Administrative Support 4 (Gr7)
Department: Medicine,Udgrd Ed.(Dean'sOff)
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-04 **Available Openings:** 1

Job Summary

To act as personal and confidential assistant to the Associate Dean, Student Affairs and Assistant Dean, Student Affairs by providing diversified administrative assistance in this role. This position also provides administrative support to the Office of Student Affairs and acts as a liaison with medical students, for student led and faculty events organized by the Office of Student Affairs (OSA).

Organizational Status

Reports directly to the Administrative Director through the Associate and Assistant Deans, Student Affairs. Interacts with Students, Faculty Members, Committee Chairs, Program Staff in the Dean's Office, Faculty of Medicine and other UBC departments and external organizations.

Work Performed

Organizes the calendars for the Asst. Assoc. Deans and acts as personal and confidential assistant to the Associate Dean and Assistant Dean, Student Affairs. Schedules appointments and meetings, recognizing their clinical commitments. Identifies high priority requests and makes decisions accordingly on whether or not to contact the Asst. Assoc. Dean.

Responds to confidential telephone, email and in-person inquiries and provides information of a complex nature. Highly confidential information is handled within this office.

Acts as a point of contact for student led activities by providing information to faculty, staff and students relevant to the event. This may involve communications and organization.

Oversees event planning and coordinates with medical students and faculty for events such as Donor Memorial, Convocation, Spring Gala, etc.

Provides administrative support to the Office of Student Affairs for new and existing initiatives and may be asked to assist other team members during peak times.

Responsible for maintaining and updating the UBC website in consultation with the Student Affairs Coordinator and Associate Assistant Dean for the Office of Student Affairs for core content.

Provides administrative support to the Student Affairs Committee including taking, transcribing and editing minutes.

Sorts and acts on all outgoing materials from the Associate and Assistant Deans.

Composes complex correspondence and assists in the preparation of presentations and reports which contain sensitive and confidential information and material.



The University of British Columbia

Staff Job Postings

Preparation of confirmation of graduation letters and forms for graduates, collects fees, etc.

Assists in typing Dean's Letters of Reference for students as necessary.

Liaises with external organizations and prepares gathers survey materials and reports for various programs including the College of Physicians & Surgeons, Association of Faculties of Medicine of Canada, Association of American Medical Colleges, The National Board of Medical Examiners, other Universities and external bodies agencies.

Verifies enrolment online for National Board of Medical examiners and the National Resident Matching Program.

Updates and maintains the spreadsheet for Examination Accommodations provided by the Access & Diversity Office.

Notifies the College of Physicians & Surgeons of BC of leaves of absences for all medical students.

Makes travel and accommodation arrangements for Associate and Assistant Deans

May be required to participate as an invigilator in the end of term year examinations for all years of the program.

May be asked to serve as backup for Reception and other staff positions as required.

Other duties as required in keeping with the qualifications and requirements of the job

Supervision Received

Works independently with some direction from the Administrative Director and daily work is supervised by the Associate Assistant Deans that this position supports.

Supervision Given

None.

Consequence of Error/Judgement

Impact of error is considerable as incumbent would be dealing with sensitive, highly confidential information as well as material that is widely distributed. Any errors in decision could potentially have repercussions for the Faculty, students and general public and image of the Dean's Office and Faculty as a whole.

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively manage multiple tasks and priorities.

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



Job Posting

Job ID: 14101
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 4 (Gr5) **Business Title:** RTA Admin Support
Department: Research and Trust Accounting
Salary: \$37,956.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-10-01
Job End Date: 2013-09-13 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-10-02 **Available Openings:** 1

Job Summary

Preparing cash receipt forms for funds received from granting agencies and distributing their payments to individual contract and grant accounts. Maintaining and inactivating contract and grant account files administered by Research & Trust Accounting staff. Following up with researchers and administrators on the timely return of documents to Research & Trust Accounting (ie. financial statements, expense transactions). Scanning documents into an electronic format for filing and uploading to RISE database as needed.

Organizational Status

Reports to the Team Leader.

Work Performed

1. Allocate large volume composite deposits from 3 federal funding agencies to individual project accounts (total annual deposit: over \$100 million) and performs related duties including: (a) processing journal posting; (b) maintaining deposit records; (c) resolving deposit discrepancies; and (d) periodically clearing deposits in Research Suspense account.
2. Responsible for completing cash receipt forms for incoming cheques. Deposit cheques as required. Handles research-related cash deposits by correctly identifying projects where money received should be credited to and processes deposits accordingly. Takes steps to follow up with sponsors for deposits which cannot be readily identified and records these unidentified monies. Notify HSBC bank and UBC Treasury when deposit amounts exceed \$350,000 US or CAD.
3. Follow up with UBC researchers & collaborating institutions to ensure timely return of signed financial statements for Tri-Council funded accounts.
4. Assists with processing project account inactivation requests. Related duties include: (a) verification by performing cash budget reconciliation & other steps that may be required to ensure that the conditions for inactivation have been met; and (b) coordinate with departments involved to meet the conditions for inactivation as required.
5. Scan research documents that are to be filed electronically or uploaded to RISE. Maintain record of archived project files & request file retrievals from storage when required.
6. Assists with sending out, collecting, and tracking receipt of documentation for internal and external audits of research accounts.
7. Handle less complex queries from departments & takes necessary action (such as budget cash adjustments) to resolve them.
8. Open, sort and distribute mail to RTA staff.



The University of British Columbia

Staff Job Postings

9. Performs other related duties as required.

Supervision Received

This position reports to a Team Leader.

Supervision Given

N A

Consequence of Error/Judgement

This position's work is performed mostly independently. Errors with cash receipt coding could result in a researcher's account being overspent. Inactivation of the incorrect account could result in the inability to process payroll and other project-related expenses. Delays in processing payments could result in researchers being unable to spend according to their research plans. Delays in distributing mail or following up on financial statements (both internally and externally) could affect the ability of Finance Officers to effectively administer the PGs within their portfolio.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. knowledge of office procedures and practices 3 years of related experience or the equivalent combination of education and experience. Or 6 months relevant UBC experience. . Good organizational, oral and written communication skills. Ability to type 40 w.p.m., maintain accuracy and attention to detail. Completing forms quickly and accurately. Work independently and as a team player.

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



Job Posting

Job ID: 14110
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: Music, School of
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-10 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-03 **Available Openings:** 1

Job Summary

Graduate and Diploma secretary. Provides front-line assistance to current and prospective graduate and diploma students including dissemination of information, processing of applications for admission and fellowships, and assistance in the solving of moderately complex problems. Senior departmental secretary. Undergraduate admissions assistant. Occasional secretarial support to Administrative Manager and back-up to Reception.

Organizational Status

Reports to the Administrative Manager. Interacts with Graduate Advisor, the Manager of Academic Advising, Recruitment & Admissions, Faculty of Graduate Studies staff, Director's Secretary, Concerts Secretary, Receptionist, Clerk, and student assistants.

Work Performed

Graduate Admissions Secretary, assisting the Graduate Advisor in all matters relating to the graduate and diploma programs: inquiries, applications, admissions, scholarships, statistics, student lists, coordination of audition scheduling, maintenance of computer databases and all manual files. Advises students on graduate issues such as admissions requirements, program requirements, registration, graduation and fellowship deadlines. Assists and refers students that are experiencing difficulties. Evaluates transcripts and computes averages. Resolves problems concerning new applications and current and graduating students. Performs award administration duties such as the distribution of application materials, provides information about deadlines, evaluates transcripts, and collects and photocopies completed applications for distribution to School committee for review and ranking. Compiles and publishes the School's annual course guide which includes graduate course offerings. Performs processing duties related to graduation, such as creating checklists for student graduation, and liaising with the Faculty of Graduate Studies to resolve problems. As Senior Secretary to the School, is responsible for all faculty correspondence, ensemble concert programs, class notes, lists, brochures, etc. Responsible for practice room scheduling. Processes all scholarship forms for the School. Coordinates the production of the School's annual student directory. Prepares upcoming student recital listings. Provides assistance to the Manager of Academic Advising, Recruitment & Admissions with the Undergraduate Admissions process. Provides secretarial assistance to the Administration Manager as needed. Responsible for unlocking all classrooms in the Music Building first thing in the morning and changing office voice mail message. Provides reception assistance as required (including coordinating daily room assignments and key sign outs).



The University of British Columbia

Staff Job Postings

Supervision Received

Works independently under minimal supervision. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete recurring assignments independently, and judgement to determine which of many methods are applicable in any given situation. There are a great variety of job tasks that require ongoing prioritization

Supervision Given

Trains new staff and student assistants on work procedures. Will delegate tasks to Clerk and student assistants.

Consequence of Error/Judgement

If student information is not handled at the right time, in the right way, this could cause the School to lose new students, which would impact on programs. If student computer databases are not kept up to date or accurate, this would impact on future planning capability of the Director and School. If deadlines are not met either for admissions or fellowship purposes, this would detrimentally affect students. If transcripts are interpreted properly or averages miscalculated, it could affect the students' admission or receipt of scholarship funding. If incorrect recital information is distributed to the public, this would be detrimental to the School in several ways, including losing valuable attendance support for concerts and thereby not providing the potential audience. It would also not be good customer service.

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 interpret and apply complex legislation, policies, regulations, and technical information Ability to understand and apply policies, procedures, and instructions Ability to maintain accuracy and attention to detail Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English Ability to effectively manage multiple tasks and priorities Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals Ability to effectively use MS Word and MS Excel at an advanced level Ability to anticipate problems and issues and plan ahead Ability to create and accurately maintain record and filing systems Ability to analyze and interpret data, determine implications, and provide recommendations Ability to exercise sound judgment Ability to effectively deal with difficult people Ability to assist clients in identifying appropriate courses of action Ability to provide quality service to customers in a courteous, patient manner Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment Ability to work effectively with minimal supervision Ability to deal with a diversity of people in a calm, courteous, and effective manner Ability to develop and maintain cooperative and productive working relationships Ability to identify and respond to contentious or politically sensitive issues with discretion Ability to approach interactions with an awareness of sensitive issues (e.g., issues concerning specific cultures) Ability to exercise tact and discretion Ability to analyze problems, identify key information and issues, and effectively resolve

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



Job Posting

Job ID: 14114
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Human Resources
Classification Title: HR Admin Clerk 4 (Gr7) **Business Title:** HR Assistant
Department: Medicine Department
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-03 **Available Openings:** 1

Job Summary

This position is responsible for coordinating all human resources clerical tasks with regards to new hires, reappointments, promotions, and transfer severance paperwork, including data entry into Position Management, eRecruit, HRMS, and ePAF for Faculty, Staff, Students, Visiting Faculty, Research Associates, Post Doctoral Fellows and Clinical Fellows. May participate in interviews, testing, and reference checks for new staff hires. Workload will be divided alphabetically.

Organizational Status

This position reports to the Human Resources Manager, works with the Faculty Recruitment Manager in the Department of Medicine, and will report to the Director of Administration in their absence. This position communicates regularly with Division Administrators, Department of Medicine (DOM) staff and faculty, Department of Medicine (DOM) supervisors, Faculty of Medicine (FOM) staff, UBC Faculty Relations, Human Resources, and Payroll.

Work Performed

Database Reports and Directories (Position Management, eRecruit, HMRS, STAR):

- Works with supervisors and UBC Human Resources to ensure staff positions are correctly classified in Position Management and advertised in eRecruit.
- Coordinates staff applicants and new staff appointments processes using eRecruit.
- Coordinates student appointments, re-appointments, terminations using ePAF.
- Responsible for maintaining data input into Position Management, HRMS, and STAR databases, including demographics, salary information, and job description library. Works to maintain data integrity.
- Maintains a library of faculty biographical sketches, including photos, in STAR.
- Coordinates entries for the UBC online directory.
- Maintains email distribution lists for faculty and staff. Creates email groups as required.
- Runs and formats database reports as required.

Faculty and Staff Appointments, Reappointments and Promotions:

- Coordinates and processes all appointment notice documentation for Faculty, Staff and Students, including appointment and reappointment forms (extensions, salary changes, PG changes, etc.) and transfer severance notices.
- Requests reviews of the status of research grant funding on new appointments and reappointments paid through research grants



The University of British Columbia

Staff Job Postings

from DOM Finance team. Advises Principal Investigators and supervisors and makes necessary changes to PG status salary extension.

- Maintains a bring-forward system for reappointments (every 3-4 months), promotions, working notices, probation and merit increases.
- Submits staff and student hourly timesheets and overtime sheets to UBC Payroll.
- Coordinates, gathers, and summarizes appropriate documentation for faculty who are reviewed by the Academic Appointment, Reappointment, Promotion, Tenure (AARPT) Committee. Follows up on changes or information requested by the Committee and ensures appointments and promotions are approved and processed in a timely manner.
- Prepares and sends out template congratulations letters to new Clinical Faculty members and faculty with Adjunct or Emeritus appointments.
- Prepares and sends out offer letters and welcome packages to new Clinical Faculty.
- Follows up on Clinical Faculty, unpaid Honorary, Emeritus, Adjunct and Associate Member appointments sent to the Dean's office. Updates spreadsheets and databases when appointments fully approved.
- Compiles and co-ordinates all supporting documentation for appointment, re-appointment, promotion and tenure reviews for Clinical Faculty, Honorary, Adjunct, Associate Members, and Emeritus appointments. This includes communicating information about clinical promotions and collecting expressions of interest.
- Maintains appropriate tracking lists and systems to monitor the status of the various faculty appointments, both individually and by rank.
- Ensures all appointment documentation on Postdoctoral Fellows, Research Associates, Clinical Fellows and Visiting Scientists is complete and follows up on discrepancies. Checks financial information with the Division and with the DOM Finance team before processing new appointments or reappointments.
- Answers enquiries regarding the status of appointment notices; communicates with Payroll, Human Resources, Med IT, the Dean's Office and the President's Office to investigate and solve payroll and appointment enquiries.

Advertising and Immigration:

- Coordinates and advises Principal Investigators and Supervisors on the advertising process for Staff, Students, Research Associates, Visiting Scientists and Postdoctoral Fellow positions on Department of Medicine website, eRecruit, and other appropriate media.
- Provides information and assistance on immigration issues including letters of invitation.

Staff Orientation - DOM Administration Office:

- Prepares orientation packages for new staff within the DOM Administrative Office.
- Ensures orientation information is kept up-to-date.

Leave Management:

- Retrieves messages and prepares and sends out by email away notices for DOM staff in the Administration Office. Tracks vacation and sick time for the administration office (24 employees) on a customized excel spreadsheet.

Files:

- Responsible for file management of faculty and staff personnel files; including creating, organizing filing, archiving, and disposal.
- Responsible for archiving leave management and recruitment files per UBC guidelines.

Policy:

- Answers inquiries and provides advice within limited interpretation of the Collective Agreements, such as leave accrual and entitlement. Refers to HR Manager as appropriate.
- Answers or redirects payroll enquiries.
- Provides advice on advertising and immigration policies.

Other Duties:

- Participates in human resources projects and special events, including strategic planning discussions and training sessions.
- Participates in interviewing, testing and reference checks if support is needed.
- In conjunction with the Faculty Recruitment and Promotions Manager, coordinates, updates, and submits proofs of faculty and



The University of British Columbia

Staff Job Postings

staff personnel information for the UBC Student Calendar.

- Creating and updating HR electronic forms, templates, and information on the Department's shared drives.
- Compiles information on faculty or staff for Divisions as required.
- Back up to the Department Administrative Assistant.
- Updates job manual and job description annually.
- Performs other related tasks.

Normal working conditions located at Gordon & Leslie Diamond Health Centre - 2775 Laurel Street.

Supervision Received

This position reports directly to the Human Resources Manager and in their absence to the Director of Administration.

Supervision Given

This position has no direct supervisory role.

Consequence of Error/Judgement

Incorrect data entry into the database would produce errors, which could result in jeopardizing the integrity of the system, and have a serious impact on the hiring of new employees and the reappointments, which could result in budget problems. Discrepancies with incorrect data entry could effect promotions, salary changes, appointment errors for faculty and staff not being paid. This would prove to be costly in some cases and extremely embarrassing for the Department and University. Duties require a high level of confidentiality.

Exercises judgment and initiative in handling matters of a non-routine nature requiring the interpretation of University and Departmental guidelines, procedures and policies. May develop new methods and procedures to handle workload issues. Participates in making decision regarding goals and policies of work unit.

Qualifications

High School graduation and two year post-secondary diploma. Training in office procedures 4 years relevant experience or the equivalent combination of education and experience. Experience in a medical environment preferred. Ability to effectively use word processing, spreadsheet, email, and database applications at an intermediate level. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively manage multiple tasks and changing priorities. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to work in a fast-paced environment, exercise initiative, and stay organized. Ability to perform word processing at 55 words per minute. Ability to operate job-related equipment. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to understand and apply policies, procedures, and instructions. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to create and accurately maintain record and filing systems. Ability to interpret and prepare various statistical reports. Ability to exercise sound judgment. Ability to make thoughtful, informed, and thorough decisions. Ability to exercise tact and discretion when dealing with sensitive and or confidential matters. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to assist clients in identifying appropriate courses of action. Ability to provide quality service to customers in a courteous, patient manner. Ability to work effectively independently and in a team environment.

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



Job Posting

Job ID: 14100
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Logistic & Procuremt
Classification Title: Procurement Clerk 2 (Gr8) **Business Title:** Purchasing Coordinator
Department: Medicine - Dean's Office
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-02 **Available Openings:** 1

Job Summary

This position is responsible for supply management and procurement of furniture, equipment and services for various Faculty of Medicine Departments located at multiple sites. This includes acting as the primary Faculty of Medicine contact for external suppliers and as a resource for UBC Supply Management.

In partnership with BC's Health Authorities and other Universities, the Faculty of Medicine provides innovative educational and research programs in areas of health and life sciences through an integrated and province-wide delivery model which relies heavily on technology.

Organizational Status

Reports to the Director, Faculty of Medicine Facilities and consults with the MedIT and Faculty of Medicine Finance for day-to-day activities. Works closely with faculty, staff, department administrators, as well as university service units such as UBC Supply Management and Building Operations to promote and maintain procurement policies and practices. Also works cooperatively with other members of the Faculty of Medicine Facilities team and contributes to the Faculty's overall use of Academic Space.

Work Performed

Coordinates all furniture and equipment purchases including computers, photocopies, printers and handheld devices for various Faculty of Medicine Departments located at Point Grey Campus and Health Authority sites.

Provides advice and assistance to Departments regarding procurement methods and related University policy and procedures.

Liaises with internal and external vendors to acquire all furniture and equipment quotes. Analyzes quotes and approves purchases, obtaining authorization as required. Processes and tracks all orders to completion.

Prepares, processes, and tracks equipment payment requisitions, journal vouchers, and purchase orders and ensures payments are made on time. Uses tact and discretion in exchanging information and solving complex billing situations with vendors.

Maintains and tracks the equipment inventory and purchasing records. Compiles and manipulates information, creates and runs spreadsheet and database enquires, produces complex reports as needed.

Monitors and tracks usage of cell phones and hand held devices, analyzes available plans and makes cost saving recommendations to



The University of British Columbia

Staff Job Postings

users.

Monitors and reconciles Department purchase card ledgers and transactions.

Researches and makes recommendations for new services, product opportunities, and potential vendors.

Negotiates and renews service contracts, warranties and agreements with internal and external vendors.

Manages and maintains equipment lease life cycles.

Develops guidelines, policies, and procedures to standardize equipment acquisition in the Dean's Office, and for various Faculty of Medicine Departments, as required. Maintains marketing materials and web site.

Recommends improvements to policies, procedures, and systems to improve services and operations, protect assets, and reduce costs for the Faculty of Medicine Dean's Office.

Analyzes & tracks the usage of the shuttle service between UBC Hospital and VGH Campus.

Performs other related tasks as required including Dean's Office Reception coverage as required.

Supervision Received

Works independently, resolving situations as they arise. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete assignments independently. Reports to Director, Faculty of Medicine Facilities and consults with MEDIT and Faculty of Medicine Finance for day-to-day activities. Performance is evaluated against set goals and expectations.

Supervision Given

Formally trains new staff on work procedures. Supervises and oversees the work of temporary staff, work study students, and or volunteers.

Consequence of Error/Judgement

Inappropriate judgement or premature disclosure of confidential, sensitive or incorrect information could have a detrimental effect on Faculty of Medicine operations, including legal consequences. Poor execution of duties can lead to increased operating costs for the Faculty of Medicine.

Qualifications

High School graduation and two years post-secondary education. 4 years relevant experience or the equivalent combination of education and experience. Experience and knowledge of UBC financial policies and supply management procedures. Ability to manage concurrent complex tasks effectively. Excellent interpersonal, communication (oral and written), organizational and conflict resolution skills. Proficient computer skills including word processing, spreadsheets, databases (HelpSTAR), presentations and web-based applications. Ability to anticipate needs and problem solve. Ability to work effectively independently and in a team environment. Ability to exercise tact, diplomacy and discretion when handling sensitive and or confidential matters. Ability to research and compile information drawn from various sources. Ability to build and maintain 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.



Job Posting

Job ID: 14109
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:** Senior Program Assistant
Department: Continuing Studies
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-10-03 **Available Openings:** 1

Job Summary

Responsible for program administrative support for set-up, delivery, logistics, instructor support and client student service, for online and in-person courses for adult learners. Takes independent initiative to ensure effective day-to-day offering of programs. Works in collaboration with and under the direction of the Program Managers.

Organizational Status

Reports to the Program Managers. Works closely with divisional staff and instructors.

Work Performed

- Sets up online courses using online learning management systems such as Blackboard and Vista, in consultation with the Program Managers.
- Sets up student access and supports students with login and online course navigation issues.
- Tests online courses before they go live and resolves technical glitches with the support of related UBC IT departments.
- Proofreads and edits course content, as requested, in the learning management system.
- Coordinates overall course administration including registration, locations, and class sizes (both online and on-site) within guidelines.
- Responds to student inquiries (primarily by telephone and email), provides course specific advice, and refers to Program Managers when appropriate.
- Ensures program policies and academic regulations are established and enforced to maintain the integrity of the programs, following up with students when necessary.
- Advises instructors on standards for course materials, invoicing, payment, general policies and procedures.
- Acts as a liaison between instructors and Educational Programmers Managers checking on instructor availability and ensuring instructors' materials are current.
- Works with UBC copyright offices, University Readers, the UBC Bookstore and other units as needed to arrange copyright clearance for course content and to compile other course materials and readings for students under the supervision of Program Managers.
- Acts as a liaison between the Marketing Dept. and Program Managers to coordinate information sessions, calendar copy and other brochures ensuring course copy is sent to the Marketing Dept by deadlines.
- Proofreads all course copy for print ensuring accuracy of revised course descriptions and dates.



The University of British Columbia

Staff Job Postings

- Maintains and updates the website in consultation with Managers.
- Maintains waitlists and schedules additional courses as and when appropriate in consultation with Program Managers.
- Cancels classes when required within divisional procedures and guidelines as necessary or requested by Program Managers.
- Produces instructor consultant contracts in consultation with Program Managers.
- Assesses and coordinates instructors teaching requirements in order to ensure all courses run smoothly.
- Resolves course problems such as: malfunctioning equipment, inappropriate space, student and or instructor issues. Identifies and refers serious issues to Program Managers or Directors.
- Compiles class evaluation results.
- Trains, supervises, and evaluates student assistants, when needed.
- Coordinates the logistics, production, dissemination and quality assurance of course materials.
- Assists with the preparation of course budgets and monitors expenses.
- Coordinates graduations and other special events related to programs.
- Arranges logistics for course offerings including catering, refreshments, A V materials, room bookings, set up, on site registration.
- Produces class lists, nametags and other requested classroom materials.
- Negotiates and signs contracts with hotels, conference centers and UBC Robson Square campus.
- Provides all necessary support for contract partnership implementation.
- Participates as required on workgroups and committees.
- Performs other duties as required.

WORKING CONDITIONS

Cubicle with desk, phone and computer system. Will be expected to work infrequent weekend and evening hours and provide onsite course support where necessary.

Supervision Received

The position requires considerable initiative, the ability to multitask and work independently. Reports to Program Managers.

Supervision Given

May supervise temporary support staff and student assistants.

Consequence of Error/Judgement

Considerable judgment is exercised in the administration of programs, and in communication with students and the public. Poor decisions could lead to various problems such as: instructors and students receiving incorrect information, inappropriate course dates and or locations, and or course materials. This, in turn, would diminish our reputation of excellence in terms of customer service and quality instruction.

Qualifications

High School graduation and two years post-secondary education. 4 years related experience or the equivalent combination of education and experience. Minimum of four years in an administrative role with demonstrated administrative skills or equivalent combination of education and experience. General knowledge of information technologies, adult education environments, instructional techniques and course scheduling. Able to administer, and troubleshoot technical problems with the learning management system (Blackboard) and confidently offer course related support to instructors and adult learners. Knowledge of HTML coding an asset. Demonstrated competence with Microsoft Office software, web software and use of the Internet. Demonstrated superior written and oral communication skills. Demonstrated customer service orientation. Experience working in an intercultural context and supervising student assistants is an asset. Familiarity with post-secondary cost recovery programming. Goal oriented, very organized and able to manage time and competing priorities effectively. High level of personal integrity. Able to work in an entrepreneurial environment. Effective problem solving, analytical and organizational skills. Detail oriented with an ability to multitask and maintain accuracy at the same time. Able to work some evenings and weekends as required. Knowledge of UBC copyright



The University of British Columbia

Staff Job Postings

policy an asset. Able to work respectfully across cultural differences. Demonstrates a professional demeanor, is a team player and able to work independently and under supervision. Able to guide adult learners throughout the course. Establishes supportive working relationships with clients, colleagues and facilitators.

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



Job Posting

Job ID: 14111
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Med Ed (Gr8) **Business Title:** Sr Program Asst-Med Ed (Gr8)
Department: Family Practice
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-03 **Available Openings:** 1

Job Summary

The UBC Family Practice Residency Program is a very distributed program with multiple training sites. The Vancouver Fraser Residency Site is one of the three urban sites in Lower Mainland, and it is responsible for delivery training program to a cohort of Canadian Medical Graduates (CMG) as well as International Medical Graduates (IMG).

Organizational Status

Reports to: Site Director and Postgraduate Program Administrator. Interacts with: faculty, staff, preceptors and residents, various hospital departments, office of Postgraduate Education in the Faculty of Medicine and various health professionals and healthcare organizations.

Work Performed

Assists in the development of the yearly budget for Vancouver Fraser Site. Monitors overall program budget to ensure appropriate disbursement of funds and maintenance of balance. Maintain and track IMG specific training costs and expenses.

Oversees and administers the disbursement of Clinical Teaching Fund for bedside teaching to Faculty according to policy and guidelines set up by the Faculty of Medicine and the Family Practice Residency Program.

Problem solving, advising and making decisions relating to ongoing program delivery in accordance to program policy and in consultation with the Director.

Works with the Site Director and Site Faculty in the planning of an orientation program for new Family Practice residents and is responsible for the organization and implementation of all introductory lectures and courses during the orientation process.

Develop administrative tools for information and material dissemination to residents and faculty in an effective and efficient manner, involving both web-based and email options. Maintains and update intranet website for residents and faculty for such purpose.

Develops and implements ongoing effective communication processes with various hospital administrators, education coordinators and preceptors.

Works with the site faculty responsible for Curriculum Development in preparing core curriculum schedules, weekly rounds and academic teaching sessions for Residents.

Works with the site faculty responsible for Faculty Development in the establishment of courses and training for the professional development of faculty and clinical teachers.

Works with the site faculty responsible for Assessment and Evaluation in the development of a system of appraisal for Residents



The University of British Columbia

Staff Job Postings

and Teachers and participates in a variety of assessment opportunities for Residents in the program, doing electives and in preparation for CCFP exams.

Work with the site faculty responsible for Behavioural Medicine in the development of a program of academic education for residents and faculty.

Undertakes various tasks as assigned by the faculty responsible for Research including organization of scholarly events, ensures residents meet the research requirements of the UBC program by monitoring deadlines and organizing resources.

Monitors the web based evaluation system for all rotations and electives to ensure that correct information is input and gathered for evaluation and clinical teaching tracking purpose.

Acts as resource person for residents and faculty. Advises residents and faculty on wide variety of issues including UBC and hospital policies and program procedures.

Communicates with internal and external agencies and departments in coordinating educational activities; exploring clinical resources and developing rotation schedules.

Maintains and monitors the preparation of confidential resident data, including evaluations. Maintains appropriate records of all past and present residents, creates reference letters on request for the Program Director's signature.

Coordinates with UBC Faculty of Medicine, electives for Family Practice Residents, and maintains the elective schedules, ensuring that the provincial licensure requirements are met for Residents.

Is responsible for the coordination and assignment of preceptors for the Residency Programs. Liaises with clinical instructors in order to coordinate training for Residents in administrative and educational matters.

Is responsible for the organization of educational and academic events including faculty development events, retreats and graduation party.

Arranges hospital privileges for residents completing rotations in hospitals where required. This includes proper notification to all licensing bodies and post graduate offices for electives outside B.C.

Screens incoming items and prioritizing for attention of Site Director; responding to routine correspondence and drafting replies on behalf of the Site Director.

Provides administrative support for the Site Director, Faculty and Committees associated with the Residency Programs including but not limited to preparing and sending out agendas and notice of meetings; transcribing minutes of meetings; circulation of minutes to members of various committees.

Attends residency education committee and other IMG VFS meetings to act as a resource person. Ensures action items are followed up, and on-going issues are brought forward and acted upon.

Performs other related duties as necessary.

Supervision Received

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

Supervision Given

Possibly work study student.

Consequence of Error/Judgement

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

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

Qualifications

High School graduation and two year post-secondary diploma. Knowledge in Computer courses with a demonstrated ability to use advanced features of word processing and graphics software. Working knowledge of accounting concepts and principles 4 years related experience or the equivalent combination of education and experience. Strong organizational skills. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to work with systems such as WebEval (One45 Software),



FMIS and Intranet website editing. Ability to perform word processing at 60+ words per minute. Ability to effectively use Microsoft Word, Excel & Powerpoint at an Basic level. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to initiate and follow projects to completion. Ability to analyze problems, identify key information and issues, and effectively resolve. Familiarization with hospital organization and systems. Ability to operate related equipment. Ability to effectively use Microsoft Office Programs including: Word, Excel, Powerpoint, Outlook at an intermediate to advanced level. Possesses cultural sensitivity and awareness when working with international graduates. Ability to exercise tact and discretion. Ability to initiate projects. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to coordinate various events and functions.

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



Job Posting

Job ID: 14139
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 4 (Gr8) **Business Title:** Enrolment Services Coordinator
Department: Service Layer-Enrolment Serv
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-08 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-05 **Available Openings:** 2

Job Summary

The Enrolment Service Coordinator (ESC) is a registrarial enrolment services position which functions as a service support generalist and a visible Enrolment Services representative to ES stakeholders both internal and external to the University. The ESC works cross functionally to provide service support throughout the organization with the ability to be deployed into any ES subject matter area; and in doing so will develop student service excellence and subject matter expertise in areas of responsibility including: student recruitment, undergraduate admissions, organizational training and development, student financial support, registration, academic record support (grades, degree audit, exams). The ESC will use this broad base knowledge and understanding in project assignments involving both internal and external stakeholders.

Organizational Status

The ESC reports directly to an Enrolment Service Manager (ESM), and may have functional accountability to other ES Managers. The ESC works closely with other ESCs; and works collaboratively with and in support of ESPs and other staff across the ES organization. The ESC represents ES on teams, committees and working groups internal and external to ES.

Work Performed

- Assists ESPs with complex student files including investigating, analyzing and interpreting facts, policies, regulations, procedures; summarizing findings; and making recommendations.
- Attends meetings and consultations with ESPs where appropriate.
- Assists and provides recommendations on improving ES student service, tools and communication programs, such as those that would enhance the student understanding of tuition, fees, financial support and planning.
- Assists ESPs in supporting sponsored students. Administers, coordinates and oversees work flow and processes of the sponsorship billing program.
- Assists ESPs, with understanding student and faculty needs to ensure service excellence. Organizes student and or faculty focus groups including establishing participants, developing focus group questions, co-facilitating the session, and recording, analyzing and summarizing information for recommendations and presentation.
- Processes, analyzes and verifies various student records and documents such as campus work permit verification and reports, confirmation of enrolments, background checks and RESPs and Education verifications.
- Performs various transactions and updates in student information systems, ensuring accuracy of data and correcting errors.

¿



Research, Knowledge Management and Business Improvement

- Conducts research on industry standards and best practices in higher education.
- Develops and interprets complex statistical and qualitative reports, and makes recommendations and presentations.
- Participates in identifying processes and systems that require improvement. Documents and maps current business processes, assists with process analysis and measurement, and makes recommendations for process improvements.
- Reviews Departmental policies and procedures and provides input and recommendations for change.
- Updates and maintains the ES knowledge base and or WIKI. Ensures the knowledge base remains relevant and up to date.
- Interprets University and Student Services publications, policies and procedures in order to make recommendations to resolve student problems or issues or to improve ES business processes. Applies knowledge of applicable legislation and external regulations in making decisions and recommendations as appropriate.

Prospective student and applicant support

- Co-ordinates Broad Based Admissions (BBA) reading and administration including, organizing BBA training: scheduling participants and presenters, preparing and circulating materials, disseminating reading assignments and following up where required, and providing trouble shooting support to readers.
- Participates in activities and events directed to prospective and admitted students, including co- presenting at event information booths.
- Assists with the planning and coordination of recruitment and yield events including, scheduling participants and presenters, booking venues, coordination of roles with faculty-based recruitment professionals, coordinating and tracking the inventory and shipment of recruitment materials across Canada.
- Triage prospective student e-mails, forwarding e-mails to the appropriate ESP or subject matter expert; and respond when appropriate.

Organizational Development Training

- Working with the Centre for Excellence ODL team, participates in the design and development of training workshop content, materials and presentations.
- Delivers presentations and co-facilitates training sessions as a subject matter expert.
- Assists with the recruitment of instructors and subject matter experts.
- Coordinates training and or workshop set up including researching and booking learning space, developing and distributing promotional materials, managing participant registration, arranging payments.

Student Financial Support, Registration & Academic Record Support

- Coordinates various adjudication processes including preparing files for consideration, making recommendations, recording decisions, and preparing files for appeal.
- Distributes cheques to students.
- Processes added credit and exchange credit, change of registration, change of grades, and reviews of assigned standing.
- Updates biographical (name, citizenship) information in the Student Information System
- Processes FIPPA requests.
- Verifies student and enrolment graduation status in accordance with applicable legislation and policy.

¿

General Administrative Support

- Develops, implements and maintains administrative procedures and systems, including filing and scanning various student record documents.
- Organizes events, including booking travel, venues and catering, managing participant registration and arranging invoice payments.
- Performs cash handling for various fees and daily transaction reconciliation.
- Ordering and maintaining office and cash coin supplies.



The University of British Columbia

Staff Job Postings

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

Supervision Received

Reporting to an Enrolment Services Manager, the incumbent will receive training, guidance and performance development to achieve specific goals and objectives. The ESC will also receive mentorship from ESPs, as well as other ES Managers to whom there is a functional accountability relationship. May work on assigned projects under minimal supervision.

Supervision Given

Orients, trains, provides direction and or supervises student employees and or volunteers. May participate in the hiring of staff and or student employees. This position is supervising at least six student employees and or volunteers.

Consequence of Error/Judgement

Work performed by the ESC is essential to supporting the cohesion of student and non-student facing functions of the new service model in Enrolment Services. ESCs are required to handle a variety of tasks which require sound judgment, accuracy and attention to detail. ESCs errors could also compromise the reputation of Enrolment Services and the University's ability to provide an excellent student experience.

Qualifications

High School graduation and two year post-secondary diploma. High school graduation, plus two year post secondary diploma, plus four years of related experience, or an equivalent combination of education, training and experience 4 years related experience or the equivalent combination of education and experience. Training in student services, student affairs, or a related field is an asset. Experience in a service centered environment required, preferably within student services. Sound and current knowledge of best practices in enrolment or student services in at least one of the following areas preferred: student records, registration, student recruitment, admissions, or student financial support. Proficiency with standard office software required. Previous experience with Student Information Systems and or other database solutions preferred, e.g., wikis. Must have the capacity and ability to develop broad base knowledge and understanding in multiple areas of the registrarial profession. Ability to work flexibly and adapt to changing priorities as required. Excellent interpersonal, communication and presentation skills required. Ability to investigate, research and perform problem based learning. Ability to problem solve and exercise sound judgment. Ability to work both independently and within a team environment. Must show initiative and the ability to effectively prioritize and multitask. Demonstrated accuracy and attention to detail, especially when working under pressure to meet deadlines.

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



Job Posting

Job ID: 14030
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Tech Service Library
Classification Title: Tech Svc Library Asst 4 (Gr7) **Business Title:** Tech Svc Library Asst 4 (Gr7)
Department: Library - Technical Services
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-04 **Available Openings:** 1

Job Summary

Provides complex support for the management of eResources, specializing in ejournal and archival backfile collections. Provides information to UBC staff, students, faculty and community users on eResource access. Investigates and resolves complex eResource access problems.

Organizational Status

Works independently under the general direction of the eResource & Access Librarian. Works closely with staff and supervisors in Technical Services and Library Information Systems & Technology (LSIT) as necessary. Provides procedural guidance to staff throughout the library system. Works on eResources related assignments in consultation with Subject Specialists, the AUL for Collections and selected LSIT staff. Communicates regularly and directly with vendors, staff, students, faculty and the general public.

Work Performed

1. Responsible for the maintenance of the Library's eResource access and management systems, including but not limited to ejournals, ejournal archival backfiles, ebooks, and databases. Management tools include but are not limited to:
 - a. eResource Knowledgebase (currently 360 Core)
 - b. Link Resolver System (currently 360 Link)
 - c. Indexes and Database Lists (currently Cold Fusion)
 - d. Integrated Library System (currently Voyager)
 - e. Discovery tool (currently Summon)
 - f. EZproxy Config file (currently Wondertool)
 - g. eResources usage statistics (currently Scholarly Stats, transitioning to 360 Counter, and vendor platforms)
 - h. Documentation platform (currently Sharepoint)
 - i. eResources Management System (currently 360 Resource Manager)
2. Responds to queries regarding eResource access problems from students, faculty, staff, vendors and the general public. Follows up on complex queries and gathers information to clarify exceptional problems.
3. Investigates, coordinates and resolves access problems through correspondence or direct communication with vendors, correcting



The University of British Columbia

Staff Job Postings

or referring local and remote database errors, providing patron education or referral to Library Systems and Information Technology, other Library units and service agents.

4. Works with vendors, LSIT and UBC IT Security to resolve violations of license agreements. Refers exceptional problems to the eResource & Access Librarian.
5. Investigates online availability of subscribed or freely available resources in knowledgebase and activates access where possible in response to requests by Library staff, patrons or own initiative.
6. In response to requests by Library staff, patrons or own initiative, investigates linking problems with eResource bibliographic records (ex. MARCIt ejournal records) in the Catalogue and refers to Cataloguing staff when necessary.
7. Assists with the harvesting and manipulation of usage and other statistical data for eResources and provides analysis and interpretation of data as requested.
8. Participates in the development, testing and implementation of new or upgraded vendor platforms.
9. Updates the EZproxy Config file for new or revised eResources.
10. Assists in the updating of the eResources' communication tools (ie. eResources blog, Twitter feed, etc.)
11. Trains new staff on work procedures, and or oversees work of students and or temporary staff.
12. Assists the eResource & Access Librarian with the establishment of trials for new eResources to allow staff and users to provide input into purchasing decisions.
13. Develops and documents policies and best practices for the access and management of eResources.
14. Serves on appropriate Working Groups and Committees.
15. Performs other related duties.

Supervision Received

This position is accountable to the Head, Technical Services. Receives daily supervision from the eResource & Access Librarian. Performance reviews are conducted by the eResource & Access Librarian.

Supervision Given

Reports directly to the eResource & Access Librarian. May supervise other staff assigned to eResource projects.

Consequence of Error/Judgement

Works independently with minimal supervision. Performs work under broadly established procedures and practices. Work requires initiative to plan and complete recurring assignments independently. Judgement is required to determine which of many methods are applicable in any given situation and when a situation is to be referred. Responsibilities and work situations are broad in scope with limited opportunity for standardized solutions. Work is of an advanced technical and or analytical nature. Incomplete or inaccurate creation and interpretation of data can negatively impact services offered to the users and vendors. A great deal of attentiveness and consistency is required in performing tasks associated with this position. This position may be required to work in collaboration with other staff and vendors in specialized areas. Errors in data interpretation or inappropriate actions can cause the loss of access to vital and costly eResources.



The University of British Columbia

Staff Job Postings

Qualifications

High School graduation and two year Library Technician diploma. 4 years relevant experience or the equivalent combination of education and experience. A Bachelor's degree in a related subject plus two years of related experience is also acceptable. Knowledge of Library systems, policies and procedures. Knowledge of the MARC formats for bibliographic and holding records. Experience in managing networked information, preferably in libraries. Experience and or knowledge in web design and development preferred. Demonstrated experience with integrated library systems and office applications and web editing (Voyager, Microsoft Office, WordPress UBC Wiki and HTML preferred). Ability to operate the normal range of library equipment. Effective oral and written communication, interpersonal, analytical and organizational skills. Ability to use spreadsheet applications at an advanced level. Ability to maintain accuracy and attention to detail. Ability to analyze and solve problems. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment.

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



Job Posting

Job ID: 14013
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Maintenance Engineer **Business Title:** Maintenance Engineer
Department: Building Operations
Salary: \$58,140.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-01 **Available Openings:** 1

Job Summary

Under supervision of Head Maintenance Engineer or Sub-Head Maintenance Engineer I, performs skilled work in the maintenance and repair of mechanical service equipment used throughout the University including heating, refrigeration, ventilating and air-conditioning of laboratories and buildings.

Organizational Status

Reports to Head Maintenance Engineer or Sub-Head Maintenance Engineer.

Work Performed

1. Maintains, repairs, replaces, installs and checks fans, compressors, pumps, refrigerator units, and associated equipment used for climatic control in University offices and classrooms, and for controlled research environments by:
 - a. Machining and making up parts and components as required.
 - b. Checking, repairing and recharging refrigerator systems with gas, brine, or other refrigerants.
 - c. Complete overhauling or rebuilding and installation of compressors and mechanical equipment.
 - d. Welding and soldering cooling systems, frameworks, mountings and equipment associated with refrigeration, air-conditioning, ventilation, and heating.
2. Operates machine shop equipment and gas and electric welding equipment in the performance of maintenance and repair duties.
3. Maintains, overhauls, and installs ice rink equipment, insures safe operation of equipment e.g. pressure switches, etc.; testings, lubing, oil changes and adjusting thermostats are duties of the Operator.
4. Conducts periodic inspections and routine checking of equipment performance and condition by using flow meters, speed indicators, and other test equipment.
5. Reports on the maintenance requirements of equipment and machinery.
6. Utilizes the Building Management System to identify malfunctions in noted equipment where appropriate and to stop and start remote equipment as appropriate.
7. May be required to perform other duties related to the qualifications and requirements of the classification.

Supervision Received

Reports to Head Maintenance Engineer or Sub-Head Maintenance Engineer.



The University of British Columbia

Staff Job Postings

Supervision Given

None

Consequence of Error/Judgement

Close attention is required to prevent service failures and to identify and correct problems that could result in both a serious life safety, financial and or loss of steam or water service to the University. Poor decisions could result in loss of heat and hot water to much of the campus including the UBC Hospital. Must be able to make quick and accurate assessment of equipment failures to minimize equipment damage. Errors in judgment concerning steam system equipment maintenance could lead to serious personal injury or loss of life, shutdown to university heating and hot water system, expensive repairs, poor operation of the steam system, and decreased life of the steam piping system

Qualifications

BC Fourth Class Power Engineer. Formal training and considerable experience in refrigeration and or air-conditioning and or mechanical maintenance. BC Trades Qualification or Inter-Provincial Trades Qualification certificate as a Refrigeration Mechanic, Millwright or other related trade. .

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



Job Posting

Job ID: 14012
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Operating Engineer **Business Title:** Operating Engineer
Department: Building Operations
Salary: \$50,484.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-01 **Available Openings:** 1

Job Summary

Under supervision of Head Maintenance Engineer or Sub-Head Maintenance Engineer I, performs skilled work in the maintenance and repair of mechanical service equipment used throughout the University including heating, refrigeration, ventilating and air-conditioning of laboratories and buildings.

Organizational Status

Reports to Head Maintenance Engineer or Sub-Head Maintenance Engineer.

Work Performed

1. Maintains, repairs, replaces, installs and checks fans, compressors, pumps, refrigerator units, and associated equipment used for climatic control in University offices and classrooms, and for controlled research environments by:
 - a. Machining and making up parts and components as required.
 - b. Checking, repairing and recharging refrigerator systems with gas, brine, or other refrigerants.
 - c. Complete overhauling or rebuilding and installation of compressors and mechanical equipment.
 - d. Welding and soldering cooling systems, frameworks, mountings and equipment associated with refrigeration, air-conditioning, ventilation, and heating.
2. Operates machine shop equipment and gas and electric welding equipment in the performance of maintenance and repair duties.
3. Maintains, overhauls, and installs ice rink equipment, insures safe operation of equipment e.g. pressure switches, etc.; testings, lubing, oil changes and adjusting thermostats are duties of the Operator.
4. Conducts periodic inspections and routine checking of equipment performance and condition by using flow meters, speed indicators, and other test equipment.
5. Reports on the maintenance requirements of equipment and machinery.
6. Utilizes the Building Management System to identify malfunctions in noted equipment where appropriate and to stop and start remote equipment as appropriate.
7. May be required to perform other duties related to the qualifications and requirements of the classification.

Supervision Received

Reports to Head Maintenance Engineer or Sub-Head Maintenance Engineer.



The University of British Columbia

Staff Job Postings

Supervision Given

None

Consequence of Error/Judgement

Close attention is required to prevent service failures and to identify and correct problems that could result in both a serious life safety, financial and or loss of steam or water service to the University. Poor decisions could result in loss of heat and hot water to much of the campus including the UBC Hospital. Must be able to make quick and accurate assessment of equipment failures to minimize equipment damage. Errors in judgment concerning steam system equipment maintenance could lead to serious personal injury or loss of life, shutdown to university heating and hot water system, expensive repairs, poor operation of the steam system, and decreased life of the steam piping system.

Qualifications

BC Fourth Class Power Engineer. .

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



Job Posting

Job ID: 14023
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Operating Engineer **Business Title:** Operating Engineer
Department: Building Operations
Salary: \$50,484.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-01 **Available Openings:** 1

Job Summary

Under the direction of Head Maintenance Engineer, Sub-Head Operating Engineer, Head Operating Engineer - Automation, or designate performs routine checking, and running maintenance in the servicing and operation of mechanical equipment and related duties.

Organizational Status

Works under the direction of Head Maintenance Engineer, Sub-Head Operating Engineer, Head Operating Engineer - Automation.

Work Performed

Performs checking, routine maintenance, and operation of pumps, fans, compressors, steam expansion joints, high pressure steam traps and associated equipment and systems. This includes: repacking pump glands, replacing coupling inserts, and renewal of gaskets; draining moisture and oil from air receivers and vacuum tanks; checks on the condition of belts drives for belt wear, alignment, and tension; replaces and re-aligns belts when required; checks and tests sump pump operation and controls; cleans air filters and replaces filters as required; and reports on condition of such equipment.

2. Answers service and emergency calls, assesses repairs required, or determines what action is to be taken. Investigates emergency calls and renders equipment safe; if required, takes action as soon as possible to minimize problems associated with emergencies, as detailed in the Trouble Call Emergency Handbook.
3. Utilizes the Building Management System to identify malfunctions in noted equipment where appropriate and to stop and start remote equipment as directed.
4. Performs routine tests and control of chemical treatment in buildings' heating and air-conditioning systems.
5. Maintains records of maintenance to machinery and equipment including the obtaining of log readings on mechanical equipment as required.
6. Wipes down mechanical equipment. Checks and reports on essential light bulb replacement. Reports on general condition of mechanical equipment rooms. Take immediate action to correct any safety hazards in mechanical equipment areas.



The University of British Columbia

Staff Job Postings

7. May be required to perform other duties related to the qualifications and requirements of the classification.

Supervision Received

Works under the direction of Head Maintenance Engineer, Sub-Head Operating Engineer, Head Operating Engineer - Automation.

Supervision Given

None.

Consequence of Error/Judgement

Close attention is required to prevent service failures and to identify and correct problems that could result in both a serious life safety, financial and or loss of steam or water service to the University. Poor decisions could result in loss of heat and hot water to much of the campus including the UBC Hospital. Must be able to make quick and accurate assessment of equipment failures to minimize equipment damage. Errors in judgement concerning steam system equipment maintenance could lead to serious personal injury or loss of life, shutdown to university heating and hot water system, expensive repairs, poor operation of the steam system, and decreased life of the steam piping system.

Qualifications

BC Fourth Class Power Engineer. .

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



Job Posting

Job ID: 14124
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C **Business Title:** Budget Analyst
Department: UBCO-OfcProvst&VicePrinciple
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-04 **Available Openings:** 1

Job Summary

This position is responsible for liaising and advising all Faculties across the Okanagan campus for directing financial initiatives and providing advice on all aspects of financial planning, forecasting, budgeting, strategic planning and developing business cases to support the comprehensive financial management of the Provost office. This position performs business planning and analysis in support of the Okanagan Campus strategic priorities and developing plans to resolve any issues identified.

Organizational Status

Reports to the Director, Academic Finance and Strategy ("Director") within the Office of the Provost and Vice Principal, at UBC's Okanagan campus, with a close working relationship to the Deans and Faculty Administrators. The Budget Analyst has regular contact with senior academic leadership as well as central service offices, e.g. Human Resources, Finance, IT, Treasury, University Counsel, Supply Management, Educational Research, Planning and Analysis, etc.

Work Performed

- Budget Analyst for the Office of the Provost, overseeing financial management by:
 - Developing strong working relationships with the Faculties to gain an understanding of Faculty and Department Unit level issues.
 - Monitoring the overall financial effectiveness and efficiency of the Faculties, and assisting and advising the Deans on implementation of changes as necessary in consultation with the Deans.
 - Planning, organizing and directing initiatives for the efficient management of financial resources.
 - Providing advice on the application of financial policies and procedures.
 - Coordinating and overseeing development and implementation of systems, policies and procedures related to financial management within the Faculties.
 - Developing short and long-range financial plans to optimize Faculties' financial effectiveness in conjunction with the strategic goals of the Faculties.
 - Supporting all aspects of planning, budgeting and forecasting.
 - Acting as liaison between the Faculties and Finance on financial matters.
 - Providing strategic advice and guidance to the Department Heads, Directors and



The University of British Columbia

Staff Job Postings

Managers within the Faculties.

- Leading the development and management of reporting requirements related to the Faculties, from transactional level details required to support monthly reconciliation processes to summarized reports to enable decision-making.
- Working with Faculty Administrators monitors existing internal controls throughout the Faculties and ensuring internal controls are operating effectively; reviews internal controls continuously to ensure efficiency is maximized and risks are mitigated.

2. Contributes to strategic planning and direction for the Faculties by:

- Evaluating and developing strategic financial plans, business cases and plans for the Faculties.
- Identifying and researching issues for the Deans and senior leadership teams and coordinating the resolution of these issues.
- Executing, or participating in, the delivery of plans to resolve the issues identified by the Deans and senior leadership teams.
- Working in close partnership with the Deans on special projects and projects of a sensitive, confidential nature by researching background materials, strategizing and presenting recommendations.

3. Performs other related duties by:

- Serving as a liaison between many central University departments and Faculty units, providing regular dissemination of information.
- Keeping abreast of issues pertaining to the Faculties, including participation in a wide range of University projects and committees.
- Performing other related duties as required.

Supervision Received

Overall planning and major objectives are determined in consultation with the Director, Academic Finance and Strategy. Once objectives have been determined, the incumbent works with considerable latitude. Documents and deliverables are generally reviewed for content and structure rather than financial accuracy, which is expected. Works within broad policy and procedural guidelines in accordance with professional standards.

Supervision Given

Provides guidance and indirect supervision to administrative and accounting staff within the department. Works closely, provides guidance and direction to administrative and professional staff in other departments across the campus as required.

Consequence of Error/Judgement

As a key position in the Office of the Provost, this position must exercise good judgment and ensure due process has been followed in all areas. The decision or recommendations made will have a significant effect on Faculty and University operations and finances. Failure to provide sound advice on financial policy and procedure along with timely and accurate financial information could seriously undermine decision making and resource allocation. Inaccuracies may lead to mismanagement of resources which could result in significant financial losses and a negative reputational impact.

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.

- Demonstrated management level experience in strategic planning, leadership and business



The University of British Columbia

Staff Job Postings

process improvement.

- Knowledge of not for profit accounting and a strong understanding of university structures and operations preferred.
- Thorough knowledge of large, integrated financial, human resources and administrative management, and budgeting systems.
- Effective financial, management and strategic planning skills.
- Ability to identify, as well as creatively solve problems and take initiative to improve processes.
- Proven financial planning and modeling ability.
- Exhibited ability to serve in a leadership role where recommendations have significant impact on organizational decision making.
- Effective oral and written communication, interpersonal and organizational skills.
- Ability to work with a high degree of accuracy, analyze and extract complex data to produce business, statistical and financial reporting.
- Ability to think strategically, grasp complex business and financial theories, identify key information and issues and suggest viable options as required.
- Ability to obtain and convey information effectively and with discretion to individuals from all levels of the University and the external community.
- Proven judgment and decision-making skills.
- Ability to analyze and redesign business processes to make them more efficient and effective.
- Ability to develop and implement policies and procedures through a consultative process in an environment of differing needs and views.
- Ability to work under pressure, adapt to changing priorities, multi-task and meet deadlines.
- Excellent computer skills; fluency in PeopleSoft or other large ERP system.
- Strong understanding of internal control concepts.
- Ability to lead and motivate people, providing mentoring, monitoring and feedback.
- Ability to deal with a diversity of people in a calm, courteous, and effective manner.
- Creative, proactive and able to drive organizational change.

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



Job Posting

Job ID: 14129
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Museum
Classification Title: Museum, Level B **Business Title:** Biodiversity Collections Education Manager
Department: Beaty Biodiversity Museum
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-29
Job End Date: 2014-01-15
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-10-05 **Available Openings:** 1

Job Summary

The Biodiversity Collections Education Manager works across UBC Biodiversity Collections' sites (UBC Botanical Garden and Beaty Biodiversity Museum) to develop, coordinate, and promote a full range of biodiversity education and outreach programming for K-12, post-secondary students, teachers, campus partners, Faculties, external partners and the public. This position leads the development and implementation of a strategic plan for education and outreach programming for the UBC Biodiversity Collections.

Organizational Status

The Biodiversity Collections Education Manager reports to the Director, UBC Biodiversity Collections, or the Director's delegate. The position works in consultation with the Museum's Scientific Director or delegated faculty to ensure accuracy and relevance of program content, and with other faculty and community resources to access necessary tools and skills and to ensure appropriate perspectives. The Education Manager consults with Garden and Museum staff and faculty, as well as other campus and external partners and clients in the course of performing assigned tasks.

This position supervises staff, student workers, and volunteers.

Work Performed

Strategic plan:

- Coordinates and leads a broad-based initiative to develop and implement a strategic plan for:
 - i. curriculum-based K-12 and post-secondary education programming;
 - ii. outreach programming including workshops, on-site and off-site lectures, seminars, tours, demonstrations and other related events and initiatives (e.g., a Biodiversity Collections Explorers' Club; Biodiversity Lecture series).
- Identifies indicators for success, and develops and implements an evaluation scheme to ensure Biodiversity Collections programs are meeting the goals and objectives of the education and outreach strategic plan.

Education Outreach:

- Creates an operational plan for school programs and public programs that incorporates the goals and objectives as identified through the education outreach strategic plan and by the Director, UBC Biodiversity Collections.
- Establishes, manages and maintains partnerships with Lower Mainland school boards, independent schools, out-of-school agencies, and campus partners to develop learning opportunities for students and teachers.



The University of British Columbia

Staff Job Postings

- Ensures educational programming for schoolchildren provided through the UBC Biodiversity Collections addresses provincial Integrated Resource Packages (IRPs).
- Works with school teachers and community coordinators to identify and develop education community programs at the Museum and the Garden.
- Works with the Lead Interpreter Volunteer Coordinator, Beaty Biodiversity Museum and the Community Education and Volunteer Coordinator, UBC Botanical Garden, to design, implement and where necessary revise education community programming to meet provincial standards.
- Develops resource packages for teachers and faculty, as well as educational materials for off-site lectures, tours, demonstrations and biodiversity-related events.
- Develops and facilitates professional development workshops for teachers and other educators including pre-visit and post-visit educational materials.
- Leads the development and implementation of a biodiversity-themed "explorers' club".
- In consultation with the Museum's Scientific Director, liaises with faculty, researchers, scientists and guest speakers to develop and promote evening and weekend educational events focusing on research relevant to biodiversity, such as the Biodiversity Lecture Series and the Way Cool Biodiversity Series.
- Develops and promotes field trip and out-of-school programs.
- Promotes and facilitates partnerships and collaborative arrangements with visitors, teachers, group leaders, sponsors, community groups, government organizations, and other external partners to develop and present joint education community programs within and external to the Museum and Garden.
- Works with faculty and other UBC attractions to develop learning opportunities on campus.
- Works with the Director of the Master of Museum Education (MMEd) program, based in the Faculty of Education, in facilitating and supporting integration of the MMEd program into the education community programming in the UBC Biodiversity Collections.
- Prepares grant applications for educational outreach programs.
- Develops and implements bursary programs to sponsor educational visits for low-income and non-profit groups.

General:

- Represents the Museum and Garden on UBC outreach planning committees (e.g. Faculty of Science, Vancouver School Board Math Science Focus Group, etc.).
- Develops and maintains connections with Vancouver nature organizations and networks, with K-12 educators, and other Museum educators in the Lower Mainland, the province, and in other jurisdictions.
- Sits on committees to recruit, hire, and evaluate interpretive staff.
- Identifies indicators and program evaluation schemes to determine if programs meet target set through the education outreach strategic plan.
- Works with the Senior Marketing and Communications Manager, UBC Biodiversity Collections, in creating marketing and promotional plans for schools, school boards, teachers, faculty, campus partners and other clients.
- Works with senior administrative staff to prepare an education outreach programming budget and resource plan, and manages funds and resources as approved.
- Acts as a resource to staff and volunteers.
- Performs other duties as described from time to time.

Supervision Received

Reports to and works under the general direction of the Director, UBC Biodiversity Collections, or the director's delegate. This position exercises a large degree of independence and discretion in decision-making.

Supervision Given

This position is the manager of a Museum Level A position. Delegates to and supervises staff, student workers, and volunteers.

Consequence of Error/Judgement

Coordination of community educational initiatives requires significant biological and educational expertise as well as a high



The University of British Columbia

Staff Job Postings

degree of coordination with other staff and or volunteers. The Museum will need to be supported by volunteers, the University community, and outside financial support, and this position will be key in developing and maintaining the community relationships that make this possible. Poor performance in this position could jeopardize the reputation and well-being of the UBC Biodiversity Collections, the Faculty of Science and the University.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Extensive knowledge of biodiversity and experience working with a variety of organisms in the field. Teaching and public program experience required. Familiarity with BC IRPs desirable, but not required. Experience recruiting, training, and supervising volunteers strongly preferred. Understanding of the role of a Museum at the University, in the city and in the larger context. Ability to plan, prioritize and execute workflow to meet deadlines under pressure. Ability to communicate effectively verbally and in writing. Effective public speaking skills. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Effective conflict resolution skills. Ability to work effectively independently and in a team environment. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to interact and communicate with tact and discretion with multicultural sensitivity when dealing with internal and external contacts. Ability to foster the long-term learning and development of staff through coaching, managing performance, and mentoring. Ability to develop and implement strategic plans in relation to biodiversity education and community outreach. Ability to make decisions and recommendations involving complex issues.

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



Job Posting

Job ID: 14094
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Web & Digital Communication Designer
Department: Learning & Technology Services
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-01 **Available Openings:** 1

Job Summary

The Web & Digital Communication Designer is responsible for designing and developing web sites and digital communications materials using various technologies including Content Management Systems. This position develops graphics user interfaces, web pages and templates based on client requirements, and programs application modules, tests, documents, and maintains various sites and systems. This position is responsible for the overall web and mobile presence of the UBC Faculty of Education and the technical administration of its content management systems, with primary responsibility for design and support of the WordPress system.

Organizational Status

Works within the Learning & Technology Services (LTS) unit in the Faculty of Education, which provides IT & e-Learning support services. This position interacts with multiple clients and stakeholders as well as other IT and e-Learning staff within the Faculty of Education and in other units such as CTLT, UBC IT and Faculty-level IT units. This position has reporting lines within the IT Services group of the Faculty of Education's LTS unit.

Work Performed

- 1) Manages the overall web and mobile presence for the UBC Faculty of Education:
- Designs web sites and content with an emphasis on usability and mobile device access. Ensures that accessibility standards in web publishing, and usability and branding guidelines are adhered to.
 - Designs, creates, and refines graphics, UIs and functional elements for various websites.
 - Participates on project teams to provide advice and assistance in UI design and branding, usability, and the creation of web and mobile content.
 - Plans, implements, and assists users with web site design and redevelopment for the UBC Faculty of Education that provides a consistent user-friendly experience.
 - Creates a set of default web site templates in WordPress, usable for all Faculty of Education web sites. Design templates to allow for appropriate creative freedom redesign by content managers and publishers while adhering to UBC and Faculty of Education rules on common look and feel.
 - Creates and implements responsive designs that are functional on desktop laptop computers and mobile devices.
 - Advises users in the publication and maintenance of appropriate and consistent web content.
 - Develops, maintains, and creates content and multimedia artifacts for various departments and units; integrates multimedia and



The University of British Columbia

Staff Job Postings

social media channels content into web sites as required.

- Develops style guides and templates for web content, including branding, style and navigation rules, page layouts, accessibility requirements, etc.
- 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.
- Maintains documentation standards and keeps abreast of developments in this area by associating with peers in the web content professions, professional societies, or by reviewing professional publications, newsletters, websites, etc.
- Contributes to the creation and maintenance of procedural and technical documentation for communication technologies including, but not limited to, "how to" user guides, application guides, technical reference manuals and production control manuals.
- Provide guidance to work-study and other students who support web-based systems or those who design and format content for web sites.
- Serve as the Faculty's representative with several of UBC groups and communities of practice related to web design; represents the unique user requirements and interests of the Faculty of Education related to communication and web technologies.
- Performs other related duties as required.

2) Evaluates, implements, and supports communication technologies and content management systems.

- Configures and provides support for web applications, namely the WordPress content management system; assists in maintaining and or migrating Drupal sites.
- Consults with users to determine their technical needs and analyses and reviews existing system features and requirements.
- Assists in planning data conversions, migrations and upgrades.
- Assists in planning and performing application configuration changes or module deployments.
- Contributes to the ongoing planning and analysis of application enhancements in support of current or new services.
- Researches vendor open source applications, proposes recommendations, and participates in projects and solution design and implementation.
- Performs other related duties.

The Web & Digital Communication Designer works a fixed schedule but requires flexibility. This position may be required to work some evenings or weekends. The incumbent must be flexible, adaptable and creative. The position is part of the team responsible for the day-to-day operational readiness of various technologies. Occasional travel may be required.

Supervision Received

Reports to the Director, Academic and Information Technologies. Has additional accountability to project managers, stakeholders and clients when working on projects. Must be able to work independently and carry out work to completion. Keeps supervisor, project managers and peers informed of the status of work in progress. Works to meet deadlines and complete tasks on projects. Works under organizational and departmental guidelines. Work is reviewed in terms of quality and effectiveness in meeting organizational goals.

Supervision Given

This position may be expected to supervise work-study students or provide guidance to those formatting and publishing content to the web. The position is expected to operate with wide latitude.

Consequence of Error/Judgement

This position is tasked with the management of the online presence of all units and departments across the Faculty of Education, and makes decisions impacting the Faculty of Education's public facing digital communication channels and related content. As the primary web designer, this position contributes to the visual identity of the Faculty, and therefore has a key role in ensuring stakeholders receive a high level of service and information availability.

Poorly researched, designed, or implemented web sites or applications may result in financial or other liabilities. Poorly conceived, inaccurate or unsuitable content may result in stakeholders receiving inaccurate information or being unable to access



The University of British Columbia

Staff Job Postings

services, information or make necessary decisions, which reflects on the Faculty's reputation. Errors may result in: a loss of confidence in the LTS and or Communications Units; damage to the Faculty of Education and or UBC's reputation; missed deadlines and cost overruns; frustrations for students, faculty and staff relating to web systems and content delivery to support their educational, research or administrative needs; service disruptions of communication technologies; breakdown in collaborative efforts with other Faculties and units.

Qualifications

Undergraduate degree in a relevant discipline. Certification in web multimedia design preferred Minimum of two years experience or the equivalent combination of education and experience. Experience creating web sites using WordPress an asset. This position requires creativity, imagination, and strong web content design skills. Knowledge of some or all of the following: CSS, JavaScript, HTML5, WordPress, Kurogo, Apache, PHP, and Drupal.

Knowledge of common web content creation tools [Photoshop, Illustrator and Dreamweaver], 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 designs or services initiatives where practical.

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

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

Ability to exercise initiative, diplomacy and judgment; ability to work effectively under pressure and coordinate multiple projects simultaneously to meet deadlines.

Strong communication, interpersonal and customer service skills with a demonstrated ability to communicate logically and effectively both verbally and in writing. Ability to perform to a high level of professional work standards.

Strong work ethic, motivation, and excellent time management skills. The successful candidate will be expected to proactively solve problems creatively in a challenging environment with limited supervision and direction. The ability to effectively manage changing and competing priorities is essential.

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



Job Posting

Job ID: 14105
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Systems Administrator I
Department: UBCO - IT Services
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-30 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-02 **Available Openings:** 1

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

Job Summary

The Systems Administrator I consults with users and analyzes their systems hardware and software problems, and contributes to the design, provisioning and configuration of systems based on user needs for voice and data systems. This position prioritizes and coordinates telephony related work for the IT, Media and Classroom Services department.

Organizational Status

The System Administrator supports clients of the IT, Media and Classroom Services department for the UBC Okanagan Campus.

The System Administrator I reports to the Senior Manager, IT Infrastructure. The System Administrator I requires extensive contact with faculty, staff and students. This position is also occasionally required to interact with members of the general public. This position coordinates phone related tasks, and works closely with other System Administrators, AV Analysts, Network Analysts, Business Analysts and Support Analysts. This position works in cooperation with various UBC Vancouver IT departments.

Work Performed

- Administers and provisions application-based unified communications systems, defining and applying service policies, classes of service and access controls.
- Consults with users on present or proposed business procedures, problems, and requirements in order to define systems needs and streamline system work flow.
- Sets priorities for work orders, assigns, and schedules work requests to IT, Media and Classroom Services staff, and coordinates schedules for staff and resources to maximize productivity.
- Continuously builds knowledge of applications and infrastructure supporting voice services. May act as a liaison with vendors to investigate and propose communications solutions.
- Provides administration of account management.
- Assists users, both remotely and in-person, to diagnose and resolve complex problems, escalates when necessary, and documents problem status and action taken.
- Maintains an inventory of equipment, service contracts, warranties and



The University of British Columbia

Staff Job Postings

maintenance agreements.

- Prepares and maintains documentation in accordance with prescribed standards.
- Develops policies and procedures related to the procurement and deployment of voice, network and server infrastructure.
- Responsible for the acquisition, deployment, tracking and retirement of information technology.
- Develops reports and data extracts from system and service management databases for analysis.
- Demonstrates excellent customer service by diagnosing client needs and determining effective solutions.
- Maintains the security of the department's IT resources
- Consults with users on present or proposed business procedures, problems, and requirements in order to define systems needs and streamline system work flow.
- Supports the monitoring and analysis of systems issues and contributes to recommendations for all systems supported infrastructure as part of regular operations.
- Contributes to the design, provisioning and configuration of systems.
- Acts as a liaison between technical groups and stakeholders to coordinate the system's installation and ensure technical compatibility and satisfaction.
- Contributes to the preparation of documentation and definition of system specific dependencies to assist in problem analysis including user and technical manuals for review by senior Systems Administrators.
- Contributes to the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Senior Manager, IT Infrastructure. Must be able to work independently and carry out work to completion. Keeps Senior Manager, IT Infrastructure and IT Service Coordinators informed of the status of work in progress. Works to deadlines and tasks on projects.

Supervision Given

This position works as a member of a support team. This position may supervise the work of junior IT professionals and may be required to train staff on software and hardware used by IT, Media and Classroom Services staff as well as clients.

Consequence of Error/Judgement

Errors in the implementation and support of enterprise systems could cost the University many thousands of dollars in lost productivity in teaching, learning and research time, and could impact the timely delivery of services to clients [e.g. students, faculty, staff and the general public].

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience in voice services and system environment important. Knowledge of Mitel TDM and VoIP voice systems, NuPoint messenger Voice Mail an asset. The Systems Administrator I must possess strong time management skills and have the ability to plan and carry out multiple tasks and projects simultaneously. Excellent written and verbal English communication skills are critical as the Systems Administrator I duties involve extensive customer interaction by phone, email, or in person. This position is expected to provide the highest possible standards in customer service excellence, displaying supportive and



The University of British Columbia

Staff Job Postings

respectful behaviour at all times in the conduct of business Strong attention to detail and the ability to work independently in a team environment with minimal supervision is critical in this position. The ability to impart technical information to clients with mixed levels of technical ability is essential to this position. The Systems Administrator I must provide demonstrated willingness to learn and continually upgrade skills.

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



Job Posting

Job ID: 13567 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Network Analyst I
Department: UBC IT - UBCNETwrk& Inf Facil.
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-11 **Available Openings:** 1

Job Summary

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

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

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

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

Organizational Status

Reports to the Manager, Network Management Centre.

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

Work Performed

Specific Duties:

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



The University of British Columbia

Staff Job Postings

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

Core Duties:

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

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

Qualifications

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

Experience running and analyzing packet captures.

Cisco certifications, an asset.

Experience using Cisco security products, Nessus, an asset.



The University of British Columbia

Staff Job Postings

Understanding of security concepts, constructs, vulnerabilities, exploits.

Familiarity with IDS IPS, SIEM, scanning tools.

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

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

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

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

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

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

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



Job Posting

Job ID: 14128
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Educ. technology & Computer Support Specialist
Department: French,Hispanic & Italian Std
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-09 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-04 **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

In consultation with the Department Head, the Educational Technology and Computer Support Specialist coordinates, develops and oversees projects which integrate educational technology in courses offered through the Department of FHIS, collaborates with Faculty members in the design and delivery of educational materials and provides personal individualized consulting and training to all Faculty members and graduate students on the use of new technology in the delivery of educational materials. The objective is to improve the effectiveness of the application of learning technologies and the learner outcomes and engagement through the implementation of blended and e-learning courses and modules in FHIS.

Moreover, the incumbent is responsible for the design and development of the FHIS website to satisfy the ever expanding communication expectations of the Department, improve usability and aesthetics in compliance with UBC's Common Look and Feel guidelines implemented in liaison with Arts ISIT. This in turn builds the FHIS brand and strengthens the Department ability to meet its recruiting targets. The website also provides up to date information to existing students, and facilitates the organization of the actual teaching and all related ongoing activities in the Department.

The incumbent also provides technical expertise for all computer systems and audio visual requirements in the Department, as well as operational Information Technology support and security.

Organizational Status

The Educational Technology and Computer Support Specialist reports directly to the Department Head and indirectly to the Administrator. The position requires interaction with Faculty, staff and graduate students to understand their needs in terms of support, training and project requirements as they relate to educational technology development, website design and development in liaison with Arts ISIT, database management, and IT management.

The role requires minimal supervision and is based on consulting needs; the steps to achieve project goals are determined by the incumbent in collaboration with the Department's Faculty, staff and graduate students. This position implies an ongoing awareness of the latest developments in the field of educational technologies. The incumbent is expected to anticipate potential issues and needs as they relate to departmental educational technology, multimedia, Information Technology as well as future needs in hardware, software, applications and tools.

The incumbent also coordinates the language laboratory activities, including the training and supervision of the language laboratory monitors and suggests changes in strategies around the recruitment of monitors and the delivery of teaching material.

Work Performed



The University of British Columbia

Staff Job Postings

- Consult and work directly with Faculty members to promote, design and implement web-based technology to build and deliver course material and other learning activities in their teaching.
- Advise, train and assist Faculty members in course design and the development of e-learning instructional material using UBC's Learning Management System (LMS), currently Blackboard Learn, and other web tools.
- Develop templates for Instructors and Teaching Assistants to facilitate and improve the delivery of online learning material such as e-textbooks.
- Conduct surveys and analyze results with Instructors to assess and enhance quality assurance of existing and future blended courses in order to meet learning objectives.
- Collect data through UBC's LMS reporting systems to provide Instructors with statistical reports on course material use and student online behaviours to optimize teaching and learning experience.
- Engage on a consultative basis as well as initiate research in the field of learning analytics.
- Suggest new directions in view of evolving technological capabilities.
- Manage the expanding collection of FHIS reusable learning objects database such as course content material, assessments and practice exercises, quizzes, language pronunciation exercises, teaching videos, flash cards, etc, available for all FHIS courses.

- Manage the design, development, and organization of content of the FHIS website in consultation with Arts ISIT to continuously increase the Department's online presence.
- Provide documented training to office staff for content updates.
- Receive and sort communications to be posted on the website such as news and publications.
- Consult with FHIS Faculty members, graduate students, staff, and Arts ISIT to ensure the website meets expectations.
- Provide personalized advice and technical support to Faculty members in building their own professional website.

- Analyze and review functional requirements, computer system features and audio visual equipment in consultation with Faculty members, administrative staff, and graduate students and make recommendations on hardware and software purchases.
- Configure computer hardware, software, network systems and apply security requirements for administrative staff and the two departmental computer laboratories.
- Investigate and recommend changes in technology when appropriate to improve departmental operations.
- Coordinate the language laboratory activities for specific courses in FHIS: organize schedules; train lab monitors; test appropriate software; liaise with Arts ISIT.
- May serve on committees to consult on existing projects and may suggest new directions within FHIS, the Faculty of Arts and the campus at large.
- Participate in the hiring process of research assistants to be involved with instructional development projects and language monitors for the language laboratory activities.

Supervision Received

Report directly to the Department Head. Works under minimal supervision; receives defined assignments but is expected to show initiative and creativity in reaching the set goals

Supervision Given

Supervise graduate students involved on virtual learning projects.

Supervise and coordinate the work of Teaching Assistants involved with language laboratory activities

Consequence of Error/Judgement

Errors in the performance of this position severely compromise and even prevent the effective delivery of online course materials, the reliability of the FHIS and Faculty members' websites for communication and marketing purposes, the continuous operation of all computer and audio visual needs for staff and students in the Department and the Faculty of Arts language laboratories. This position requires considerable judgement and initiative, therefore, due to the rapidly increasing reliance on software and design



The University of British Columbia

Staff Job Postings

compatibility for communication within the Department and across UBC as a whole, so errors greatly impact the ability of the Faculty members and the Department to deliver information. They also prevent students from receiving effective instruction accessing vital tools and content

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Experience in web development, website design and development, and some experience of web and learning analytics is preferred.

Experience working with Learning Management Systems (i.e Blackboard Learn) and related technologies is required.

Necessitates high level computer skills, experience in implementing, configuring computer systems, managing databases, and strong problem solving expertise. The incumbent must also demonstrate proven leadership in projects, the ability to acquire specific knowledge independently and adapt to new trends related to educational technology, Information Technology and web development.

Necessitates high level computer skills, experience in implementing, configuring computer systems, managing databases, and strong problem solving expertise. The incumbent must also demonstrate proven leadership in projects, the ability to acquire specific knowledge independently and adapt to new trends related to educational technology, Information Technology and web development. Fluency in both French and English and a working knowledge of Spanish and or Italian is preferred.

Good understanding of the University environment.

Must demonstrate excellent customer service with strong interpersonal, communication, and collaboration skills. This role requires excellent analytical reasoning, problem solving, time management, and organizational skills.

Experience in facilitating workshop and producing training documentation.

Solid understanding of the effective use of HTML and CSS.

Experience in teaching is an asset. Ability to analyze problems, identify key information and issues, and effectively resolve.

Ability to communicate effectively verbally. Oral fluency in French and English language.

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



Job Posting

Job ID: 14037 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Systems Analyst II
Department: UBC IT - UBCNETwrk& Inf Facil.
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-11 **Available Openings:** 1

Job Summary

The Systems Analyst II implements, integrates and supports complex or campus-wide vendor supplied applications. This position is responsible for provision of second and third level technical and administrative support for the Network Management Centre (NMC). As a member of the NMC team, this position participates in the creation and support of the UBC data networking environment in alignment with the University and UBC IT's mission and customer business needs.

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

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

Organizational Status

Reports to the Manager, Network Management Centre.

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

Work Performed

Specific Duties:

- Resolve complex failures related to production systems and provide Tier 2 3 operational system support as required.
- Develop and manage lifecycle of scripts, applications, and tools including planning, development, implementation, and ongoing maintenance.
- These applications, tools and scripts support and streamline network operations such as (bulk) configuration changes, system health checks, and reporting.
- Install, configure, manage, and maintain network management servers, appliances, VMs and commercial software applications.



The University of British Columbia

Staff Job Postings

- Research and analyze technology trends and tools that would be beneficial in supporting network operations. Report on recommendations to the team and management.
- Solicit input and feedback on requirements and incorporate into development of tools, implementation thereof, and recommendations for new tools.
- Work with other UBC IT teams to ensure smooth integration of RADIUS and AAA systems with identity management systems and database repositories. Provide operational support for RADIUS and AAA systems and ensure smooth operations of authentication supporting campus network services.

Core Duties:

- Researches and evaluates vendor supplied applications, develops 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 production and non-production application environments.
- Maintains core application infrastructure, including virtual servers, networks and firewalls.
- Plans and performs global configuration changes or module deployments for enterprise or complex applications.
- Integrates vendor supplied applications with existing infrastructure and applications through custom interfaces and components.
- Manages small to medium sized projects and related budgets.
- Provides technical expertise, training, and consultation to other staff.
- Develops or modifies software code to meet specifications or facilitate integration.
- Conducts testing of new or customized application modules to ensure application meets specifications.
- Develops application documentation requirements for functions, modifications, back-ups and operating procedures. Provides ongoing maintenance and operational support for applications.
- Supports application lifecycle and applies and follows appropriate change management methodologies and best practices.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools and provides input to strategies for ongoing support and upgrade of these systems.
- Builds and maintains good working relationships and collaborates with others to achieve client objectives.
- Performs other related duties as required.

Supervision Received

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

Supervision Given

As required, in order to ensure coordinated functioning of the Network Management Centre.

Consequence of Error/Judgement

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

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

Qualifications

Undergraduate degree in a relevant discipline. University degree in 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.



The University of British Columbia

Staff Job Postings

Working experience with network technologies preferred.

Working experience with network management and monitoring tools.

Solid understanding of network concepts, technologies

Working experience with network technologies preferred

Working experience with network management and monitoring tools

Strong UNIX, LINUX, and system administration skills

Basic Microsoft Windows administration skills

Strong working experience with RADIUS and AAA, especially wireless network authentication and protocols (e.g., PEAP-MSCHAPv2)

Working experience with EAD, LDAP

Strong scripting skills: Perl, Python, shell

Working experience with Oracle and MySQL. Strong SQL skills

Working experience with PHP, Java

Knowledge of QA methodologies

Nice to have: Web development skills, Cisco IOS

Good organizational and planning skills.

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

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

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.



The University of British Columbia

Staff Job Postings

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.

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



Job Posting

Job ID: 14015 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Network Analyst II
Department: UBC IT - UBCNETwrk& Inf Facil.
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-10-11 **Available Openings:** 1

Job Summary

The Network Analyst II designs solutions for existing complex information network systems including the assessment of facilities bandwidth requirements and system interdependencies.

Organizational Status

Works within the Network Management Centre as part of a team providing support for UBCNET. Reports to the Team Lead of the Network Management Centre under the UBCNETWORK and Infrastructure Facilities unit. Works with other teams within UBC IT to support campus enterprise network services. Liaises with personnel from UBC IT, other campus IT units, IT units at other universities and institutions, the research community and other customers.

Work Performed

Specific Duties:

Ensure the operational stability of the campus network by providing support and implementation functions in the following networking areas: Routing and switching, Network Security; Wireless, Support Systems (DNS, DHCP), Network Management Systems, Service Provider (MPLS), QoS and Traffic Engineering (VOIP), Load Balancing, TCP IP and packet capture and analysis, and Multicast.

- Participate in rotation duty which involves assigning tasks to other team members, coordinating trouble resolutions, and monitoring work flows.
- Provide after hours on-call support on a rotational basis.
- Participate in network design and lifecycle planning discussions.

Core Duties:

- Designs solutions for networking technology related failures and provides administrative support for network systems.
- Assesses facilities bandwidth requirements, system interdependencies, and network performance, and participates in capacity and function planning.
- Install, configure and maintain network components as well as any co-ordination efforts related to these activities
- Utilize existing toolsets to perform network installations, troubleshooting and documentation tasks
- Coordinates the installation and configuration of network components.
- Analyses user requirements and prepares detailed designs and equipment specifications.



The University of British Columbia

Staff Job Postings

- Participates in defining disaster recovery plans and the development of network test plans.
- Monitors network activity and connectivity, and troubleshoots, diagnoses and resolves network problems.
- Implements network security procedures and makes recommendations for improvement.
- Participates in the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Contributes to the evaluation of future technologies and makes recommendations for software and hardware upgrades.
- 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

Works under the general direction of the Team Lead of the Network Management Centre and the Manager of the UBCNetwork and Infrastructure Facilities Unit. Must demonstrate the ability to work effectively under pressure with minimum supervision.

Supervision Given

No direct supervision is required, but is expected to assist team members as needed.

Consequence of Error/Judgement

Expected to take actions and make decisions that have direct impact on UBC's campus network with the potential to affect all academic faculties and departments. This position deals directly with the availability, reliability, and security of the campus network used for academic, research, and administrative computing.

Qualifications

Undergraduate degree in a relevant discipline. Bachelor's degree in Computer Science or Engineering preferred.

CCNA or CCNP designation in routing switching, security, or wireless networking A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience.

Minimum seven years of relevant experience supporting enterprise LAN WANs, large campus networks, network operations and network management.

In-depth experience installing, configuring, troubleshooting, and supporting complex, enterprise class IP networks.

Experience working with and demonstrated depth of knowledge in the following areas:

Routing and Switching: 802.1D, 802.1Q, 802.1s, 802.1w, 802.1X, 802.3ad, 802.1AX; HSRP, OSPF, BGP, BGP MPLS, policy routing, redistribution.

Network Security: AAA, ACLs, device hardening, firewalls, IDS IPS, IPsec, port scanning, SSL VPNs, vACLs, VPN.

Wireless: 802.11a b g n, wireless authentication and encryption protocols, identity-based wireless, mesh, RF, site survey, wireless security.

Support Systems: DNS, DHCP, Windows, MAC, UNIX, XML, Scripting (perl).

Network Management Systems: Intermapper, SNMP.

Service Provider: MPLS.



The University of British Columbia

Staff Job Postings

QoS and Traffic Engineering (VOIP): 802.1p, classification and marking, congestion avoidance, congestion management, DSCP, IP SLA, MPLS QoS, rate limiting, traffic policing, traffic shaping, videoconferencing and VOIP specific QoS provisioning.

Load Balancing, TCP/IP and packet capture and analysis, Multicast, Network Design.

Preferences will be given to individuals with experience in the following areas: Cisco networked environments; Customer service environments - provisioning services, determining requirements, customer interaction; Service provider environments.

Ability to effectively manage multiple tasks and priorities and work under pressure to meet time sensitive and mission critical deadlines.

Ability to take initiative and work with limited direction.

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

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

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

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

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.

Thoroughness - Demonstrates operational agility. Uses organizational systems that result in multiple critical activities to be identified and completed on time. Renegotiates priorities as necessary. Puts systems in place and uses them to monitor and detect errors and problems. Tests and inspects outputs and applies quality checks prior to work submission.

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



Job Posting

Job ID: 14099
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Manager, Business Development
Department: UBC IT - Digital Media Tech
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-15
Job End Date: 2013-10-18
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-02 **Available Openings:** 1

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

Job Summary

The Manager, Business Development provides overall management of digital media technology services within a broad client portfolio, ensures that enterprise services consider business requirements, and leads integration projects with an emphasis on creating pioneering partnerships with relevant industry and government leaders and securing funding for digital media projects on behalf of the University.

The Manager, Business Development is a leader whose diplomatic skills, foresight, and sound business judgment will enhance the reputation of the University and UBC IT as genuinely innovative leaders at the local, provincial, national, and international level.

Organizational Status

Reports to the Director, Digital Media Technologies within Information Technology. Works closely with external vendors, Senior UBC administrators, the Development Office, Supply Management, and Public Affairs.

Work Performed

Specific Duties:

- Develops business relationships to broker vendor endorsement and secure partnerships with industry leader technology companies to the benefit of UBC and UBC IT
- Engages various government and industry in shared digital media ventures; develops and promotes associated strategic plans and communicated these with the univeristy community
- Enhances research and development opportunities within UBC in digital media
- Owns the Digital Media Technologies social media presence
- Promotes Digital Media Services internally and externally
- Secures opportunities for the expansion of digital media shared services across BC
- Helps secure grant funding (federal and provincial) for major digital media projects on behalf of UBC
- Researches opportunities for mobile application development
- Secure grants for DMT related projects via granting agencies, and opportunities discovery with major funding sources associated with grants



The University of British Columbia

Staff Job Postings

- Explores multidisciplinary projects that will enhance UBC IT DMT's portfolio
- Works with local incubation companies to enhance the University's outreach
- Connects with leading institutions to work on shared goals and projects
- Recruits and manages staff, up to and including performance management, progressive discipline and terminations

Core Duties:

- Provides overall management of information technology services within a broad client portfolio, translates client organizational needs and UBC's information technology strategy into service requirements and portfolio directions, and makes recommendations for optimizing resources.
- Ensures that business requirements for enterprise services are identified, developed, delivered and communicated to clients.
- Leads integration projects and manages the transition of information technology services.
- Identifies implementation options, writes design and discussion documents, and makes appropriate technology decisions for new and changing technology needs.
- Works collaboratively with key customers, internal stakeholders, and other higher educational institutions to plan and deliver IT's portfolio of services to the broader UBC community.
- Develops working relationships across the organization.
- Advises other information technology professionals and senior leaders on the effective use of information technology products and services, including the selection of specific technologies.
- Negotiates, sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Leads the development of business and implementation plans, policies, standards, and budgets for projects and information technology solutions.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

This position works closely with and reports to the Director, Digital Media Technologies.

Supervision Given

This position manages staff on an operational and project related basis.

Consequence of Error/Judgement

Expected to take actions and make decisions that have direct impact on the reputation of UBC and UBC IT. Incorrect or insufficient information or the failure to deliver on expectations would negatively affect the organization and funding opportunities. This position concerns the public image and profile of the Department and the University on a provincial, national, and international level.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience.

- Experience working with people at senior levels
- Demonstrated project management skills
- Excellent oral and written communicator
- Ability to exercise sound judgment and creativity
- Ability to work under pressure to meet deadlines and to juggle multiple priorities and varying assignments
- Superior interpersonal and leadership skills: ability to exercise a high level of diplomacy, tact, and discretion when working with information of a confidential and or sensitive nature and in dealing with various levels of senior administrations and



The University of British Columbia

Staff Job Postings

external agencies

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.

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

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

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

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



Job Posting

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

Job Summary

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

Organizational Status

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

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

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

Work Performed

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



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

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

Supervision Received

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



Supervision Given

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

Consequence of Error/Judgement

Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The Manager, Learning Technologies Developer Community plays an important part in the formulation, alignment and implementation of the strategic plans for learning technologies across the University.

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

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

Qualifications

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

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

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

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

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

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

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

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



The University of British Columbia

Staff Job Postings

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

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

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

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

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

Nice to Have:

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

Leadership Skills:

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

Interpersonal Skills:

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

Analytical Thinking:

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

Business Process Knowledge:

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

Information Systems Knowledge:

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

Business Enterprise Knowledge:

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

Collaboration - Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the right people within and beyond organizational boundaries,



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

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

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

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

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



Job Posting

Job ID: 14138
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level F **Business Title:** Senior Client Service Manager
Department: UBC IT - Client Services
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-05 **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

The Senior Client Service Manager provides overall management of information technology services within a broad client portfolio, ensures that enterprise services consider business requirements, and leads integration projects. The Client Service Manager develops UBC and Faculty business and project plans, policies, standards requirements, and budgets to ensure the successful implementation and operations of integrated, cost-effective IT services within a variety of Faculties and units and manages large scale projects comprising multiple systems and services that align or integrate campus-wide systems and services within the departments and faculties. The Client Service Manager is responsible for ensuring business needs within the faculties and departments are identified, and that requirements are understood and, working with staff and managers internally within UBC IT and externally, translates these needs into IT solutions.

Organizational Status

The Client Services group within UBC Information Technology is responsible for providing broad overall management of UBC IT's services within a client portfolio and acting as their single point of contact for UBC IT's services, including obtaining and supporting services, and developing and reporting on performance measurements.

The Senior Client Service Manager interacts strategically with senior staff and faculty across the University in such as Dean, Associate Dean, Director, as well as IT managers and staff in the various faculties and units. Within UBC Information Technology, the Senior Client Service Manager works at a senior level, reporting to the Director, Client Services. Actively participates as a member of the UBC IT Services Group leadership team.

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

Work Performed

Specific Duties:

- Develops strategic partnerships with the senior leadership of Faculties and Administrative units on campus.
- Develops a solid understanding of individual Faculty and Administrative units environment and priorities; applies this



The University of British Columbia

Staff Job Postings

knowledge to the development of technology solutions.

- Leads strategic assessments of IT services within the faculties and make recommendations for optimizing resources and develop associated plans upon request.
- Provides advice to faculties and departments, and propose strategic and tactical directions for IT departments across campus and for the UBC IT portfolio of services and business processes to align them with UBC's campus IT strategy upon request.
- Coordinates the provisioning of enterprise services, ensuring customer-driven direction.
- Analyzes and reviews functional requirements, system features, integration requirements, security requirements, scalability and performance requirements.

Core Duties:

- Provides overall management of information technology services within a broad client portfolio, translates client organizational needs and UBC's information technology strategy into service requirements and portfolio directions, and makes recommendations for optimizing resources.
- Ensures that business requirements for enterprise services are identified, developed, delivered and communicated to clients.
- Leads integration projects and manages the transition of information technology services.
- Identifies implementation options, writes design and discussion documents, and makes appropriate technology decisions for new and changing technology needs.
- Works collaboratively with key customers, internal stakeholders, and other higher educational institutions to plan and deliver IT's portfolio of services to the broader UBC community.
- Develops working relationships across the organization.
- Advises other information technology professionals and senior leaders on the effective use of information technology products and services, including the selection of specific technologies.
- Negotiates, sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Leads the development of business and implementation plans, policies, standards, and budgets for projects and information technology solutions.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

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

Supervision Given

Leads interdisciplinary project and service teams comprising of UBC IT staff, Faculty IT staff, and contractors.

Consequence of Error/Judgement

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

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



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

Qualifications

Post-graduate degree. University degree in Marketing, Commerce, Business Administration, Computer Science, or Engineering preferred 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. Specialized experience in the design and implementation of major computer systems and at least two years of managerial experience, or the equivalent combination of education and experience.

At least 3-5 years project management or systems integration experience, or an equivalent combination of education and experience.

Strategic knowledge and 3-5 years experience working with IT products and services, such as Email, Portals, Blogs, Wiki's, Intranets, web and videoconferencing tools, networks, storage solutions.

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

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

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

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

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.

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.

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

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

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

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



Job Posting

Job ID: 14133
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Curriculum Coordinator
Department: Populn&PublicHealth,Schoolof
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-10-15
Job End Date: 2013-01-15 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-10-05 **Available Openings:** 1

Job Summary

This position is responsible for assisting the Masters in Health Administration (MHA) leadership in the School of Population and Public Health (SPPH) with curriculum organization with a view to migrate courses to a Learning Management System (LMS) blended delivery.

Organizational Status

The position is within the SPPH focusing on the MHA program and will be based at the Vancouver campus. The selected candidate will work closely with the MHA Director and faculty as well as liaise with the MHA Program staff.

Work Performed

Perform curriculum mapping exercise to inform Program Director on redesign of course content and timetabling.
 Identify how individual courses currently link overlap and could be better integrated.
 Design of chronological (theme based) flow of courses.
 Identify volume of courses to ensure workload is evenly spread across the academic year.
 Review current course objectives and help re-design and improve during the migration to new LMS.
 Identify which courses and how research proposals and projects can be better integrated within the degree.
 Liaise with course instructors for information necessary to carry out tasks.
 Perform other related duties as required.

Supervision Received

This position reports to the faculty in the MHA.

Supervision Given

Not applicable.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Consequences of error could lead to poor course outcomes and would reflect badly on the MHA program.

Qualifications

Undergraduate degree in a relevant discipline. Graduate degree in a relevant discipline preferred. A degree in Health Administration or related field preferred. Minimum of two years experience or the equivalent combination of education and experience. Knowledge of the university working environment and experience in the development of educational programs in Blackboard Learn will be considered assets. Excellent detail skills are required, including the ability to edit complex text material accurately. Strong academic and writing skills are required. Editorial experience or skills will be an asset. Excellent interpersonal and communication skills in dealing tactfully with public and staff are essential.

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



Job Posting

Job ID: 14073
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** Program Manager, Undergraduate Medical Education
Department: Medicine Department
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-01 **Available Openings:** 1

Job Summary

The Program Manager, Undergraduate Vancouver Fraser Medical Program (VFMP) is responsible for curriculum delivery including managing educational sessions, teaching components, and faculty recruitment; examinations and assessment processes; and projects to streamline administrative processes in the Undergraduate Medical Education Program in the Department of Medicine. This includes managing and advising staff in the Undergraduate Education team on the development and delivery of curriculum schedules and related faculty recruitment; the organization of assessment processes; and the delivery of examinations. In addition, this position will contribute to overall program planning and development of policies; will participate in reviewing operational needs of the program and will collaborate with the Senior Education Manager, the Director of Undergraduate Education, and the Undergraduate Education Committee on how the Undergraduate Medical Education Program can continue to meet the needs of Curriculum Renewal and the Medical School Expansion.

Organizational Status

The Program Manager and the Department of Medicine's Undergraduate Medical Education Program are located in the Gordon and Leslie Diamond Health Care Centre (GLDHCC). The Department of Medicine is the largest department in the Faculty of Medicine and currently consists of 17 divisions overseen by Division Heads as well as site-specific Division Heads: AIDS, Allergy & Immunology, Cardiology, Community General Internal Medicine, Critical Care, Endocrinology, Gastroenterology, Geriatric Medicine, General Internal Medicine, Hematology, Infectious Diseases, Medical Oncology, Nephrology, Neurology, Physical Medicine & Rehabilitation, Respiratory Medicine and Rheumatology. The Undergraduate Medical Education Program delivers medical training to approximately 560 UBC students during their 2nd to 4th year in the VFMP plus an additional 400 - 500 visiting students.

The Program Manager works under the general direction of the Senior Education Manager, UBC Department of Medicine and the Director of Undergraduate Education and manages the Program Assistants in the Undergraduate Medical Education Program.

Work Performed

Curriculum Delivery:

- Responsible for the scheduled and unscheduled teaching component across years two through four of the Undergraduate Medical Education Program. This involves planning, managing and delivering all aspects related to teaching in years two through four of the Undergraduate Medical Education Program.
- Develops and manages course materials, including web site content and maintenance.



The University of British Columbia

Staff Job Postings

- Organizes and participates in orientation and information sessions with medical students.
- Supervises the dissemination of information relevant to medical students.
- Manages faculty recruitment for teaching and acts as liaison with faculty and staff regarding teaching assignments.
- Manages database of faculty teaching hours, payments, and qualitative measures of faculty recruitment and teaching contributions.
- Sits on and acts as advisor and provides resources to decision-making Educational Committees such as the Department of Medicine Undergraduate Medical Education Committee and the Year 3 Program Administrators' Group.

Examinations and Assessments:

- Oversees and coordinates evaluation process of medical students within the VFMP.
- Manages and coordinates Internal Medicine examination process for 200 Year 3 VFMP medical students and is accountable for operational effectiveness of the examination process. Participates as a National Board of Medical Examiner (NBME) Procter as required.
- Manages VFMP data collection on student performance in the Department of Medicine Undergraduate Medical Education Program.
- Compiles medical student files.

Projects:

- Identifies, manages, and implements projects including preparing project schedules timelines aimed at streamlining current processes for more efficient and effective delivery of administrative support to students and faculty such as the review and redesign of faculty teaching payments for teaching hours; faculty contact data base; and video applications for student and faculty training..
- Liaise with faculty regarding the delivery of curriculum to meet program goals and objectives.
- Other duties and projects as required.

Program Staff:

- Hires, trains, evaluates, supervises, and disciplines staff.
- Coordinates workflow, workload, and skill upgrading needs of staff.
- Provides leadership to staff in resolving issues beyond the scope of their responsibility.

The office is located in the Gordon and Leslie Diamond Health Care Centre, 10th floor - 2775 Laurel Street, Vancouver, B.C. Travel to other sites within the Undergraduate Vancouver Fraser Medical Program may be required.

Supervision Received

Works independently within program and departmental guidelines under the general direction of the Senior Education Manager, UBC Department of Medicine and the Director of Undergraduate Education.

Supervision Given

Manages CUPE 2950 staff (2 Full-time and 4 Part-time) and temporary staff in the Undergraduate Medical Education program. Seeks collaboration with the Senior Education Manager for complex and unusual problems as required.

Consequence of Error/Judgement

This position must exercise considerable judgment and initiative in decision making, including resolving issues not always clearly covered by established guidelines. Scheduling errors could result in loss of valuable physician time, productivity, inadequate planning for key activities, and compromise Departmental integrity and growth. Grade errors could result in student complaints and or transcription errors. High level of confidentiality and security is required in dealing with student concerns, and development and storage of examinations. Errors in judgment will impact on site placements, reputation, and program quality. Poor planning could result in failure to meet program objectives. The individual will be required to work independently and will need to exercise sound judgment, tact, and confidentiality in delivering components of the program.



The University of British Columbia

Staff Job Postings

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Demonstrated experience in educational programming including training and evaluation. Knowledge and experience in medical student programs an asset. Ability to effectively use job-specific software at an intermediate level. Ability to communicate effectively verbally and in writing. Ability to analyze and interpret data, determine implications, and provide recommendations. 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 effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Effective organizational and interpersonal skills. Ability to effectively recruit, train, supervise, and motivate employees. Ability to exercise initiative and sound judgment. Ability to exercise tact and discretion. Availability to work flexible hours to accommodate morning exams and late day meetings. Ability to work effectively independently and in a team environment.

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



Job Posting

Job ID: 14132
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Communications Manager
Department: Green College
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-26
Job End Date: 2013-12-06
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-10-13 **Available Openings:** 1

Job Summary

The Communications Manager is responsible for the planning and implementation of a full range of external communications projects and strategies to enhance the image and reputation of Green College at local, provincial, national, and international levels, as well as internal initiatives to improve and maintain member relations and communication systems and products. The role ensures accuracy and consistency of the College's messaging and visual identity on all applications, and provides consultative services to College-affiliated and funded groups and individuals on communications strategies.

The Communications Manager manages the work of the Events and Programming Coordinator on communications support activities, and provides general oversight to same on all internal member events, external event bookings and public programming held at Green College. The role is also responsible for publicizing College sponsored events and public appearances of special guests.

The College's marketing budget is managed by the Communications Manager. The position is responsible for producing projections, monitoring expenses, and providing budget reports for this area to the Administration Manager.

In close collaboration with the Principal, the Communications Manager works on development and fundraising initiatives. The position also looks after coordinating and stewarding partnerships for the College's academic programs as well as community outreach and engagement in consultation with the Principal. The Communications Manager is expected to maintain an up-to-date knowledge of UBC academic units, research developments, interdisciplinary activity, and both campus-wide and local community plans.

Organizational Status

The Communications Manager is a key management team member of the Green College administration office, who liaises with the UBC community; local media; the UBC Public Affairs, Alumni Affairs, and Development offices; the Faculty of Graduate Studies and campus partners; the College's food service provider; College committees; and faculty and student (resident) members of the College on events, programming, partnerships, and communications projects and initiatives.

Work Performed

1. Plans and implements marketing and communications strategies and systems that are in line with the College's general strategic direction and meet the needs of its various audiences and stakeholders;



The University of British Columbia

Staff Job Postings

2. Manages the College's marketing budget, providing projections and making decisions regarding expenses and service contracts; oversees service contracts related to communications projects;
3. Facilitates external communication between Green College, UBC units and departments, media, external organizations and the local community;
4. Develops and stewards the College's public profile, ensuring appropriate use and recognition of the College's visual identity and consistency in messaging;
5. Develops communications policies for the College, in consultation with the Principal and Administration Manager; responsible for monitoring and ensuring communications policies are adhered to;
6. Provides specific consultative services and overall direction on communication strategies and initiatives to various College funded groups and public lecture series, producing as needed or overseeing the production of print and online promotional materials;
7. Leads the continued development and direction of the College's website and online presence, monitors contact management within College databases, and implements systems to maintain up-to-date listservs and subscriber lists for online publications and mailings;
8. Leads the production of College print publications and materials (i.e. event poster templates; signage; resident handbook; annual reports; promotional brochures and flyers, etc), ensuring these are updated and meeting continued needs, and identifying and evaluating distribution methods;
9. Develops and maintains functional internal communication systems for use by (resident, faculty, society) membership, liaising with internal audiences, staying current with available technologies, and evaluating needs;
10. Identifies publicity opportunities; researches and prepares news stories to highlight the College's events, special visitors, member achievements and activities to the campus community and local media;
11. Oversees the development of member recruitment, welcome, and exit communication materials and marketing initiatives, liaising with committees and member groups;
12. Ensures the development, organization and maintenance of the College's library of photography, video, and audio files, commissioning materials and services to grow and maintain the collection as needed;
13. Provides own and oversees the work of others related to copywriting, editing, and design services for a variety of College print and electronic materials, ensuring College style guidelines are consistently followed.
14. Supports the Principal to chair the College's Media and Communications Committee, and serves as a non-voting member, providing key input into agenda items and leading the organization of meetings.
15. Manages and coordinates stakeholder, partner, community or sponsor relationships where appropriate, and supports the Principal to develop fundraising plans.
16. Works closely with the Principal to cultivate program partner relationships and sponsorship opportunities.
17. Directs and oversees the work of the College's Events and Programming Coordinator on events, programming, and communications-related activities; prepares and delivers Events and Programming Coordinator performance evaluations and oversees those of Event Assistant student positions;



18. Provides consultative services to members and College-affiliated groups in communications planning for public events.

Supervision Received

Reports to the Principal of Green College, working independently with minimal supervision following established guidelines and standards. Work is reviewed in terms of achievement of defined goals.

Supervision Given

Directs the work of internal and external service providers in the areas of communications and events management. Directly manages the work of the Events and Programming Coordinator, providing training and supervision, conducting performance reviews and providing direction. Provides guidance to the Event Coordinator on supervision and procedures of Events Team. Occasionally supervises various staff members on specific job tasks and functions related to communications, programming and events, and provides general supervision to other staff in the absence of the Administration Manager.

Consequence of Error/Judgement

This position will make decisions regarding communications and events-related service contracts and projects that can have significant impact on staff operations, College finances, member services, and overall reputation. The perceptions of the College created by this position are critical to the success of the institution. The person holding it will be acting as the Principal's and the College's representative at all times and will play a crucial role in setting and maintaining standards and expectations for all contributors to the College's enterprise and for all its publics. Negligence, inaccuracy or discourtesy of any kind may seriously affect the image and reputation of individuals, of the College, and of the University. Inappropriate, ineffectual or poor messaging in communications, poorly designed communications media and flawed publicity could be damaging to revenue, recruitment, fundraising, member relations and public relations. By the same token, an effective incumbent to this position will help set the tone for the College's academic undertakings and ensure that the College's mission is generally understood and appreciated across campus and in the wider community. He or she will be closely involved in all the most public aspects of the College's operation.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in marketing, communications, or relevant discipline. A post-secondary certificate in graphic design, web design, or publishing would be an asset. Minimum of five years experience or the equivalent combination of education and experience. Proven experience in developing and implementing communications plans, project management, web development, graphic design, and event organization. Managerial and supervisory experience, preferably in a unionized environment, is essential. Experience required in combination of publishing, print management, graphic design, digital photography, multimedia, website development (CMS) and maintenance. Experience in a University setting and its environment preferred. Familiarity with membership-based organizations, fundraising campaigns and practices, student recruitment and admissions, or the hospitality industry would be considered assets. Ability to conduct needs analyses, plan, implement and evaluate wide range of marketing and communications projects and systems within allocated time and resources; High degree of proficiency with publishing and graphics programs (Adobe Creative Suite) and office productivity tools (MS Office 2010); knowledge of HTML. Ability to use spreadsheet, database, e-mail and other office software. Experience supervising staff and external contractors, and oversee the organization of special events for College audiences. Ability to maintain accuracy and attention to detail. Ability to work independently and in a team environment. Cultural sensitivity and awareness of the political and administrative environment at UBC. Highly effective written and verbal communications, with ability to write for various audiences, settings and tones. Proven multi-tasking skills, the ability to work effectively under pressure and meet deadlines. A high level of tact, diplomacy, discretion and sensitivity, including proven negotiation skills. Proficiency working with budgets and managing service contracts. Strong interpersonal, leadership, and conflict resolution skills to maintain cooperative and productive relationships with faculty, staff, students, donors, partners, special guests, vendors, the media and members of the UBC and broader communities. Ability to effectively lead committees and plan meetings. Capacity for innovation and creativity, research, analysis, and strategic thinking.



The University of British Columbia

Staff Job Postings

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



Job Posting

Job ID: 14093
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Communications Coordinator
Department: Communication Services
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-15
Job End Date: 2013-03-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-04 **Available Openings:** 1

Job Summary

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

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

Organizational Status

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

Work Performed

Communications Plan Development and Measurement

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

Project Coordination and Management

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



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

Communications Channel Selection

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

Digital Communications Projects

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

Non-digital Communications Projects

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

General

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

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

Supervision Received

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

Supervision Given

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



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

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

Qualifications

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

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



Job Posting

Job ID: 14125
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Marketing & Sales
Classification Title: Marketing & Sales, Level C **Business Title:** Manager, Marketing & Communications
Department: Prof Dvlpmnt & Cmty Engagement
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: Self Funded
Other:
Date Closed: 2012-10-04 **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 Manager, Marketing & Communications, is a key role responsible for strategic planning and coordination of marketing initiatives to advance the profile, nationally and internationally, of the professional development, community and international engagement initiatives at UBC's Faculty of Education. This position is responsible for planning and implementing the communications needs for professional development programs and community engagement initiatives. Combined, these activities enhance the image and reputation of the University, and reflect the strategic goals of both the Faculty of Education and UBC. This position is also responsible for the development and delivery of integrated strategic planning, marketing and communication initiatives, and serves as a key communications advisor for the senior executive team, and other units.

Organizational Status

Reports to the Assistant Dean, Professional Development & Community Engagement. The Manager, Marketing & Communications works closely with the Senior Associate Dean, International and Administration (Dean's Office), the Assistant Dean (PDCE), the Director of Business Development (PDCE) and Manager, Special Projects (PDCE). Interacts with Senior Executives, Department Heads, Faculty, co-workers, other units, cross-campus agencies, international agencies, universities, schools, school districts, teacher associations, the Ministry of Education, and vendors.

Work Performed

1. Sets marketing and communications strategy by:
 - Working with senior executives to develop the long-range vision and strategic goals for marketing and promotion of professional development programs and community engagement initiatives at UBC Faculty of Education.
 - Identifying the target markets and developing and implementing comprehensive strategic marketing plans in keeping with the long-range vision.
 - Developing and executing branding for Professional Development & Community Engagement, in-line with the Faculty of Education and University branding.
 - Developing and managing budgets and partnerships to support national and international marketing initiatives.
 - Evaluating marketing opportunities and making recommendations.
 - Providing direction and oversight on media and formatting, compliant with University, Faculty and unit branding.



The University of British Columbia

Staff Job Postings

2. Oversees and integrates media content and delivery by:

- Implementing editorial policy across print publications and websites, consistent with UBC's overall strategic communications goals.
- Managing strategic communication projects, including publications, websites, audio visual production, and social media engagement.
- Managing projects and coordinating workflow of content providers, editors, designers, and external service providers. Determining project timelines and budgets.
- Working with individual units to clarify subject material and objectives, providing direction for development of content media to meet requirements.
- Creating effective, brand-compliant advertising and promotional campaigns for programs, conferences and special events.
- Researching, writing and editing reports, articles, press releases.

3. Develops and manages marketing and project-based budgets in coordination with the Assistant Dean, Professional Development & Community Engagement, by:

- Forecasting annual expenditures and initiating proposals.
- Administering accounts and ensuring compliance with University and or agency policies and procedures.
- Accountable for accuracy of budgets, year-end balances, expenditures and projections.
- Managing internal financial system for marketing and promotional activities and projects.
- Promote continuous improvement of processes and service delivery and identify potential streamlining or changes for enhancing efficiency and effectiveness.

4. Participates in other communication services by:

- Participating on Faculty and University committees, as appropriate.
- Providing consultation on best practices to other units.
- Implementing surveys, analytics and other methods of market assessment.
- Staying current with post-secondary sector marketing and communications trends and making recommendations.
- Researching promotional improvements and identifying opportunities.
- Performing other related duties as required.

Supervision Received

Works independently under general direction of Assistant Dean, Professional Development & Community Engagement.

Supervision Given

This position provides direct oversight to design and communications staff in Professional Development & Community Engagement. As the strategic vision for the unit and the Faculty of Education grows, supervision of an expanded team may be required.

Consequence of Error/Judgement

Errors in judgment may result in the inefficient use of resources, and may damage the image and reputation of the University, the Faculty of Education and Professional Development & Community Engagement. Public perception of the Faculty of Education is tied to the success of publicity and marketing initiatives managed by this position. The consequence of errors in judgment can have a serious impact on the public image and reputation of the Faculty of Education on a provincial, national and international level. Recruitment goals and financial viability may be adversely affected by reduced visibility and reputation if marketing and communications are not managed effectively.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of six years experience or the equivalent combination of education and experience. Experience in strategic communications marketing management, consulting, writing, developing policies and procedures and publishing environment, preferably with both print and web deliverables. Experience with Adobe Creative Suite and Microsoft Office. Familiarity with project management software. Knowledge of HTML and HTML editing conversion tools. Familiarity with blogs,



content-management systems, and wikis. Professional experience in a post-secondary institution or similar environment an asset. Ability to exercise diplomacy, tact, and discretion when working with confidential and sensitive information and in dealing with various levels within the university. Effective oral and written communication. Strong interpersonal, presentation, and public relations skills. Demonstrated leadership, teamwork and motivational skills. Demonstrated understanding of current marketing and communications best practices. Capacity for creativity and research; ability to exercise initiative, resourcefulness, and judgment. Accuracy and attention to detail. Ability to work both independently and within team and to work effectively under pressure to meet deadlines. Ability to assess own performance and report on project status. Social media knowledge. Excellent strategic and integrative thinking skills. Strong project management and problem solving skills.

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



Job Posting

Job ID: 14131
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Electrophysiology Research Coordinator
Department: Cardiology Division
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-09
Job End Date: 2015-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-05 **Available Openings:** 1

Job Summary

The Electrophysiology Research Coordinator in the Department of Cardiology will perform project management, regulatory and ethical requirements to ensure the research office activities run according to the guidelines of the University of British Columbia Research Ethics Board and Tri Council Policy2. This will include interaction with collaborators, study participants, research staff and healthcare professionals. This position will also provide support, education and awareness to study participants, inherited arrhythmia patients, families and community members dealing with inherited cardiac arrhythmias.

Organizational Status

The incumbent is accountable to the Principal Investigator. He she should report on a weekly basis to the Principal Investigator. Frequently, interaction and collaboration with research team members within and outside the Department of Cardiology are required.

Work Performed

Responsibilities include:

- Coordinates weekly inherited arrhythmia clinics, meets with families and individuals diagnosed with arrhythmias, provides education, support and guidance for healthcare genetic follow up, MSP funding, arranges blood work and genetic testing for patients and families, discusses and reviews results of genetic testing with families, reviews medications
- Reviews patient medical charts for potential study participants
- Determines patient's eligibility for study
- Conducts consent assent process for study patients
- Conducts baseline exam; vital signs, weight, height, concomitant medications, health history, syncope, family history of sudden cardiac death
- Provides information and communicates with schools, educators, coaches and communities of families newly diagnosed with cardiac arrhythmias
- Arranges and conducts patient study follow up appointments according to study protocol and arranges any related healthcare follow up for study patients
- Reviews patient's medications, adverse events, serious adverse events, takes vital signs, weight, height at follow up visits, and documents information
- Alerts cardiologist general practitioner and principal investigator of any serious adverse events or complications
- 24 hour emergency availability for study patients



The University of British Columbia

Staff Job Postings

- Notifies UBC Research Ethics Board, Health Canada, FDA if required for any serious unexpected adverse event
- Develops research protocols, consents assents and pertaining documents for REB review
- Oversees that regulatory documents are in order and updated as necessary
- Liaises with and supports site investigators coordinators collaborating in multicenter projects
- Writes materials for research manuscripts and scientific journals
- Communicates the with Principal Investigator about research design and logistics
- Writes standard protocols and procedures for the research office
- Prepares educational materials for families with cardiac arrhythmias
- Edits publications (drafts and or galley proofs) for content and accuracy of data
- Oversees the data collected for study participants
- Surveillance of databases from various sources, performs data queries and enrolment summaries for study maintenance and query data sent from enrolling centres
- Coordinates logistics of study protocol with hospital departments i.e. lab, radiology, OR etc.
- Develops study budgets
- Manages finances for grant funds and reimbursement to study participants
- Liaises with UBC contracts office and coordinates the process with collaborating institutions
- Arranges national international investigator meetings
- Manages research meeting and communicates with all stake holders
- Participates in steering committee of various projects
- Organizes Data Safety Monitoring Boards for projects and prepares charters for signatures of the members
- Reports to DSMB and Funding agencies as required
- Prepares study newsletters for study investigators coordinators and study participants

Supervision Received

The incumbent will work independently on a day to day basis with overall direction from the Principal Investigator.

Should formally meet with Principal Investigator for updates and results, discussion and prioritization of upcoming research work.

Supervision Given

Research assistants and data entry clerks as required.

Consequence of Error/Judgement

The impact of incorrect decisions and errors in judgment will impact the integrity of the research office, the Investigator and the institution. Inappropriate handling of confidential and sensitive data would result in the loss of privilege in conducting research. Failure to recognize and report protocol deviations can result in questionable integrity or failure of the study.

Failure to recognize and report a study patient's serious adverse event is detrimental to the safety of study participants.

Qualifications

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nursing Licensure in British Columbia Nurse Practitioner Clinical Associates require post-graduate degree in Nursing. Current registration with the College of Register Nurses of British Columbia. Sound understanding of anatomy and physiology, medical terminology Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. Experience managing coordinating clinical research. Experience with institutional ethical review boards and successful review applications. Experience in cardiology and cardiac arrhythmias, medications and devises being an asset. Sound knowledge of Good Clinical Practice and Tri Council Policy² Guidelines. Excellent interpersonal and relationship building skills. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to exercise



The University of British Columbia

Staff Job Postings

appropriate tact, discretion, and confidentiality in all matters. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to execute study procedures according to protocol. Ability to work a flexible schedule and additional hours occasionally on weekends may be required. Ability to work effectively both independently and collaboratively in a team environment.

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



Job Posting

Job ID: 14085
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Clinical Research Nurse
Department: Neurology Division
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-08
Job End Date: 2013-10-07 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-01 **Available Openings:** 1

Current registration with CRNBC, and current certification in basic CPR required.

Job Summary

The Research Nurse works in collaboration with the Research Coordinator's, Research Assistant Tech's, and other Research Nurses to conduct clinical trials focused on supporting Multiple Sclerosis (MS) research. The Clinical Research Nurse reports to the Administrative and Regulatory Manager (Research Manager) and is responsible to the MS Clinical Trials Group Director.

Organizational Status

The position must work independently and within standard and acceptable boundaries for ethical and competent research practice. The position will report to the Administrative and Regulatory Manager, be accountable to the Principal Investigator and Sub Investigators as well as within the guidelines of Multiple Sclerosis Clinical Trials group staff practicing at UBC Hospital.

Work Performed

Under broad direction of the PI, this position performs the following duties:

- Evaluating new study protocols for suitability and or safety, prior to site initiation.
- Implementing and educating study staff on study protocols.
- Drafting and reviewing subjects Informed Consent Forms.
- Reviewing and educating staff on subject safety measures.
- Planning, coordinating and conducting subject recruitment, screening, and enrolling suitable subjects into the study.
- Attending monthly information education sessions for MS patients in the MS Clinic to provide information on currently recruiting clinical trials (studies).
- Obtaining and documenting subject informed consent as per Good Clinical Practice (ICH-GCP).
- Acting as a liaison with Research Manager, Principal Investigator (PI), sponsors and Contract Research Organizations (CRO'S).
- Managing study supplies and maintaining inventory.
- Maintaining accountability to the Investigator, Sponsor and Federal regulatory bodies (Health Canada and the FDA) as per ICH-GCP guidelines.
- Maintaining quality documentation on research subjects (i.e. source documents, Case Report Forms [CRF eCRF's]), and resolving queries in a timely manner.
- Designing data collection tools (e.g. source documents) and ensuring accurate and timely data collection and reporting to the Investigator and study Sponsor.



The University of British Columbia

Staff Job Postings

Ensuring data collection tools meet the needs of the study site as well as the study protocol and study specific sponsor requests.

Ensuring study conduct with adherence to ICH-GCP guidelines.

Recording study data with strict adherence to privacy and confidentiality guidelines (ICH-GCP).

Participating in developing and evaluating strategies to meet the clinical trial goals and objectives.

Working with the study team to ensure enrolment expectations are met.

Ensuring collection of appropriate subject data as per study protocol, addressing sponsor queries in a timely manner.

Independently carrying out research functions including checking subject history, conducting interviews and questionnaires, making observations, performing ECGs and assessing subjects.

Informing Research Manager, Investigator and Sponsor of any Serious Adverse Events to subjects during the trial.

Obtaining appropriate related data and follow up on Serious Adverse Events.

Providing subject education on study background, purpose, procedures and potential benefits and risks.

Dispensing study drug according to randomization number and maintaining study drug accountability and storage.

Administering parenteral study medications and monitors subjects as appropriate during infusions.

Ensuring appropriate notification to family physicians and or specialists of subject's participation and of any change in subject's condition or abnormal test results and action taken by the PI.

Communicating regularly with the study coordinator and other research staff to address technical problems on site or with subject devices.

Responding to and answering subject questions, concerns, and problems (general and health related).

Monitoring subject progress: Identifies, problem-solves, monitors and assesses subjects for adverse events and adherence to protocol under direction of the Investigator.

Educating subjects and their family and or partners about study, medication, and potential serious adverse events.

Attending investigator meetings, teleconferences and education workshop sessions.

Meeting deadlines for industry sponsors.

Communicating study related activity with (UBC and VGH) nursing staff, laboratory staff, Pulmonary Function, Laboratory staff, Pharmacy staff.

Other tasks

Traveling as required to attend meetings and conferences.

Assisting with recruitment of study nurses.

Assisting with the training of research nursing staff.

Key contact for subject recruitment.

Acting as a blinded interviewer for studies as required.

Assisting in training research support staff.

Performing other related duties as required to meet study goals and timelines.

This position is situated in the Koerner Pavilion at UBC Hospital. Working conditions consist of locked office with office furnishings and a networked PC and Internet environment.

In addition to areas of the hospital, outpatient visits are performed in clinical offices, and research recording and communication occurs within the research office. Attendance at study meetings within the hospital, and travel to national international conferences and study meetings occur several times a year.

Supervision Received

The position will perform duties independently. PI and or his her designate will provide broad directives. The Research Nurse collaborates with the Research Manager and CRO's.

Supervision Given

The Research Nurse advises Research Coordinators, other Research Nurses, Research Assistant Tech.'s, contracted service providers, laboratory staff and UBC VGH laboratory staff, who are involved with the subjects and or study conduct.



Consequence of Error/Judgement

The Research Nurse is responsible for:

a) Lack of careful attention to regulatory guidelines and approvals could suspend Investigator physician and hospital University as a site for further clinical research and or funding. The performance of clinical trials and research projects must strictly conform to appropriate regulations: 1) personal: maintaining professional behavior and respect for subjects and staff 2) local: the UBC Clinical Research Ethics Board 3) Provincial: B.C. Privacy Act 4) Federal: Health Canada, International Conference on Harmonization, Tri-Council Policy Statement, Good Clinical Practice and 5) International: U.S. Food & Drug Administration.

b) Clinical mistakes made by the Research Nurse could be life threatening to subjects. Ensuring subject safety includes: 1) accurately judging study eligibility 2) being prepared for any side effects (expected or unexpected) and 3) updating clinical skills and knowledge to meet the demands of clinical complexity.

In addition, the Research Manager and PI rely on the Research Nurse to alert them to clinical problems and unexpected events concerning study subjects and trial conduct: 1) Lack of study enrollment and completion of work according to deadlines would threaten loss of funding and consideration for future invitations to participate in clinical trials and 2) Poor communication skills with subjects would jeopardize their participation, and with sponsors and referring community physicians would reflect badly on the reputation of the research group.

Qualifications

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nursing Licensure in British Columbia Nurse Practitioner Clinical Associates require post-graduate degree in Nursing. Current registration with CRNBC, and current certification in basic CPR required Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. Knowledge of current research regulatory guidelines and standards is preferred. Computer experience required including familiarity with word processing and spreadsheet applications. Knowledge of statistical methods and database applications is an asset. Proven supervisory and leadership skills. Effective interpersonal, oral and written communication, negotiation, organization and problem-solving skills. Ability to maintain accuracy and attention to detail and to work effectively under pressure to meet deadlines. Ability to work both independently and within a team environment. Ability to exercise tact, discretion and diplomacy. Availability for some after-hours and week-end work required.

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



Job Posting

Job ID: 14106
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B2 **Business Title:** HR Project Specialist
Department: Operations
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-10 **Available Openings:** 1

Job Summary

In support of the DAE HR strategic goals the Project Specialist develops and implements new and or existing HR initiatives, programs, processes such as employee engagement, performance management, professional development, employee recognition, recruitment, and compensation. Provides consultation, advice and support, in change management, communications, and organization effectiveness and project planning as it relates to assigned projects.

Organizational Status

Reports to with the Director, DAE HR and C&P, and works closely DAE HR Team, Management Team and employees in the DAE and C&P Portfolios and independently on assigned projects. Develops strategic partnerships and coordinates initiatives with required stakeholders for the purpose of aligning interests and developing synergies. Also works closely with Human Resource staff in Central HR.

Work Performed

1. Manages various projects such as employee engagement, performance management, succession planning, career pathing and professional development, workforce planning, and staff recognition initiatives within the context of the DAE Portfolio goals and objectives and DAE HR Unit Plan. This includes:
 - Developing project plans
 - Identifying appropriate topic experts and stakeholders,
 - Conducting research,
 - Developing materials
 - Designing implementation and communication plans
 - Collaborating on and participating in training of managers
2. Conducts assessments, prepares reports and analyses, makes recommendations for change initiates and evaluates opportunities for developing tools and resources. Assess methods to determine the value effectiveness of programs tools implemented. Works closely with the DAE HR Team to acquire support and buy-in prior to implementation.
3. Provides recommendations to and acquires input from HR Team on change management project initiatives and fosters quality improvement. Identifies strengths and weaknesses that may impact on successful implementation of change efforts and provides



The University of British Columbia

Staff Job Postings

recommendations to HR Team.

4. Contributes to the development and manages components of the implementation of strategic communication plans. Develops communication materials. Manages and updates the HR intranet webpage and participates in decisions relating to DAE HR presence on Start an Evolution website.
5. Conducts needs gap analysis on HR programs and processes, provides advice on options to address gaps and supports implementation of appropriate intervention, including facilitation, program design, materials development and performance analysis as required.
6. Manages components of the development and implementation of learning and development initiatives and practices to meet business goals. This includes the development of web-based communication and mixed-mode learning initiatives
7. Documents current and participates in development of desired future state HR business processes. Supports implementation of changes. Works closely with the DAE HR Team to acquire input and buy-in prior to implementation.
8. Develops methods to identify areas of performance improvement. Provides advice on areas to focus on in support of employee development including identifying learning needs, identifying and evaluating tools for independent learning, training evaluations, training support to internal trainers, and related activities as required
9. Identifies and develops relationships with key people re: training and organizational needs to support professional development for Management and Professional Staff.
10. Maintains up-to-date knowledge of change management, communications and instructional design and delivery, principles and practices, quality improvement, multi-media instructional technology, performance improvement, succession planning, employee engagement, staff recognition, and organizational learning theory and practice.
11. Identifies the need for, and the sourcing, evaluating and making recommendations about third-party learning and development programs and or works with Central HR resources to identify and leverage existing learning and development opportunities.

Supervision Received

Works under the general supervision of the Director, HR and in accordance with established principles and methods. Receives guidance from HR Advisors and works with HR Advisors and HR Coordinators. Work is performed independently and collaboratively with other team members. Emphasis is given to communication and team work towards common goals. Keeps the Director, HR informed of actions through reports and discussions and brings items requiring policy decisions to their attention.

Supervision Given

No direct supervision, may delegate work to HR Assistants.

Consequence of Error/Judgement

Failure to perform the above effectively would cause significant loss of support for and credibility from program participants, managers and senior administration. Error in judgment in determining kinds of resources and techniques needed could result in high costs to the unit, would affect the quality and success of the projects, and credibility of programs that have both strategic and operational impact.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in business administration, organizational development and human resources management and 4 to 5 years of related experience or an equivalent combination of education and experience Minimum



of 4 to 5 years of related experience or the equivalent combination of education and experience. Relevant human resources, change management, organization development, and communications project experience. Advanced working knowledge of Power Point, Word, Excel, and Visio. Experience with MS Project an asset. Thorough knowledge of current Human Resource Management best practices. Knowledge of provincial and federal legislation governing employers Human Resources practices. Previous project management experience an asset. Ability to meet deadlines, work independently and exercise sound judgment where there is ambiguity. Proven ability to develop appropriate project timelines and meet deadlines. Ability to leverage technology for effective communication such as, intranet, electronic newsletters, and web communications. Effective oral and written presentation and communication skills and the ability to develop and deliver presentations and workshops. 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. Proven ability to establish and maintain supportive working relationships. Demonstrated ability to support the development and implementation of strategies to meet the needs of the DAE HR Team and DAE clients. Ability to influence and gain support to implement change and to work collaboratively in a team. Demonstrated commitment to continuous improvement. Demonstrated ability to anticipate future trends consequences and recommend innovative strategies and flexible plans.

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



Job Posting

Job ID: 13974
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Obstetrics & Gynaecology
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22
Job End Date: 2013-10-22 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-10 **Available Openings:** 1

Job Summary

To act as a liaison with infertility centers in the Lower Mainland and Canada to recruit patients seeking infertility treatments for research studies.

To participate in the development, implementation, and supervision of research programs on infertility and infertility treatments.

Organizational Status

- Reports directly to the Principal Investigator.
- The Research Coordinator will work with other research staff including the lab manager, research technician, and graduate students.
- Will mainly work independently.

Work Performed

- Prepare ethical submissions, regulatory documents and research approvals from the UBC Research Ethics Boards
- Analyze data and interpret findings
- Design format for data assembly and analysis
- Prepare manuscripts, articles and abstracts for peer-reviewed journals and academic conferences Participate in the identification, design, development and implementation of research strategies and methodologies
- Assist in the writing and development of grant applications
- Participate in knowledge dissemination activities including lab meetings, meetings with infertility centers, seminars, and academic conferences
- Gather, review and synthesize literature to create, refine and convert research questions and strategies- Initiate communication with potential research subjects (ie. that are attending an infertility clinic, or contacted by indirectly) to disseminate information about the research studies
- To recruit and inform patients for these studies, and facilitate the consent process in an ethical manner
- Collect and process samples for analysis
- Ensure enrolment expectations



The University of British Columbia

Staff Job Postings

- Ensure adherence to patient confidentiality and research ethics approved study protocol
- Travel to various hospitals and infertility clinics in the lower mainland for recruitment and sample collection
- Maintain study material organization
- Prepare advertisement materials for the research projects (ie. posters and brochures)
- Participate in writing, editing, and preparation of recruitment material
- Coordinate regular communications among infertility centers
- Assist in data collection and database maintenance that pertain to the research projects
- Generate progress and interim reports for presentation

Supervision Received

It is expected that the applicant will carry out the majority of duties independently, although the Principal Investigator and Lab Manager will provide mentorship.

Supervision Given

The candidate will supervise and delegate tasks to graduate students and research staff.

Consequence of Error/Judgement

The applicant is expected to understand the ethical principles of research involving human subjects. The applicant must adhere to these ethical guidelines. The applicant must be able to exercise professional judgement in different situations, as there will be minimal supervision. Errors will compromise the reputation of the Principal Investigator and the University of BC.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience in providing research support in a relevant research environment would be an asset. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Oral fluency in two or more languages would be an asset. Ability to exercise sound judgment. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials, assets, budgets). Ability to conduct job-related interviews to obtain accurate, complete, and relevant information. Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens). Knowledge of obstetrical and perinatal care is an asset. Strong knowledge of scientific terminology in the health sector. Should hold a valid BC driver's license and have access to a vehicle to travel between hospitals and clinics. Ability to work effectively independently and in a team environment. Ability to effectively manage and organize multiple tasks and priorities.

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



Job Posting

Job ID: 14042
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level B **Business Title:** Development Coordinator
Department: Development Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-01 **Available Openings:** 1

Job Summary

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

Organizational Status

Works with: UBC faculty and staff involved in fundraising

Contacts: Donors, outside community groups and organizations.

Supervises: No supervisory responsibilities

Work Performed

- Prepares briefing notes, plans and reports for management, including analyzing research, drafting notes for review, developing plans for approach of prospects, and preparing subsequent updates based on outcome of meetings;
- Supports the development and implementation of new unit initiatives that advance UBC's strategic plan, Place and Promise;
- Writes donor prospect solicitation materials and correspondence;
- Researches and drafts fundraising proposals for senior management for presentation to donors;
- Ensures accuracy of donor contact activity on donor and alumni database;
- Develops and maintains a deep understanding and expert use of the University's donor and alumni database;
- Ensures that appropriate donor recognition, acknowledgement and stewardship programs are in place;
- Reviews invitation lists for UBC donor events;
- Ensures processing of donor gifts, pledges and receipts;
- Develops unit analytical reports as requested by manager;
- Develops and maintains processes and procedures as needed;
- Participates in on-going fundraising planning and practice and process development;
- Needs to accommodate flexible hours, attending events;
- Performs other related duties as required.



The University of British Columbia

Staff Job Postings

Supervision Received

Works under direction from manager to achieve objectives. Work is reviewed for achievement of objectives, soundness of judgement and quality of work.

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. or an equivalent combination of experience or education in a related discipline
Minimum of one year experience or the equivalent combination of education and experience. Minimum one to two years experience in development or related field. Excellent verbal and written communication skills. Strong organizational, analytical and interpersonal skills. Effective computer skills. Proven ability to interact effectively and positively with staff, managers and donors.

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



Job Posting

Job ID: 14120
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level B **Business Title:** Development Coordinator, Campus Based Initiatives
Department: Development Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-14 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Works with: UBC faculty and staff involved in fundraising

Contacts: Donors, outside community groups and organizations.

Supervises: No supervisory responsibilities

Work Performed

- Prepares briefing notes, plans and reports for management, including analyzing research, drafting notes for review, developing plans for approach of prospects, and preparing subsequent updates based on outcome of meetings;
- Supports the development and implementation of new unit initiatives that advance UBC's strategic plan, Place and Promise;
- Writes donor prospect solicitation materials and correspondence;
- Researches and drafts fundraising proposals for senior management for presentation to donors;
- Ensures accuracy of donor contact activity on donor and alumni database;
- Develops and maintains a deep understanding and expert use of the University's donor and alumni database;
- Ensures that appropriate donor recognition, acknowledgement and stewardship programs are in place;
- Reviews invitation lists for UBC donor events;
- Ensures processing of donor gifts, pledges and receipts;
- Develops unit analytical reports as requested by manager;
- Develops and maintains processes and procedures as needed;



The University of British Columbia

Staff Job Postings

- Participates in on-going fundraising planning and practice and process development;
- Needs to accommodate flexible hours, attending events;
- Performs other related duties as required.

Supervision Received

Works under direction from manager to achieve objectives. Work is reviewed for achievement of objectives, soundness of judgement and quality of work.

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

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

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



Job Posting

Job ID: 14104
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 Medicine
Department: Development Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-11 **Available Openings:** 1

Job Summary

Responsible for supporting senior management to ensure annual fundraising benchmarks and performance goals are achieved, including administering fundraising programs, conducting research, developing strategies and preparing proposals. Participates in comprehensive plans for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Assists in developing strategies for closing gifts.

Organizational Status

Reports to: Director or Manager, of Unit Program

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the Faculty.
- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors.
- Develops and implements strategies for closing major gift solicitations and coordinates staffing for major gift solicitations by the Dean, faculty and volunteers.
- 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.
- Performs other related duties as required.

Supervision Received

Works independently with general direction from Director or Manager to achieve objectives. Difficult technical problems and matters non-conforming to UBC policy can be referred to the Director or Manager Officer.



The University of British Columbia

Staff Job Postings

Supervision Given

NA

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. Thorough knowledge of the university environment and academic structure is preferred. Ability to plan, co-ordinate and supervise the work of others, execute a variety of complex projects, and meet imposed deadlines. Strong verbal and written communication skills, both verbal and written, having the ability to communicate appropriately and effectively with donors, co-workers and other campus departments. Ability to work independently while exercising good judgement at all times. MS Windows environment, Microsoft Office preferred. Experience working with a centralized fundraising system an asset.

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



Job Posting

Job ID: 14112
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer, Production, Annual Giving
Department: Development Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-09 **Available Openings:** 1

Job Summary

This position is responsible for assisting with design, configuration, and production of annual giving level fundraising materials including direct mail, e-solicitations, gift forms, brochures and other solicitation materials. The incumbent of this position is responsible for supporting senior management to ensure annual fundraising benchmarks and performance goals are achieved.

Organizational Status

UBC Annual Giving team and staff involved in fundraising including Faculty contacts and other administrators as appropriate, and Supplier and account contacts including outside community members.

Work Performed

- Develops and implements a comprehensive plan for identifying, soliciting, and stewarding annual giving level prospects and donors for assigned campaigns;
- Oversees a number of campaigns from inception to execution including: development and implementation of annual giving strategy plans for specific campaigns. Including soliciting prospects and donors, and ensuring acknowledgment and stewardship programs are in place as well;
- Develops and manages rules of engagement for assigned campaigns to ensure prospects and donors receive appropriate amount of development communications and are not fatigued as donors;
- Develops proposals and works with development staff to generate annual giving campaigns for assigned faculties that generate revenue and perform a significant return on investment - especially for priority projects;
- Develops and implements strategies for effective annual giving campaigns that illustrate best practice;
- Finalizes print and design files and prepare for printing;
- Collaborates with Development Officers, Designers and Writers to create effective fundraising materials;
- Serves as back-up to Manager to reformat and or make final revisions to files on an overflow basis;
- Responsible for continuity and brand support in all design projects;
- Manages inventory of on and off site materials;
- Works with data coordinator to ensure that all data fields are set properly for mail house requirements
- Archives all completed jobs;
- Supports Web and Social Media endeavors for seamless integration between print and online campaigns
- Plays a key role in managing campaigns that are heavy with complex material production;



The University of British Columbia

Staff Job Postings

- Coordinates with outside vendors (e.g. printers and mailshop) to ensure proper file format and producibility of fundraising materials;
- Assists in arranging quotes and estimating production costs;
- Assists in on-site proof lives checks to ensure accuracy and quality standards are being met;
- Accepts and complete projects and other duties as assigned by supervisor; and
- Performs other related duties as required

Supervision Received

The incumbent works under direction from Manager, Annual Giving. Works independently with discretion relating to supplier relationship management. Overall strategic planning is executed in consultation with the Manager of Annual Giving, Program Manager and Associate Director.

Supervision Given

May supervise development coordinators and support staff.

Consequence of Error/Judgement

The position is a critical point of contact for development activities. Incorrect interpretation or communication of university policy and procedures or lack of tact, diplomacy or sensitivity in dealing with internal staff, major donors and senior administrators could potentially result in damaged relationships and credibility, leading to the potential loss of significant donations.

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.

Qualifications

Undergraduate degree in a relevant discipline. Design, Marketing or Advertising is preferred or appropriate experience Minimum of three years experience or the equivalent combination of education and experience. Proven experience in production management and thorough knowledge of the university environment and academic structure is preferred. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials, assets, budgets). Strong interpersonal and negotiation skills required in liaising with suppliers, 'clients' and senior university administration. Ability to work effectively independently and in a team environment. Ability to develop and implement strategic business plans. Ability to anticipate problems and issues and plan ahead. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines while exercising good judgement at all times. Computer experience required; CS4 (InDesign), MS Windows environment, and complex data merges experience preferred. Excellent visual communication skills. Ability to identify and respond to contentious or politically sensitive issues with discretion. Must be flexible and able to work in a fast paced environment.

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



Job Posting

Job ID: 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: 2012-10-04 **Available Openings:** 1

Job Summary

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

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

Organizational Status

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

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

Contacts: Donors and outside community groups and organizations.

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

Work Performed

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



these meetings;

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

Supervision Received

The incumbent works under general direction according to broad objectives.

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

Supervision Given

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

Consequence of Error/Judgement

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

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

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

Qualifications

Undergraduate degree in a relevant discipline. 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.



The University of British Columbia

Staff Job Postings

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.



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;



The University of British Columbia

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



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.



Job Posting

Job ID: 14119
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level F **Business Title:** Associate Director, Faculty of Medicine
Department: Development Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-04 **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

This fundraiser position is responsible for generating a high level of strategic prospect contact at the major gift level. The Associate Director is responsible for managing a defined development program at an average \$3+ million level, or resource development activity at an average \$3+ million annually as well as for providing technical expertise and specialized knowledge to all development units, requiring specialized expertise in a particular area of development work. Responsible for managing a minimum of 100-150 prospects, making 20-25 solicitations and raising a minimum average of \$3+ million annually. This position is expected to demonstrate leadership by providing proactive and high levels of support to senior management and faculty, and to more junior colleagues through active mentorship, and may have direct supervisory responsibility.

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

Organizational Status

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

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

Contacts: Donors and outside community groups and organizations.

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

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the University, at a



minimum of \$3 million per year.

- Develops and manages a portfolio of major gift prospects (100 and 150 annually) making face-to-face visits (100-200 annually) for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level (defined as \$25,000 and up). Responsible for coordinating and attending approximately face-to-face prospect donor meetings per year.
- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Responsible for management of relationships with a portfolio of major gift prospects.
- Develops proposals and works with donors to generate gifts for priority projects. Develops and implements strategies for closing major gift solicitations, with an expectation to make solicitations (minimum 20-25 annually) at the major gift level.
- Ensures that appropriate donor recognition, acknowledgment and stewardship programs take place.
- Generates donor prospect solicitation materials and correspondence.
- Provides proactive and high levels of support to senior management and faculty, and to more junior colleagues through active mentorship.
- May have direct supervisory responsibility.
- Performs other related duties as required

Supervision Received

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

Supervision Given

May have direct supervisory responsibilities, and will mentor junior development staff.

Consequence of Error/Judgement

The position is a critical point of contact for donors and university staff in relation to development activities. The Associate Director is expected to make decisions and recommendations impacting a total development goal average of \$3 million. Incorrect interpretation or communication of university policy and procedures or lack of tact, diplomacy or sensitivity in dealing with major donors and senior administrators could potentially result in damaged relationships and credibility, leading to the potential loss of these donations.

This position is also critical in advising and ensuring proper interpretation and implementation of academic and fiscal policies for fundraising, senior administrators, and development staff. The Associate Director is responsible for a portfolio of donors and prospects, as well as for an individual goal of a minimum of \$3 million per annum. If inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior university administrators, millions of dollars could be incorrectly administered or unavailable for disbursement. UBC could be in direct violation of stewardship and trusteeship obligations to donors and for funds received through bequests.

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

Qualifications

Undergraduate degree in a relevant discipline. 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. A minimum of seven plus years' experience in their field of expertise, combined with post-graduate and or specialized training, or an equivalent combination of education, training and experience. Proven experience in Major-Gift fundraising and skilled in strategy development. Thorough knowledge of the university environment and academic structure is preferred. Experience working with a centralized fundraising system an asset. Ability to work



independently while exercising good judgement at all times. Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines. Ability to formulate strategic plans. Effective communication skills, verbal and written. Strong interpersonal and negotiation skills required in liaising with major donors, corporate executives and senior university administration. Proven ability to work with the University's senior-most donors to advance the University's mission. Tact, diplomacy, discretion and sound judgment required. The incumbent should have the ability to plan, coordinate and supervise the work of others, in order to execute a variety of complex projects with imposed deadlines. Computer experience required; MS Windows environment, Microsoft Office preferred.

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



Job Posting

Job ID: 14103
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level C **Business Title:** Manager, Business Development
Department: The Sauder School of Business
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-10-04 **Available Openings:** 1

Job Summary

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

Organizational Status

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

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

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

Work Performed

Business Development and External Relations

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



The University of British Columbia

Staff Job Postings

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications



The University of British Columbia

Staff Job Postings

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

A valid BC driver license and regular access to a vehicle.

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



Job Posting

Job ID: 14140
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Graphic Design & Illustration
Classification Title: GraphicDesig&Illustr, Level C **Business Title:** Communication Designer - Digital and Print
Department: Public Affairs
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-05 **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

BACKGROUND

The University of British Columbia's brand platform "a place of mind" reflects UBC's status as a Tier One research-intensive university; an inspiring place where open thought and open speech can open doors to thinking that can change the world. As a centralized communication authority, UBC Public Affairs provides leadership for the university's institutional-level media and branding initiatives. Within this framework, the strategic design group leads core creative strategies that strengthen UBC Brand equity across a broad range of communication channels. The Communication Designer (Digital and Print) is one of two closely allied design hybrid positions in Public Affairs design studio that share a foundational job description; the other is Communication Designer (Digital and Motion).

JOB SUMMARY

The Communication Designer (Digital and Print) designs and implements creative communication solutions that support a vibrant and integrated UBC identity. The role requires a senior designer with solid graphic design experience in print, and proven expertise in the design of compelling digital media. Working on the MAC OSX platform across disciplines, the Communication Designer strengthens university engagement through the creation of assets for print, advertising, environmental and digital channels that include: web, mobile and social media. As a member of the UBC Public Affairs team, the Communication Designer collaborates with writers, programmers, interaction and motion designers, UX positions and digital producers. A seasoned communication professional, the role works within the design group to deliver functional leadership for institutional level branding initiatives through consultation with both internal and external stakeholders.

Organizational Status

Reporting to the Public Affairs Design Manager as creative director, the Communication Designer responds strategically to complex challenges using design thinking to identify and deliver communication solutions with system-wide relevance. As a member of a multi-disciplinary strategic design group, the position collaborates closely with the UBC Public Affairs media team, web group and brand team in the integrated design and delivery of marketing and communication projects that range from publications, campus signage and websites, to environmental graphics and digital signage.

Work Performed



The University of British Columbia

Staff Job Postings

MAJOR RESPONSIBILITIES

The role's primary responsibility is first, to develop, design, and deliver digital tools and resources that increase faculty, staff and vendor adoption of UBC Brand assets and second, to strengthen UBC's Tier One profile by creating a powerful UBC Brand. The university's mandate for sustainable communications practices embraces digital solutions in lieu of print applications wherever appropriate. Within the fast-paced Public Affairs environment, the role designs and manages multiple, concurrent marketing and communications projects, and related deadlines. Collaborating with cross functional teams based in Design, Web Mobile, Media, and Brand Marketing, the Communication Designer conceptualizes, designs and implements a unified visual system and ensures that major communication initiatives are aligned with the strategic objectives of the university. The role collaborates closely with the Communication Designer (Digital and Web), front-end coders and interaction designers to create strong graphic solutions for design layer skins that translate to workable solutions for web and interactive applications.

WORK PERFORMED

The Communication Designer supports the university's communication and marketing initiatives at an institutional and reputational level. Public Affairs strategic design projects primarily focus on two areas: the UBC Brand and UBC Media.

UBC Brand

As a member of the strategic design group, the Communication Designer is responsible for designing an integrated visual identity system for the university and for translating that system into user-friendly tools and experiences that support adoption of the UBC Brand. A systems thinker, the designer applies best practices in the development, writing, design and implementation of print, digital, web and environmental projects in five main areas:

1. The design of UBC ID Elements and Visual Assets
2. The design of UBC Brand Applications in major project categories (i.e. Publications, Livery and Signage) across digital, web, motion, print and environmental channels
3. The design of UBC Brand System Templates (i.e. Stationery and Digital Signage)
4. The writing and design of related print and online User Guidelines
5. The development and delivery of related Presentations, Workshops and Training

UBC Media

The Communication Designer designs print and digital publications including HTML newsletters and web pages for UBC Reports, Year in Headlines, UBC This Week and the Daily Media Summary. Tasks include the design, layout, typesetting, proofing, art direction, prepress artwork and production of related info graphics and digital assets for the web and digital signage. UBC Media channels supported include: ubc.ca, the online newsroom, the UBC Experts Directory, Public Affairs institutional advertising and aplaceofmind.ca.

Supervision Received

The position reports to the Design Manager, who leads overall strategic and creative direction. As a member of the strategic design group, the Communication Designer is expected to collaborate in brainstorming and iterative processes that generate robust strategies, and to further translate these communication strategies into vibrant design solutions. The designer variously collaborates to find strong design solutions and then manages scheduling and deadlines, and executes coordination, production and delivery of assigned projects with minimal supervision.

Supervision Given

This position provides functional leadership as required to both cross-campus users and external consultants in the training, adoption and use of UBC Brand assets, templates, guidelines and related marketing and communication strategies. As required, the Communication Designer works with vendors and consultants in the coordination, development and delivery of projects.

Consequence of Error/Judgement



The Communication Design positions provide strategic communication and marketing consultation with institution-wide relevance to both internal and external audiences. Responsible conduct, professionalism and sound judgement are integral to the role. The consequence of error associated with this position is serious in that poorly executed strategies could have a negative impact on the reputation of the university.

Qualifications

Post-graduate degree in a relevant discipline. Post-graduate degree in Communication Design, Interaction Design, Media, Communications or a relevant discipline Minimum of four years experience or the equivalent combination of education and experience. Minimum of four years experience, or the equivalent combination of education and experience. Design and Technical Skills

- Demonstrates expert working knowledge of current MAC OSX design software including: Adobe Creative Suite: InDesign Photoshop Illustrator After Effects Acrobat Bridge, Microsoft MS Word, Outlook, PowerPoint and Excel
- Demonstrates expert photo-retouching and or vector illustration and or motion skills or a related area of speciality
- Demonstrates high-level conceptual thinking and creative abilities
- Demonstrates strong analytical skills
- Demonstrates a passion for creating visual systems
- Applies design thinking to complex communication challenges
- Demonstrates design excellence in both print and digital applications
- Demonstrates solid knowledge of branding systems and working within a graphic system
- Designs with a clean, functional design aesthetic and excellent form
- Demonstrates excellent typography and typesetting skills
- Executes all projects using layout grids to organize hierarchical information
- Creates design works with a strong conceptual basis
- Demonstrates experience in creating print and online advertising and promotions
- Formulates strategies and translates abstract ideas into a well-defined form
- Integrates excellent written skills with communication design solutions
- Formulates and executes focused design strategies
- Engages in a dynamic collaborative creative process with the team by providing multiple concepts, offering feedback, posting work and actively participating in brainstorming sessions, informal critiques and reviews
- Provides design development for projects through ongoing and meaningful iterations
- Executes accurate production artwork that includes style sheets, page masters and templates
- On a rotating basis, assumes primary responsibility for the design and layout of UBC Reports within the existing style framework, coordinates photo shoots, art directs feature photo shoots, edits photos, collaborates with editor and writers, coordinates proofing and editing process, provides production artwork, makes all corrections, uploads files and approves printer's proofs
- Liaises with suppliers for proposals, quotations, samples, etc.
- Keeps accurate work records, manages time effectively and meets ongoing deadlines
- Demonstrates solid experience in publication design including layout, typesetting and art direction
- Coordinates production including budgets, pre-press, printing and fabrication
- Designs and writes communication tools using PPT PDF Interaction for proposals, presentations, workshops and orientations as required
- Creates and delivers presentations, training and workshops where appropriate
- Effectively executes multiple projects simultaneously and meets deadlines
- Coordinates and manages complex projects from Creative Brief to delivery
- Demonstrates strong marketing and creative skills for generating new opportunities and ideas
- Produces accurate production artwork that includes grids, style sheets and templates
- Follows and advances studio protocols for file filing, searches, archiving and retrieval
- Participates in client meetings
- Attends Communication Cardinals and PA events.



. Hybrid Technical Skills

- Collaborates closely with the Communication Designer (Digital and Motion), front-end coders, web and interaction designers to create strong graphic solutions for design layer skins that translate to workable solutions for web and interactive applications.
- Demonstrates working knowledge of HTML 5 XHTML and CSS 3
- Demonstrates working knowledge of best web practices, particularly with W3C Standards
- Demonstrates working knowledge of WordPress and or Drupal
- Provides soft technical MAC support as required for design presentations and events
- Performs other related duties as required.

. Communication and Administrative Skills

- Speaks English fluently and possesses excellent verbal, written communication and interpersonal skills
- Demonstrates solid experience with corporate and or institutional branding
- Thinks and plans strategically
- Effectively presents and defends concepts
- Articulates design and communication strategies
- Demonstrates strong speaking and presentation skills
- Writes Communication or Design Briefs
- Plans and manages projects including budgets, critical paths, reports, and meets all targets and deadlines
- Writes clear brand guidelines and user documentation
- Professional experience in a post-secondary institution or similar environment (would be an asset)
- Knowledge of the UBC, its policies, goals, mission, and issues (would be an asset)
- Knowledge of the UBC Brand and university communications (would be an asset).

. Soft Skills

- Exhibits meticulous work habits and a keen attention to detail
- Works as a team member and to takes direction
- Works effectively with all levels of university personnel, including senior administration
- Exercises a high level of diplomacy, tact and discretion when working with information of a confidential sensitive nature and in dealing with various levels of faculty, staff and students
- Shows interest in new software updates, developments and emerging trends in design practice with an eye towards extending the university's reputation and finding new opportunities for communication
- Collaborates with, educates and advises colleagues on software, trends and best practices
- Enjoys recognition through industry awards for design or related creative areas (would be an asset)
- Maintains professional industry accreditation and affiliations (would be an asset)
- Demonstrates Design Firm and or Advertising Agency experience (would be an asset)

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



Job Posting

Job ID: 14141
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Graphic Design & Illustration
Classification Title: GraphicDesig&Illustr, Level C **Business Title:** Communication Designer - Digital and Print
Department: Public Affairs
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-05 **Available Openings:** 1

Job Summary

BACKGROUND

The University of British Columbia's brand platform "a place of mind" reflects UBC's status as a Tier One research-intensive university; an inspiring place where open thought and open speech can open doors to thinking that can change the world. As a centralized communication authority, UBC Public Affairs provides leadership for the university's institutional-level media and branding initiatives. Within this framework, the strategic design group leads core creative strategies that strengthen UBC Brand equity across a broad range of communication channels. The Communication Designer (Digital and Print) is one of two closely allied design hybrid positions in Public Affairs design studio that share a foundational job description; the other is Communication Designer (Digital and Motion).

JOB SUMMARY

The Communication Designer (Digital and Print) designs and implements creative communication solutions that support a vibrant and integrated UBC identity. The role requires a senior designer with solid graphic design experience in print, and proven expertise in the design of compelling digital media. Working on the MAC OSX platform across disciplines, the Communication Designer strengthens university engagement through the creation of assets for print, advertising, environmental and digital channels that include: web, mobile and social media. As a member of the UBC Public Affairs team, the Communication Designer collaborates with writers, programmers, interaction and motion designers, UX positions and digital producers. A seasoned communication professional, the role works within the design group to deliver functional leadership for institutional level branding initiatives through consultation with both internal and external stakeholders.

Organizational Status

Reporting to the Public Affairs Design Manager as creative director, the Communication Designer responds strategically to complex challenges using design thinking to identify and deliver communication solutions with system-wide relevance. As a member of a multi-disciplinary strategic design group, the position collaborates closely with the UBC Public Affairs media team, web group and brand team in the integrated design and delivery of marketing and communication projects that range from publications, campus signage and websites, to environmental graphics and digital signage.

Work Performed

MAJOR RESPONSIBILITIES



The role's primary responsibility is first, to develop, design, and deliver digital tools and resources that increase faculty, staff and vendor adoption of UBC Brand assets and second, to strengthen UBC's Tier One profile by creating a powerful UBC Brand. The university's mandate for sustainable communications practices embraces digital solutions in lieu of print applications wherever appropriate. Within the fast-paced Public Affairs environment, the role designs and manages multiple, concurrent marketing and communications projects, and related deadlines. Collaborating with cross functional teams based in Design, Web Mobile, Media, and Brand Marketing, the Communication Designer conceptualizes, designs and implements a unified visual system and ensures that major communication initiatives are aligned with the strategic objectives of the university. The role collaborates closely with the Communication Designer (Digital and Web), front-end coders and interaction designers to create strong graphic solutions for design layer skins that translate to workable solutions for web and interactive applications.

WORK PERFORMED

The Communication Designer supports the university's communication and marketing initiatives at an institutional and reputational level. Public Affairs strategic design projects primarily focus on two areas: the UBC Brand and UBC Media.

UBC Brand

As a member of the strategic design group, the Communication Designer is responsible for designing an integrated visual identity system for the university and for translating that system into user-friendly tools and experiences that support adoption of the UBC Brand. A systems thinker, the designer applies best practices in the development, writing, design and implementation of print, digital, web and environmental projects in five main areas:

1. The design of UBC ID Elements and Visual Assets
2. The design of UBC Brand Applications in major project categories (i.e. Publications, Livery and Signage) across digital, web, motion, print and environmental channels
3. The design of UBC Brand System Templates (i.e. Stationery and Digital Signage)
4. The writing and design of related print and online User Guidelines
5. The development and delivery of related Presentations, Workshops and Training

UBC Media

The Communication Designer designs print and digital publications including HTML newsletters and web pages for UBC Reports, Year in Headlines, UBC This Week and the Daily Media Summary. Tasks include the design, layout, typesetting, proofing, art direction, prepress artwork and production of related info graphics and digital assets for the web and digital signage. UBC Media channels supported include: ubc.ca, the online newsroom, the UBC Experts Directory, Public Affairs institutional advertising and aplaceofmind.ca.

Supervision Received

The position reports to the Design Manager, who leads overall strategic and creative direction. As a member of the strategic design group, the Communication Designer is expected to collaborate in brainstorming and iterative processes that generate robust strategies, and to further translate these communication strategies into vibrant design solutions. The designer variously collaborates to find strong design solutions and then manages scheduling and deadlines, and executes coordination, production and delivery of assigned projects with minimal supervision.

Supervision Given

This position provides functional leadership as required to both cross-campus users and external consultants in the training, adoption and use of UBC Brand assets, templates, guidelines and related marketing and communication strategies. As required, the Communication Designer works with vendors and consultants in the coordination, development and delivery of projects.

Consequence of Error/Judgement

The Communication Design positions provide strategic communication and marketing consultation with institution-wide relevance to both internal and external audiences. Responsible conduct, professionalism and sound judgement are integral to the role. The



consequence of error associated with this position is serious in that poorly executed strategies could have a negative impact on the reputation of the university.

Qualifications

Post-graduate degree in a relevant discipline. Post-graduate degree in Communication Design, Interaction Design, Media, Communications or a relevant discipline Minimum of four years experience or the equivalent combination of education and experience. Minimum of four years experience, or the equivalent combination of education and experience. Design and Technical Skills

- Demonstrates expert working knowledge of current MAC OSX design software including: Adobe Creative Suite: InDesign Photoshop Illustrator After Effects Acrobat Bridge, Microsoft MS Word, Outlook, PowerPoint and Excel
- Demonstrates expert photo-retouching and or vector illustration and or motion skills or a related area of speciality
- Demonstrates high-level conceptual thinking and creative abilities
- Demonstrates strong analytical skills
- Demonstrates a passion for creating visual systems
- Applies design thinking to complex communication challenges
- Demonstrates design excellence in both print and digital applications
- Demonstrates solid knowledge of branding systems and working within a graphic system
- Designs with a clean, functional design aesthetic and excellent form
- Demonstrates excellent typography and typesetting skills
- Executes all projects using layout grids to organize hierarchical information
- Creates design works with a strong conceptual basis
- Demonstrates experience in creating print and online advertising and promotions
- Formulates strategies and translates abstract ideas into a well-defined form
- Integrates excellent written skills with communication design solutions
- Formulates and executes focused design strategies
- Engages in a dynamic collaborative creative process with the team by providing multiple concepts, offering feedback, posting work and actively participating in brainstorming sessions, informal critiques and reviews
- Provides design development for projects through ongoing and meaningful iterations
- Executes accurate production artwork that includes style sheets, page masters and templates
- On a rotating basis, assumes primary responsibility for the design and layout of UBC Reports within the existing style framework, coordinates photo shoots, art directs feature photo shoots, edits photos, collaborates with editor and writers, coordinates proofing and editing process, provides production artwork, makes all corrections, uploads files and approves printer's proofs
- Liaises with suppliers for proposals, quotations, samples, etc.
- Keeps accurate work records, manages time effectively and meets ongoing deadlines
- Demonstrates solid experience in publication design including layout, typesetting and art direction
- Coordinates production including budgets, pre-press, printing and fabrication
- Designs and writes communication tools using PPT PDF Interaction for proposals, presentations, workshops and orientations as required
- Creates and delivers presentations, training and workshops where appropriate
- Effectively executes multiple projects simultaneously and meets deadlines
- Coordinates and manages complex projects from Creative Brief to delivery
- Demonstrates strong marketing and creative skills for generating new opportunities and ideas
- Produces accurate production artwork that includes grids, style sheets and templates
- Follows and advances studio protocols for file filing, searches, archiving and retrieval
- Participates in client meetings
- Attends Communication Cardinals and PA events.

. Hybrid Technical Skills

- Collaborates closely with the Communication Designer (Digital and Motion), front-end coders, web and interaction designers to create strong graphic solutions for design layer skins that translate to workable solutions for web and interactive applications.



The University of British Columbia

Staff Job Postings

- Demonstrates working knowledge of HTML 5 XHTML and CSS 3
 - Demonstrates working knowledge of best web practices, particularly with W3C Standards
 - Demonstrates working knowledge of WordPress and or Drupal
 - Provides soft technical MAC support as required for design presentations and events
 - Performs other related duties as required.
- . Communication and Administrative Skills
- Speaks English fluently and possesses excellent verbal, written communication and interpersonal skills
 - Demonstrates solid experience with corporate and or institutional branding
 - Thinks and plans strategically
 - Effectively presents and defends concepts
 - Articulates design and communication strategies
 - Demonstrates strong speaking and presentation skills
 - Writes Communication or Design Briefs
 - Plans and manages projects including budgets, critical paths, reports, and meets all targets and deadlines
 - Writes clear brand guidelines and user documentation
 - Professional experience in a post-secondary institution or similar environment (would be an asset)
 - Knowledge of the UBC, its policies, goals, mission, and issues (would be an asset)
 - Knowledge of the UBC Brand and university communications (would be an asset).

. Soft Skills

- Exhibits meticulous work habits and a keen attention to detail
- Works as a team member and to takes direction
- Works effectively with all levels of university personnel, including senior administration
- Exercises a high level of diplomacy, tact and discretion when working with information of a confidential sensitive nature and in dealing with various levels of faculty, staff and students
- Shows interest in new software updates, developments and emerging trends in design practice with an eye towards extending the university's reputation and finding new opportunities for communication
- Collaborates with, educates and advises colleagues on software, trends and best practices
- Enjoys recognition through industry awards for design or related creative areas (would be an asset)
- Maintains professional industry accreditation and affiliations (would be an asset)
- Demonstrates Design Firm and or Advertising Agency experience (would be an asset)

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



Job Posting

Job ID: 14115
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** Graduate Awards Coordinator
Department: Faculty of Graduate Studies
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-03 **Available Openings:** 1

Job Summary

The Graduate Awards Coordinator plays an integral role in the complex administration of graduate merit-based awards. This position is responsible for co-ordinating the work of the Awards team to pay approximately \$50 million in award funding to graduate students at UBC and overseeing the application and adjudication processes for multiple award competitions.

Organizational Status

Reporting to the Director, Graduate Awards & Development, the Graduate Awards Coordinator is an integral member of the Awards team. Co-ordinates work of the four Graduate Awards Clerks and one work-study student. This position communicates and works with other staff members in the Dean's Office, graduate program staff and faculty, students, Enrolment Services, Financial Services, external donors and federal provincial granting agencies.

Work Performed

Coordination and oversight of award payments 40%

- Coordinates the work of the Graduate Awards clerks to ensure efficient, timely, and accurate payment of award funding to graduate students. Assigns portfolios, determines deadlines, and sets priorities for Awards team to manage workload effectively.
- Oversees submission of student appointment forms to UBC Payroll for external award (Tri-Agency and others) and Four Year Fellowship stipends (~1,500 appointments per year)
- Manages recommendation process and assignment of Department-recommended awards (including Graduate Support Initiative program) on Student Information System (~3,000 assignments per year)
- Manages tuition award programs; coordinates bulk assignment of tuition awards (International Tuition Award and Four Year Fellowship) (~6,500 assignments per year) with Awards Analyst
- Oversees payment of various other award programs (Affiliated Fellowships, Aboriginal Graduate Fellowships, etc.)
- Coordinates review of unassigned awards and follow-up with graduate programs to ensure all awards are assigned before fiscal year end; approves requests from graduate programs who wish to carry forward or re-capitalize unspent endowed award funds as appropriate.
- Regularly reviews the terms and objectives of various awards programs (internally and externally funded) to ensure goals are being met and available funding is allocated in accordance with established budgets and policies. Initiates or recommends changes as appropriate.



The University of British Columbia

Staff Job Postings

- In cases when established policies and procedures are insufficient, reviews particularly complex queries brought forward from Awards staff; undertakes detailed review of students' academic and award records and liaises with relevant offices and agencies as necessary to determine student eligibility for award funding.
- Works closely with Enrolment Services, UBC Financial Services, and other partners to implement improvements to award payment systems and to coordinate policies and procedures between Graduate Awards and these other offices; provides subject matter expertise and coordinates testing support in development of new systems or improvement and enhancement of existing systems.
- Coordinates regular SISC error searches and the resolution of outstanding issues; works with staff in Student Systems and Student Financial Assistance & Awards as necessary to resolve complex errors.

Coordination and oversight of award competitions 45%

- Manages concurrent internal and external scholarship competitions throughout year (Killam Doctoral Scholarships, Vanier, Tri-Agency Affiliated Fellowships, Trudeau, DAAD, Alcan, etc.) to ensure best practices are followed in adjudicating and selecting scholarship nominees recipients: calculation of application quotas, support of adjudication committees, recommendation of award offers within planned spending limits
- Develops calendar of award competition deadlines that meets external agency deadlines and manages workload for Awards staff
- Develops a schedule of Awards Clerks' responsibilities for upcoming competitions and oversees work of Awards Clerks in reviewing applications for eligibility and completeness.- In cases when established policies and procedures are insufficient, reviews complex queries brought forward from Graduate Awards staff regarding eligibility, admissibility of application materials, departmental review procedures, deadlines, and adjudication processes to determine if applications nominations will be accepted for adjudication.
- Serves as key liaison between Graduate Awards and faculty adjudication committees; oversees preparation and distribution of application files to adjudicators; prepares variety of reports and spreadsheets for adjudicators; consolidates and analyzes adjudicator rankings in preparation for committee meetings, identifying issues to be discussed by adjudicators.
- Based on program changes and feedback from adjudicators and students, reviews and revises application forms (online application system, reference forms, etc.) for upcoming competitions.
- Coordinates work of Graduate Awards team to prepare recommended files for submission to external competitions.
- Releases competition scores and results to graduate programs.
- Serves as key liaison between Graduate Awards and external funding agencies, proactively identifying how changes in funding agency policies and procedures will impact Graduate Awards and planning appropriately.

General Administration 10%

- Works with Awards Analyst to maintain Policies and Procedures manual for Awards team.
- Prepares and presents information regarding awards to students, faculty and staff
- Assists the Director, Graduate Awards & Development with various ad hoc projects.
- Performs any other related duties commensurate with skills and experience

Performs other related duties as required. 5%

Supervision Received

Works independently under the direction of the Director, Graduate Awards & Development. Performs routine duties independently and takes initiative in responding to new situations duties.

Supervision Given

Has supervisory responsibility for 4 CUPE 2950 staff along with 1 work-study staff member and any temporary staff.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Consistent, transparent application of established award policies and procedures is crucial to maintain fairness in adjudication and payment of award funding. While funding decisions are made by adjudication committees comprising faculty members, this position plays a key role in interpreting existing policies and procedures for new and unique circumstances and making decisions regarding eligibility of award applicants, admissibility of application documents, and eligibility to receive award payments. This position is responsible for recognizing the need for and implementing changes to key awards policies and procedures. Position has responsibility to maintain a detailed understanding of complex awards policies and procedures, both those of UBC and those of multiple external agencies, in order to provide accurate information to UBC faculty, staff and students and in order to make frequent evaluations regarding students' eligibility to apply for and receive award funding.

Failure to observe carefully internal and external policies and procedures and to adhere to the stated terms of awards can have significant financial impact, and may also impact the relationship of the University with donors, external funding agencies and provincial federal research councils. Failure to meet the conditions of an award established through a bequest could place the University in violation of the trust established by the donor's estate and error could result in the withdrawal of funding. If award assignment is not accurate and consistent with the guidelines established by the University, students, staff and faculty may be misinformed and the award policies will be seen as unfair and inconsistent. Any errors and or omissions in judgment could seriously undermine the roles, responsibilities and effectiveness of The Dean and or The Faculty of Graduate Studies.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of one year experience or the equivalent combination of education and experience. Related UBC experience in administrative, systems and procedures is required. Ability to effectively use word processing, database, internet, electronic email, and electronic calendaring applications at an intermediate level. Ability to effectively use spreadsheets at an advanced level(e.g., MS Excel). Ability to clearly describe and explain complex information clearly, both one-on-one and to groups. (e.g., assist non-financial managers to understand financial reports) Ability to communicate effectively verbally and in writing. Ability to provide instructions in a clear and effective manner. Ability to train people and to adapt to their various learning styles. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to explain, assign, and monitor work of others, oversee volume and ensure deadlines are met by subordinates. Ability to perform word processing at 50 words per minute. Ability to maintain accuracy and attention to detail. Strong ability to prioritize and work effectively under pressure to meet strict deadlines. Ability to handle heavy volumes during peak periods. Ability to understand and comply with the Freedom of Information and Protection of Privacy Act and University policies and procedures. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively operate a normal range of office equipment. Ability to deal effectively with a diversity of people and to communicate sensitively in cross-cultural situations. Knowledge of UBC policies and procedures related to scholarships, finance, and payroll matters preferred. Knowledge of Scholarships and Awards adjudication process preferred. Knowledge of NSERC SSHRC CIHR and UBC Graduate Awards policies an asset. Computer experience with Access, SIS, FMIS and SISC all preferred.

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



Job Posting

Job ID: 14116
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** Graduate Awards Analyst
Department: Faculty of Graduate Studies
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-03 **Available Openings:** 1

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

Job Summary

The Graduate Awards Analyst plays an integral role in the complex administration of graduate merit-based awards. This position is responsible for developing and implementing a communication plan for Graduate Awards, planning and implementing improved reporting to the university community and external agencies donors, managing the storage of Awards data in electronic and hard-copy form, and overseeing various Awards-related projects and initiatives.

Organizational Status

Reporting to the Director, Graduate Awards & Development, the Graduate Awards Analyst Coordinator is an integral member of the Awards team. This position communicates and works with other staff members in the Dean's Office, graduate program staff and faculty, students, Enrolment Services, Financial Services, external donors and federal provincial granting agencies.

Work Performed

Communications 30%

- Graduate Awards provides crucial information about funding opportunities and policies procedures through its website and regular e-mail communication to graduate programs. This position sets priorities for, plans, and oversees these activities.
- Regularly reviews and oversees updating of content on Graduate Awards website; supplies revisions to UBC Calendar.
- Organizes, prepares materials for, and presents workshops for students, staff, and faculty.
- Creates and releases calls for applications for upcoming awards.
- Develops and initiates new tools forums for communicating awards information (announcements, feedback, etc.) effectively with students, staff, and faculty.
- In consultation with Awards Coordinator, maintains Policies and Procedures manual for Awards team (including flowcharts, templates, timelines, calendar, etc.)

Reporting and Data Management 40%

- Provides analysis of complex award data and statistics used to prepare financial projections and forecasts; synthesizes data



The University of British Columbia

Staff Job Postings

from a wide variety of sources (internal and external to UBC) to develop datasets that provide timely and relevant information for Graduate Awards planning.

- Works closely with Enrolment Services, UBC Financial Services, IT Services and other partners to implement improvements to award databases, to reduce duplication and possibility of errors, increase efficiency and comply with FIPPA policies; provides subject matter expertise and coordinates testing support in development of new systems or improvement and enhancement of existing systems.
- Develops, regularly reviews, and initiates improvements to standardized Awards reports (GSI and 4YF reports, graduate program reviews, award amounts available for department-recommended awards) in order to provide consistent, timely data to various internal and external bodies: external funding agencies, the Office of the Provost, graduate programs, Enrolment Services, etc.
- provides dataset for bulk assignment of tuition awards (International Tuition Award and Four Year Fellowship)
- Responds to unique requests for awards datasets from various internal and external bodies.
- Maintains graduate awards data in SISC (creation of new awards, setting available amounts, etc.) in consultation with the Development Office and Enrolment Services
- Develops, regularly reviews, and initiates improvements to record data filing and storage systems (hard copy and electronic) for Graduate Awards team in accordance with university policies; oversees record-keeping among Awards Clerks to ensure records are stored in an appropriate and accessible manner.
- Designs and implements structural improvements to Awards databases; ensures appropriate security controls; creates new queries, forms and reports for Awards databases; maintains key tables in Awards databases
- Works with Data and Systems Analysts in the Faculty of Graduate Studies to coordinate Awards record keeping with other systems used in Dean's Office.

Project Management 20%

- Assists the Director Graduate Awards & Development with various Awards-related initiatives and projects.
- Serves as key liaison between Graduate Awards and other offices (Enrolment Services, IT Services, Office of Research Services, Financial Services, etc.) on formal and informal projects of common interest

General Administration 10%

- Assists Awards Coordinator with training of new clerical and secretarial staff (new full-time employees, temporary staff & Work-Study students).
- Works with Awards Coordinator to maintain Policies and Procedures manual for Awards team.
- Performs any other related duties commensurate with skills and experience

Supervision Received

Works independently under the direction of the Director Graduate Awards & Development. Performs routine duties independently and takes initiative in responding to new situations duties.

Supervision Given

This position does not have any direct reports however is responsible for the supervisory function in the absence of the Awards Coordinator.

Consequence of Error/Judgement

Consistent, transparent application of established award policies and procedures is crucial to maintain fairness in adjudication and payment of award funding. While funding decisions are made by adjudication committees comprising faculty members, this position plays a key role in interpreting existing policies and procedures for new and unique circumstances and making decisions regarding eligibility of award applicants, admissibility of application documents, and eligibility to receive award payments. This position is responsible for recognizing the need for and implementing changes to key awards policies and procedures. Position has responsibility to maintain a detailed understanding of complex awards policies and procedures, both those of UBC and those of multiple external agencies, in order to provide accurate information to UBC faculty, staff and students and in order to make



The University of British Columbia

Staff Job Postings

frequent evaluations regarding students' eligibility to apply for and receive award funding.

Failure to observe carefully internal and external policies and procedures and to adhere to the stated terms of awards can have significant financial impact, and may also impact the relationship of the University with donors, external funding agencies and provincial federal research councils. Failure to meet the conditions of an award established through a bequest could place the University in violation of the trust established by the donor's estate and error could result in the withdrawal of funding. If award assignment is not accurate and consistent with the guidelines established by the University, students, staff and faculty may be misinformed and the award policies will be seen as unfair and inconsistent. Any errors and or omissions in judgment could seriously undermine the roles, responsibilities and effectiveness of The Dean and or The Faculty of Graduate Studies.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of one year experience or the equivalent combination of education and experience. Requires related UBC experience in administrative, systems and procedures. Knowledge of UBC policies and procedures related to scholarships, finance, and payroll matters preferred. Some knowledge of Scholarships and Awards adjudication process preferred. Knowledge of NSERC SSHRC CIHR and UBC Graduate Awards policies an asset. Computer experience required (Word, Excel, Access, SIS, FMIS, electronic mail and electronic calendaring applications preferred). Knowledge of SISC and PeopleSoft preferred. Ability to use word processing (intermediate level), spreadsheet (advanced), database (intermediate), internet (intermediate), electronic mail (intermediate) and electronic calendaring (intermediate) applications. Ability to maintain accuracy and attention to detail. Ability to work under pressure to meet strict deadlines and handle heavy volumes during peak periods. Strong ability to prioritize work. Effective oral communication skills. Ability to communicate sensitively in cross-cultural situations. Ability to communicate complex information clearly, both one-on-one and to groups. Ability to exercise utmost tact and discretion, and to understand and comply with the Freedom of Information and Protection of Privacy Act and University policies and procedures. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively independently and in a team environment. Ability to type 50 w.p.m. and to operate a normal range of office equipment. Ability to supervise the work of others, oversee volume and ensure deadlines are met by subordinates. Ability to provide instructions in a clear and effective manner; to train people and to adapt to their various learning styles.

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



Job Posting

Job ID: 14107
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** MFS Practicum Coordinator
Department: Food, Nutrition & Health
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (70%)
Desired Start Date: 2012-11-01
Job End Date: 2013-10-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-03 **Available Openings:** 1

Job Summary

The Practicum Coordinator will be responsible for 70% of the MFS administration duties that will involve securing and providing an industrial placement for all MFS students in a timely manner before commencing practicum (FOOD 531). Industrial placements may include sites within food and natural health product industries, food analytical laboratories and or provincial and federal governmental institutions. The Practicum is a significant feature of the MFS program and represents a course in which students can apply their competencies to a practical setting and be accountable to an industry sponsor. The Practicum Coordinator performs duties related to the administration of practicum projects within the scope of this position. The incumbent participates in pre-practicum preparation activities.

Organizational Status

The Practicum Coordinator reports to the MFS Program Coordinator and could also interface with the Food Science Graduate Program Advisor. Working in partnership with relevant industries, laboratories and government institution placement sites, the Coordinator liaises with students, staff and faculty members.

Work Performed

- Researches and identifies potential industry sponsors.
- Develops and maintains relationships with industry sponsors in diverse fields industries. Keeps abreast of industry trends and builds and maintains contacts through industry knowledge.
- Establish a sufficient number of practicum placements for MFS students, and communicate with industry sponsors for potential practicum projects in a timely manner.
- Develop practicum project outlines based on sponsor's needs that are appropriate to the practicum timeframe and student qualifications.
- Actively participate in pre-practicum preparation activities. Conduct lectures related to preparation of students to practicum projects. This may include SOP writing, design of experiments and practicum work plan development.
- Interview students and assign appropriate projects and practicum placements. Introduce students to selected industrial sites and academic supervisors. Provides resume packages to industry sponsors.
- Ensures criminal record checks, work permits, accident coverage and medical insurance are in place for each student.
- Performs on-site visits to monitor and evaluate placements.
- Resolves placement issues with students and industry sponsors



- Participates in information promotional sessions and assists in the review of student enrollment levels
- Assist with writing funding proposals for industry projects if necessary maintain communication with all students and the MFS Program Coordinator in timely fashion.
- Assign students to appropriate Faculty (FOOD) supervisors and or participate in supervising practicum projects
- Ensure that MFS student proposals, progress reports, final reports, and industry sponsor feedback are submitted on time. Coordinate and assist with final evaluation of student performance.
- Maintains a database of industry sponsors and inputs data as required.
- Prepares practicum summary and placement statistic reports.
- Performs other duties and tasks related to the qualifications and requirements of the job.

Supervision Received

Works under the general supervision of the designated MFS Program Coordinator. The Program Coordinator is consulted about all significant and complex issues. Work is reviewed in terms of quality and effectiveness in meeting educational and other goals.

Supervision Given

Supervises MFS students and provides oversight to external sponsors.

Consequence of Error/Judgement

Successful MFS Program operations require the Practicum Coordinator to make independent and timely decisions related to admissions, curriculum, program operations, and professional support. Poor performance in these areas could negatively impact stakeholder perceptions of and commitment to the MFS Program, jeopardizing program sustainability. Student ability to meet program requirements could also be negatively impacted. Errors in judgement could cause hardship, financial loss and or affect the integrity and reputation of the Program, Faculty and the University.

Qualifications

Undergraduate degree in a relevant discipline. Masters in Food Science preferred. Practical knowledge of writing, reviewing and implementing standard operating procedures (SOP). Strong practical and theoretical knowledge of food processing, quality systems, GMP and HACCP principles. Good understanding of food regulations Minimum of two years experience or the equivalent combination of education and experience. Working experience in the food industry with an established network within the BC food and natural health product industry. Extensive experience in food product formulation development and sensory evaluation. Teaching experience and familiarity with university graduate programs is an asset. Ability to develop and maintain cooperative and productive working relationships with industry contacts. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects to fulfill industry needs and to ensure both the industry sponsor and the student are satisfied with the placement. Ability to effectively manage multiple tasks and priorities - dealing with interruptions and plan changes. Ability to work effectively independently and in a team environment. Ability to supervise and assess training requirements and develop, coordinate, lead, and evaluate training. Ability to effectively use word-processing, spreadsheet and other computer programs at an intermediate level. (e.g., MS Office, internet & email) Generally expected to work Monday to Friday, and to work flexible hours as program or project related events may occur during the evenings and weekends. Off-site meetings and visits will be required. International travel may be required. Valid Class 5 Drivers License.

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



Job Posting

Job ID: 14136
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Enrolment Services Professional
Department: Service Layer-Enrolment Serv
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-08 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-05 **Available Openings:** 1

Job Summary

The Enrolment Service Professional (ESP) is a registrarial enrolment services professional, an advisory service specialist, and a highly visible representative of Enrolment Services (ES) and the University. Each ESP is assigned a portfolio of students and is responsible for guiding those students throughout their student experience. The ESP provides professional advice for students across ES areas of responsibility, including: student financial support, tuition, fee assessment and collection, student records, registration, admissions, transfer credit and domestic student recruitment. The ESP plays an integral leadership role in the design, delivery, and evaluation of ES student service programs and makes strategic recommendations on the establishment of service standards. The ESP is part of a network of advising and service professionals that collectively contribute to UBC's exceptional learning environment.

Organizational Status

The ESP reports to the ESP Manager. The ESP works closely with other ESPs and academic and student affairs professionals at the University, including other staff in Enrolment Services, the Faculties and the Vice-President, Students portfolio. The ESP represents ES on teams, committees, and working groups internal and external to ES, including government and agency committees.

Work Performed

The ESP uses in-depth knowledge and understanding of all areas of the registrarial profession to design, deliver, and evaluate enrolment services for students. The University offers a wide variety of degree programs, each of which is governed by University, Faculty, and program-specific regulations. The ESP also requires an in-depth understanding of this multi-faceted regulatory environment to advise each individual student in context. Uses knowledge of systems, policies, regulations, and guidelines and exercises professional judgment to solve unusual complex problems that cross organizational boundaries while respecting organizational roles; and adjudicates exceptional cases where such decisions rest with Enrolment Services. Wide latitude of decision making is required.

Guidance for Students

Provides professional advice to students (and others as authorized by the student under applicable policy and legislation) across all ES areas, including student financial support, tuition, fee assessment and collection, student records, registration,



The University of British Columbia

Staff Job Postings

admissions, transfer credit and recruitment. Areas of in-depth focus may include the following:

- Student Financial Support: develops financial strategies that incorporate University policy and support students on the various financial assistance options available in order to develop a spending plan to finance their University education. Advises students on financial planning such as scholarships, bursaries, student loans, student bank loans and student lines of credit and making the maximum use of available student financial programs and other supports. Advises students concerning Student Aid British Columbia appeals and reassessments. Adjudicates exceptional cases and approves monetary assistance in the form of emergency funding and UBC loans for students with exceptional circumstances. These can be highly emotional situations where students are experiencing severe financial difficulty that impacts their success and standing within the University. Conducts research and partners with Faculties with respect to financial support for their students. Develops and evaluates the effectiveness of programs and makes recommendations for changes.
- Tuition and Other Fees: advises students with respect to financial hold and other policies related to tuition fee assessment and collection; adjudicates requests for exceptions and extensions, including lifting financial holds in accordance with ES and University policy. Evaluates fee assessment and collection policies and makes recommendations for changes. Designs, delivers, and evaluates tools and communications programs that enhance student understanding of tuition and other fees, and support student financial planning.
- Student Records: evaluates records management policies and practices and makes recommendations for changes. Manages student records in accordance with applicable legislation and policy; in partnership with Faculties, adjudicates complex requests for exceptions to University and ES policies on the content and sequence of the student transcript of record, including special transcript notations, where such decisions rest with ES;
- Registration: designs, delivers, and evaluates communications programs for students related to registration policies and procedures. Collaborates with Faculties and other ES staff to establish registration policies and practices. Identifies solutions to complex registration problems, including working with Faculties to adjudicate student requests for exemption from standard timetables, and makes recommendations for both individual students and for enhancements to overall registration practices.
- Admission: evaluates applicant personal profiles as part of the University's broader based admissions process, may also evaluate other components of applications for admission. Advises prospective students on aspects of program requirements and admission criteria, changing policies, prerequisite studies, transfer credit and educational options as they relate to applications for admission. In partnership with ES subject matter experts and others, e.g. the International Student Initiative, investigates and communicates with prospective students and others to resolve complex, often sensitive problems relating to admissibility, recognition of prior education and institutions previously attended, availability of transcripts and complex University regulations.
- Recruitment: in partnership with recruitment specialists, delivers student recruitment programming for prospective domestic students, parents, school counselors, and others. Works with other ES staff to plan and coordinate recruitment and yield events. Develops, delivers, and evaluates communications programming in support of student recruitment activities

Anticipates student needs, proactively responds to student requests, and offers subject-matter expertise and professional advice, providing recommendations extending beyond a student's presenting request.

Identifies students at risk or in crisis and proactively connects students with resources and supports as appropriate, including engaging the University's Early Alert System.

Coaches students toward independence and self-direction.

Develops and implements protocols to capture and manage information about sensitive advisory interactions with students using best practices and sound knowledge of applicable privacy policy and legislation.

Makes and receives student referrals, when appropriate, between other advisors and or student service professionals. Follows up to ensure referral accuracy, as appropriate.

Planning, Evaluation, and Training



Designs, delivers, and evaluates ES student service programs and participates fully in the establishment and evaluation of service standards and other organizational performance targets.

Analyzes and identifies ways in which ES services could enhance the student experience and makes strategic recommendations. Designs and leads the implementation of new student support initiatives. Performs consultations with stakeholders, including Faculties and student leaders; facilitates discussion and integrates stakeholder feedback. Presents findings and recommendations to stakeholder groups through workshops, presentations, written reports, and or discussion papers.

Designs, manages, and evaluates workshops, presentations, programs, or events for purposes of training and or information provision for primary audiences of students, staff, and faculty.

Partnerships

Leads project teams and is responsible for team deliverables. Works with other ESPs as a member of a team; mentors other team members.

Works as a member of a University-wide network, including service professionals, student leaders, student government, and student groups to develop and manage processes that support coherence in the student experience. Key partners include: academic advisors, student services professionals, student development professionals, Faculties, instructors, parents, guidance counselors, residence life advisors, etc.

Other Duties

Represents Enrolment Services as a member of internal and external committees and working groups.

Other duties as required.

Supervision Received

Reporting to an ESP Manager, the incumbent will receive coaching, mentorship and performance development to achieve specific goals and objectives. Works both independently and within a team environment. Under minimal supervision, the incumbent has the authority to exercise judgment and make important decisions and provide services on matters of varying complexity in accordance with University policies and best practices in student services.

Supervision Given

Orients, trains, provides direction and or supervises staff and or student employees. May participate in the hiring and evaluation of staff and or student employees. May be assigned as project leader to provide leadership and supervision on a project involving other staff members, faculty, external stakeholders and or students.

Consequence of Error/Judgement

Work performed by Enrolment Services is critical to the success of the University and its ability to deliver on the goals articulated in UBC's strategic plan. The ESP is a highly visible and empowered role within Enrolment Services. Errors in judgment, poor advising, and or inconsistency in decision making could have significant negative financial, academic and or personal consequences for students. Decisions are not routinely subject to confirmation and are legally binding upon the University. These negative consequences could damage the relationship between the University and its students. The reputation of the University and or of its Faculties among community stakeholders could be adversely affected. ESP errors could also compromise the University's ability to meet its enrolment and student retention targets.

Qualifications



The University of British Columbia

Staff Job Postings

Undergraduate degree in a relevant discipline. Post-secondary education and or training in student services, student affairs, or a related field is an asset. Minimum of four years experience or the equivalent combination of education and experience. Experience required in a service centered environment, preferably within student services. Experience in student or client advising or counseling is essential (UBC experience preferred). Experience with interpreting, applying and advising on policies and procedures. Sound and current knowledge on best practices in enrolment or student services, or comparable work experience; experience in at least one the following areas preferred: student records, registration, student recruitment, admissions, and student financial support. Proficiency with standard office software required. Experience applying technology to improve student and or client services an asset. Previous experience with Student Information Systems or other enterprise database solutions customer relationship management systems preferred. Ability to provide effective and appropriate guidance and counsel (e.g., career counselling). A skilled listener, with the ability to identify and respond to sensitive issues with empathy and diplomacy. Must be resourceful and able to analyze problems, identify key information and issues and exercise initiative and creativity to develop effective solutions. Ability to independently exercise superior judgment to make important decisions on matters of varying complexity. Proven ability to use an inclusive approach to develop and cultivate relationships with students, faculty, staff and members of the external community. Excellent interpersonal, communication and presentation skills required. Demonstrated accuracy and attention to detail, especially when working under pressure to meet deadlines. Ability to collaborate and share expertise within a team environment. Ability to provide leadership and supervise staff. Demonstrated time management skills with the ability to effectively prioritize, multi-task and organize work. Enthusiasm and capacity for continuous learning and development. Ability to travel on occasion. Multilingual ability and or experience working with different cultures an asset.

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



Job Posting

Job ID: 13494 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Student Educ Co-ord
Department: UBCO - Social Work
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-10-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-05 **Available Openings:** 1

As this is a repost, if you have already submitted your application, you do not need to reapply.

This is a part-time (50%) position and the annual salary range is \$27,593.50 - \$33,126.00

Job Summary

The Student Education Coordinator (SEC) is responsible for coordinating the School's Bachelor of Social Work (BSW) and Master of Social Work (MSW) programs, planning, coordinating and guiding major student oriented events, helping evaluate program and student effectiveness and formal and informal academic and programmatic presentations.

This position also requires limited classroom instruction responsibilities. This includes developing creative one-time and on-going student education projects, experiential learning exercises and integrative ungraded seminars.

Organizational Status

The UBC Okanagan campus School of Social Work along with the School of Nursing, Human Kinetics, and Health Studies is part of the Faculty of Health and Social Development (FHSD). For over 18 years the program has prepared students for professional social work positions in mental health, child welfare, public policy, aging, and other community helping specializations. The School has a Director, nine full-time tenured faculty members, two half-time tenured professors, one assistant Student coordinator, and one full time staff person. The Director has administrative and budgetary responsibility for the School, and reports to the FHSD's Dean. Annually the program sponsors approximately 90 to 140 students in local and distant community Student education.

The SEC works with the teaching faculty, researchers, staff, students, and community agencies but reports and is accountable only to the School's Director. The SEC serves the School of Social Work as a representative, planner, and ambassador to students, prospective students, community and government agencies within British Columbia, Canada, and selected foreign countries. Graduate and undergraduate students are guided by the SEC to negotiate the School and University's requirements, understand academic responsibilities, develop learning goals, and resolve dilemmas arising from their educational activities. Additionally, the SEC assists the Director and faculty in preparing for accreditation and other formal reviews. When needed the person also serves as the School's representative on local and distant student education accreditation committees, and maintains liaison with other Student Education Coordinators in Schools of Social Work across Canada.

Work Performed

1. Coordinates the Bachelor of Social Work (BSW) and Master of Social Work (MSW) programs by:
-Independently coordinating all non-teaching student aspects of the School of Social Work's undergraduate and graduate academic programs;



The University of British Columbia

Staff Job Postings

- Ensuring that students are aware of graduation and other academic requirements;
- Resolving student programmatic or administrative difficulties or directing them to resources on campus and in the community that can provide appropriate assistance;
- Planning, recommending for hiring to Director, supervising, and orienting Community Sessional Contract Instructors;
- Planning time and day placement of core courses and electives;
- Helping recruit students into the BSW and MSW programs;
- Chairing the BSW and MSW program committees; and
- Ensuring that all standing committees within the School have student representatives from the BSW and MSW programs.

2. Plan, coordinate and guide major student events and activities by:

- Overseeing student enrollment and registration, student orientations, student graduation ceremonies and other events;
- Overseeing the selection process and presentation of any student academic honors or recognition awarded by the School of Social Work.
- Reading the names of each student at the UBC O graduation ceremonies.
- Organizing student activities, clubs, and fund raising events;
- Helping develop grant proposals for funding student educational and recreational experiences; and
- Coordinating mentoring experiences for students who either are having difficulty passing academic courses, or for those who have exceptional talents and deserve special attention.

3. Evaluate BSW and MSW programs effectiveness and student competencies by:

- Assisting students and agencies to develop measurable educational goals; and
- Helping faculty determine whether students are fulfilling their educational requirements.
- Acting as liaison between agencies and students, tracking all assigned students and providing guidance and assistance to the student and agency if any difficulties arise.
- Communicating to the School's Director and faculty the needs and concerns of students, as well as tracking how students are progressing, all student related issues, and recommendations for resolving the difficulties.

4. Provide formal and informal academic and programmatic presentations by:

- Coordinating and providing leadership for student meetings and student union activities;
- Providing formal teaching seminars graded on a "pass fail" basis;
- Assisting in field liaison planning, agency visits, and student field evaluations.
- Developing and presenting specialized recruitment presentations, training for the School and community agencies, seminars, and other in-service programs for community agency workers;
- Directing one or more Field-Integrative-Student -Seminars graded on a pass fail basis when required;
- Developing, writing, updating, and editing the undergraduate and graduate student academic manuals;
- Assisting in maintaining manuals, forms, student information, events, and other required information on the School's website.

5. Provides orientation, graduation requirements, and Counseling services to students by:

- Developing and implementing an annual orientation for students and new instructors that communicates all educational expectations, requirements, codes of behavior and professionalism, and learning opportunities.
- Advising and teaching students how academic class instruction and field experiences link and work together.
- Communicating with the teaching faculty, understanding academic expectations, interpreting academic concepts into active student education goals and helping students understand their academic and citizenship responsibilities.
- Notifying and updating students concerning their academic and graduation status.
- Working with the faculty academic advisors to develop a plan for helping students more efficiently meet academic and graduation requirements.
- Ensuring that students know in a timely manner exactly what courses and academic work must be completed to become eligible for graduation.

6. Assure safety and accreditation requirements by:

- Developing and administering a disaster plan that instructs the School when individual accidents and mass disasters occur on or off campus, or warnings of a possible disaster is received.



- Maintaining all required student safety and health records and ensuring that all safety requirements are updated and systematically followed in the School.
- Assuring that all required student insurance and liability agreements are in place and are validated before a student is provided specialized or distant educational opportunities.
- Developing an individualized plan for returning students home from distant locations during periods of personal emergencies, civil unrest, financial difficulties, or other dangers.

Supervision Received

All decisions and work conducted by the SEC is subject to review, approval, and supervision of the Director.

Supervision Given

The SEC is responsible for supervising, training, rating and completing any required financial or other UBC paperwork for the Assistant Student Education Coordinator and any student or temporary workers assigned to help the SEC.

Consequence of Error/Judgement

This position requires a person who can work independently, perform multitasking, and make quick and accurate independent decisions. The SEC guides and directs students through the BSW and MSW programs. In addition the SEC consults, advises, and problem-solves with the faculty when students are having academic challenges, health, or behavioral problems. These tasks must be done rapidly and accurately. The SEC is often the first person to counsel students, and to know the seriousness of their problems. Incorrect decisions and recommendations concerning student difficulties can decrease the student's quality of learning, and damage community relationships. Additionally, a poorly made advise or recommendations can become financially costly for students and delay their graduation and opportunity to enter the workforce.

The SEC is expected to constantly evaluate the students' education and make recommendations to the Director and faculty for eliminating problems and improving the academic process. Additionally extremely good judgment is very important when counseling and helping students who fail to meet their learning goals. Furthermore, the SEC must know her or his limitations. Students are often emotionally upset and in some cases have a history of mental illness. The SEC must be able to identify situations that are in a state of crisis and require immediate professional mental health attention. In these situations the SEC is to alert the Director if time permits, and be capable of independently helping the person gain access to the hospital emergency room or appropriate helping professional. Additionally, the SEC must know when and how to appropriately inform the faculty of student crises and emergency health situations.

Qualifications

Undergraduate degree in a relevant discipline. A MSW or equivalent masters' degree with a minimum of five years of agency experience in the Okanagan Valley or other parts of Canada is preferred. Minimum of four years experience or the equivalent combination of education and experience. Candidates must have strong documented verbal and written communication skills, and the ability to work cooperatively with students individually and in small and large groups. Individuals with minority or racial status, or who have documented experience working in minority and racial communities are particularly encouraged to apply. It is desirable, but not required for the applicant to have served in a leadership, planning, management or educational capacity with a large university, non-profit organization or Government agency. Candidates must have training, experience and success in counseling and problem solving with individuals and agencies. An ability to creatively resolve difficult human problems, council students having difficulty with their education, and work productively with individuals and groups is required. Additionally candidates must demonstrate knowledge of social work education and acceptance of social work's professional values and ethics. Evidence of ability to work with and respect individuals from diverse cultures, ethnic and minority racial groups, and life styles must be presented and documented by the candidate. The individual will need strong skills in computer word processing, spread sheets, email, electronic calendaring, and simple graphics software.



The University of British Columbia

Staff Job Postings

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



Job Posting

Job ID: 14117
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level E **Business Title:** Director, Graduate Awards and Development
Department: Faculty of Graduate Studies
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-03 **Available Openings:** 1

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

Job Summary

The Faculty of Graduate Studies is committed to the enhancement of graduate education and research through the effective management and further development of our merit-based scholarships and awards. The Director provides leadership oversight to the Graduate Awards and Development Unit in the Faculty of Graduate Studies in areas of strategic planning, financial management, program and data management, communications and development. This position has Faculty-wide impact and contributes significantly to the Faculty's strategic direction, plans and objectives, ensuring a meaningful qualitative and quantitative contribution to the Faculty and the University's overall mission and strategic plan. The Director provides authoritative advice to senior academic administration at the VP, AVP and Faculty levels on merit-based awards and development issues. The Director manages and leads a team comprising of both management and support staff.

Organizational Status

Reports jointly to the Dean and the Associate Dean, Scholarships, and works closely with the other senior management team members in the Faculty on Awards and Development matters. Liaises with senior academic and management staff across the University (President's Office, VP-Academic Office, VP-Students Office, VP-Research Office, Student Financial Assistance and Awards Office, Development Office, Research Services, Financial Services, Legal Counsel); liaises with the University community to ensure the development and merit-based graduate awards goals of the Faculty of Graduate Studies are communicated to the broader community; represents the Faculty of Graduate Studies on policy advisory committees and task forces. In areas of graduate scholarship funding and related development priorities, represents the University externally to other higher education institutions, higher education associations, federal and provincial granting agencies, companies, private organizations and individual donors.

Work Performed

Awards Financial Management 40%

- Strategic budget planning and financial management oversight of all merit-based graduate awards - approximately \$54 million in award funding is administered by the Faculty each year from UBC-funded awards (funded by GPOF and endowed sources, including the Killam Advanced Studies funds, Four Year Fellowships, Affiliated Fellowships, Graduate Student Initiative Awards, International Tuition Awards) and externally-funded awards (funded annually by federal Tri-Agencies, provincial governments, research and charitable organizations, businesses and individuals);



- Develops and prepares financial and analytical reports and develops multiple year financial projections and forecasts for major award programs that offer multi-year fellowships (Four Year Fellowships, Aboriginal Graduate Fellowships, etc.);
- In consultation with Graduate Scholarships Committee, develops and regularly reviews allocation models for Four Year Fellowships and Graduate Support Initiative programs; oversees calculation of annual allocations to Faculties
- Reviews and approves annual award budget spend allocations on endowed awards; develops and oversees an annual strategy to maximize endowed awards and ensure capital preservation while meeting the Terms and Conditions of the Endowment Deeds;
- Oversees schedule of awards accounts reconciliation
- Develops and implements internal control practices ensuring compliance with UBC Internal Audit best practices;

Awards Program Management 20%

- Oversees numerous scholarship competitions throughout year (Killam Doctoral Scholarships, Vanier, Tri-Agency Affiliated Fellowships, Trudeau, Pacific Leaders, DAAD, Alcan, etc.) to ensure best practices are followed in adjudicating and selecting scholarship nominees recipients: review of application quotas, recruitment and support of adjudication committees, approval of award offers within planned spending limits
- Directs management of Department-recommended awards and tuition award programs.
- Oversees policies, procedures and systems used to pay scholarship funding to graduate students (UBC Payroll and Student Information System); liaise with senior staff in Financial Services, Enrolment Services, IT Services and others on initiatives to improve systems to better support graduate students
- Has signing authority for and approves award offers (SISC) and student appointments (Payroll) on behalf of Dean
- Works with the University Counsel to ensure overpayment collections legal issues are resolved.
- Anticipates impact of government funding policies on graduate students and makes recommendations to University's senior leadership; proactively maintains knowledge of trends in the graduate awards sector (both domestic and international), on availability, management systems of new awards, value of new awards, etc.
- Develops appropriate administrative structures for new or lesser subscribed funding programs to ensure effective communication of and participation in funding opportunities.

Reporting and Data Management 10%

- Prepares budget narratives, financial reports, multi-year budget plans for the University Financial Statements submitted to the Killam Trust;
- Prepares and gives presentations to a variety of audiences on merit-based awards (e.g., Graduate Council, CFBA, etc.);
- Directs report and statistical analysis preparation for granting agencies and internal UBC constituents (VP-Students, Graduate Student Society) as needed
- Directs development and maintenance of Awards database for Faculty of Graduate Studies, ensuring relevant data is available to support strategic decision-making around awards management, recruitment, enrollment and retention, and other key University goals.
- Oversees development of key reporting tools and reporting schedule for graduate programs, Faculties, VP-Academic, Board of Governors, etc.

External Liaison 25%

- Represents the University and is the point person for the Killam Foundation
 - Oversees the communication for all Killam related matters
 - Oversees the Advanced Studies Killam programs and events in the Faculty, providing support to the IWK Killam Memorial Fellowships Committee and ensures reporting requirements and timelines are met; liaises with Provost Office on Killam meetings and events; assists the Associate Dean - Scholarships with the Killam Postdoctoral Competition; attends the Killam Annual General Meeting;
 - Identifies and develops key priorities (short & mid-term) for awards-related development activities;
 - Acts as primary contact (Scholarship Liaison Officer) for major external funding agencies (CIHR, NSERC, SSHRC, MSFHR, Trudeau Foundation, etc.).
 - Represents the Faculty on other University committees related to graduate awards
- Represents the Faculty on the Senate Student Awards committee as a voting member delegated by the Dean
- Attends annual meetings of Deans and Administrators of Western Canadian Graduate Schools and or the Canadian Association of Graduate Schools Annual Conference.



Responsible for internal communications of Graduate Studies development initiatives priorities to the disciplinary Faculty Development Offices' across campus and works in partnership with them to pursue funding opportunities for graduate student support;

Researches potential donor opportunities and works with the Associate Director, Awards in the Central Development Office and Alumni Office to jointly develop, manage, and steward these relationships;

- Develops a stewardship program for donors, creating opportunities for donors to meet with students by organizing donor recognition events;
- Prepares financial statements and financial feasibility studies to ensure effective donor stewardship and to enhance fund-raising activities of the Faculty;
- Oversees various presentations regarding graduate awards to the University community including departmental faculty advisors, graduate secretaries and current or potential graduate students.
- Provides consultation to Development Officers (both in central Development Office and in other Faculties) regarding creation of new donor-funded awards and donor stewardship
- Plans and writes planning documents, position papers, case statements, solicitation materials and financial reports all aimed at helping the Faculty achieve its annual development goals and objectives
- Oversees development and maintenance of website for Graduate Awards, as well as production of newsletters, brochures and other publications related to awards and scholarships

Performs other related duties as required. 5%

Supervision Received

Works independently under broad directives from the Dean and Associate Dean - Scholarships. Provides timely information, counsel and forward-looking perspective on financial, awards, and development issues to the Dean and Associate Dean. Performance is evaluated against overall objectives and achievement of goals and major deadlines.

Supervision Given

This position is responsible for providing leadership to 2 direct reports and 8 indirect reports and is responsible for the hiring, training, evaluation, and discipline of both management and support staff.

Consequence of Error/Judgement

As a key leadership position in the Faculty, Director must exercise good judgement and ensure due process has been followed in all areas related to Awards finance, management and development. Incorrect actions or decisions may damage the careers of students, lead to academic appeals, damage the Faculty's credibility and or harm relations between the University and granting agencies donors, and could lead to serious financial problems for the Faculty. The failure to prepare timely and accurate budget reports or financial plans would make it impossible for the Dean to represent the Faculty accurately to the University, and would seriously interfere in decision-making and budgetary allocations and would undermine the Faculty's ability to set and implement priorities for allocation of resources, resulting in an inability to achieve both the academic mandate for the Faculty and in a loss of stature and credibility to the University and the public. Any errors and or omissions in judgment could seriously undermine the roles, responsibilities and effectiveness of The Dean and or The Faculty of Graduate Studies or result in donors' withdrawal of funding, which may have serious financial and legal consequences for UBC.

Qualifications

Undergraduate degree in a relevant discipline. University degree, preferably at the graduate level, or an equivalent combination of skills and experience Minimum of five years experience or the equivalent combination of education and experience. Within these five year's experience, three years must be at a management level in a unionized environment. Experience in financial management, strategic planning, facilitative leadership, business process improvement and database development. Excellent oral and written communication skills; proven ability to deal with the public effectively, including public speaking and presentation skills.



The University of British Columbia

Staff Job Postings

Excellent interpersonal skills, with the ability to work independently and in a team setting; tact and diplomacy skills in handling sensitive awards affairs. Ability to deal with diverse groups and establish and develop partnerships with merit-based awards and scholarship stakeholders. Strong organizational and problem-solving skills. Proven project management skills to meet oversee new projects and initiatives. High degree of analytical accuracy, attention to detail, and ability to interpret and develop policy. Ability to take initiative and plan strategically, anticipating impact of new programs or policies and providing appropriate advice and guidance. Very good knowledge of University policies and procedures related to merit-based graduate awards administration. Proven management skills including recruitment, performance management and discipline in a unionized environment; Comprehensive knowledge and experience in data compilation, analysis and statistics. Experience with audit control procedures and thorough knowledge of financial and administrative management systems, development and budgeting. Knowledge of relational databases information systems required (knowledge of PeopleSoft and UBC's SIS an asset). Broad knowledge of University structure and operations. Excellent organizational and time management skills to deal in a high volume setting; ability to adapt to changing priorities and meet deadlines. Ability to motivate a team, provide mentoring, monitoring and feedback. Ability to work creatively, resourcefully and effectively within a strong leadership group Demonstrated leadership and management skills in the following areas: addressing issues of University-wide scope; strategic visioning and synergies, planning and developing project proposals and budgets, and project management. Proven negotiation skills and ability to work collaboratively with a wide range of stakeholders, including senior executive level administrators, faculty, staff, students, granting agency representative, and government officials. Ability to think strategically and implement actions to move complex issues forward in effective ways. Ability to master details while understanding broader concepts.

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



Job Posting

Job ID: 14040
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level F **Business Title:** Associate Director First Nations Legal Studies Prg
Department: Faculty of Law
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-02 **Available Openings:** 1

Job Summary

Works with the Academic Director to achieve the overall objectives of the First Nations Legal Studies program. This includes developing, coordinating, managing and delivering academic and cultural support services for Aboriginal law students (and prospective students) designed to address potentially systemic problems facing Aboriginal law students; acting as liaison with Bands, other funding and assisting agencies, Aboriginal student organizations, the University's student services and law related services available in the wider community; and providing a range of programmatic support services. Reports on all administrative and student support duties to the Academic Director. Works to ensure two-way communication mechanisms are established for an effective liaison between Aboriginal law students (and prospective students), Aboriginal student organizations, Aboriginal communities and organizations, and various faculties, departments, schools and institutes of the University, as appropriate to meeting the objectives of the First Nations Legal Studies program

Organizational Status

Reports to the First Nations Legal Studies, Academic Director(s). This position falls under the Academic Affairs portfolio, which is headed by the Associate Dean, Academic Affairs and ultimately overseen by the Dean.

The First Nations Legal Studies, Associate Director is expected to work closely with the Faculty Admissions team, the Faculty Student Academic Affairs team, Career Services, the UBC First Nations House of Learning, the First Nations Legal Clinic, UBC Law's Examinations Committee, the UBC Equity Office, and external stakeholders and Aboriginal communities. Where appropriate, the Associate Director will link with the External Relations team, including Communications, Events, Development, and Alumni Relations.

The First Nations Legal Studies Associate Director may delegate work to a secretary and supervise student assistants.

Work Performed

STUDENT ACADEMIC SUPPORT

- Organize and deliver tutorials and other academic support programs (group and individual) to Aboriginal law students and to other students with demonstrated need, coordinating with the Assistant Dean for Student Services where appropriate.
- Provide academic and organizational support to the UBC Aboriginal Rights Moot team.



- Encourage and assist Aboriginal law students to gain access to graduate programs in law and related disciplines.
- Provide academic support to aboriginal graduate students.
- Liaise with the Assistant Dean for Students and the Examinations Committee during periods of crisis for the Aboriginal law students.
- Identify, support, and coordinate access to other support services for aboriginal students facing academic, personal or financial challenges.
- Provide general academic counseling and support to individual Aboriginal law students.

STUDENT SERVICES SUPPORT

- Working in coordination with the Faculty's JD Admissions staff, develop and implement an admissions recruitment plan including personal recruitment visits to universities with significant enrollment of highly qualified aboriginal students.
- Provide prospective students with information on the First Nations Legal Studies program, Aboriginal law courses and programs, student services, on-campus visits and orientations; make referrals to other University or community services when appropriate; and coordinate appointments of prospective students with Academic Director and Associate Director.
- Provide housing information and relocation assistance to Aboriginal law students.
- Provide information and individualized support to Aboriginal law students, and facilitate their acclimatization to legal studies, so as to address potentially systemic problems these students may face; issues can include cultural isolation, loneliness, and experiences of discrimination.
- Design, organize and implement specific functions, activities, programs and projects related to student services for Aboriginal law students, including orientations, student socials, speaker series, and graduation at the First Nations House of Learning.
- Provide information to Aboriginal law students on scholarships, bursaries and awards for Aboriginal students and determine qualified applicants. Includes providing financial assistance research, financial counseling, referrals and the provision of information on financial assistance to Aboriginal students and coordinating appropriately with the Faculty's Student Scholarships and Awards Committee and UBC Student Financial Aid Services.
- Develop and implement more active exchange programs for Aboriginal law students (working in conjunction with the Associate Dean, Academic Affairs)
- Provide advice and assistance to Aboriginal law students in career planning, obtaining law-related summer and part time employment and obtaining articles (working in conjunction with the Faculty's Career Services office).
- Provide assistance to Aboriginal law students in matters dealing with Bands, organizations, funding agencies and law firms.

PROGRAMMATIC SUPPORT

- Along with the Faculty's Research Grants Coordinator, assist with the development of research grant requests related to the First Nations Legal Studies Program.
- Liaise with, and when appropriate, provide support to the First Nations Legal Clinic.
- Develop stronger ties between alumni of the First Nations Legal Studies program and the Faculty of Law and current Aboriginal law students, through initiatives such as the establishment of a UBC Aboriginal Law Alumni Association and mentorship program (working in conjunction with the Faculty's Alumni Relations office).
- Work with the Faculty's Development office to prepare and implement a fundraising strategy that includes law firms, alumni, foundations, corporations and other sources of potential financial support.
- Establish, co-ordinate and strengthen connections between the First Nations Legal Studies program and Aboriginal communities, Aboriginal organizations and the general legal community. This includes providing First Nations Legal Studies workshops to Aboriginal communities and schools, and assistance to the Academic Director in the identification of programs, courses and research directly related to Aboriginal law students' needs.
- Manage the organization of conferences and symposia sponsored by the First Nations Legal Studies program.
- Promote the First Nations Legal Studies program within the university and broader community.
- Complete reports regarding Aboriginal law students' needs, services, and activities for the Director.
- Manage the First Nations Legal Studies program in the absence of the Academic Director.
- Represent the First Nations Legal Studies program on committees and or at meetings within both the Faculty and the university.



The University of British Columbia

Staff Job Postings

- Provide such other programmatic support as may be required by the Academic Director from time to time.

Supervision Received

The First Nations Legal Studies Program Committee guides the First Nations Legal Studies program. The Associate Director reports to the Academic Director for all matters relating to internal external duties of the incumbent. The incumbent must show ingenuity, resourcefulness and creativity, and be able to work cooperatively with other staff or independently, as required.

The Academic Director and Associate Dean for Academic Affairs will work to ensure coordination between the academic and student support services provided within the First Nations Legal Studies Program and the Faculty's other academic and student support services. The Academic Director and Associate Dean for Graduate Studies and Research will work to ensure coordination between the First Nations Legal Studies program and the activities of other staff in graduate studies and research. The Academic Director and the Dean will work to ensure cooperation and coordination between the Program and External Relations activities.

Supervision Given

Supervises student assistants and First Nations Legal Studies program teams

Consequence of Error/Judgement

This position is responsible for assisting in achieving the overall objectives of the First Nations Legal Studies program. Incorrect decisions judgement can adversely affect the ability of the Faculty to achieve those objectives, as well as the reputational and other interests of the program, the Aboriginal law students in the program, the Academic Director of the program, the Faculty of Law and the University.

Qualifications

Undergraduate degree in a relevant discipline. An LL.B. or JD, in conjunction with another University degree required Minimum of six years experience or the equivalent combination of education and experience. .

Required:

- A good knowledge of Aboriginal legal issues, legal communities, and the University and successful work experience with, Aboriginal peoples, their institutions or organizations.
- Ability to work effectively independently and cooperatively.
- High degree of commitment to the advancement of Aboriginal people at Law school.
- Strong background in core areas of the first year curriculum.
- Strong legal research and legal writing skills.
- Student services and or human resources skills.
- Excellent interpersonal skills.
- Effective oral and written communications skills including public speaking abilities.
- Strong organizational and administrative capabilities.
- High degree of professionalism, initiative, and ability to work independently.

Assets

- Work experience in the legal community and a post-secondary setting.
- Knowledge of and working relationships with the Greater Vancouver Aboriginal community.
- Experience in relation to potentially systemic barriers that may face Aboriginal students progressing through legal education.
- Experience in designing and delivering educational support programs.
- Experience teaching and or tutoring.

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



The University of British Columbia

Staff Job Postings

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



Job Posting

Job ID: 14126
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level G **Business Title:** Equity Manager
Department: UBCO - Equity
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-08 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-10-04 **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 Equity Office envisions a community in which human rights are respected and equity is embedded in all areas of academic, work and campus life. Through its leadership, vision and collaborative action, the Equity Office furthers UBC's commitment to excellence, equity and mutual respect. The Equity Manager is ultimately responsible for advancing the Equity Office's strategies and goals on the Okanagan campus.

The Equity Manager reports to the Associate Vice President, Equity who has a dual reporting relationship to the Provost and Vice President Academic (Vancouver) and the Deputy Vice Chancellor and Principal (Okanagan). The Equity Manager develops and implements strategies and ensures implementation of processes, procedures and systems to increase the effectiveness of the unit's services to the UBC Okanagan community and adherence to UBC's Equity & Diversity Strategic Plan and to UBC policies on Employment Equity, Advertising on Position Vacancies, and Discrimination and Harassment.

The Equity Manager advises senior managers of faculties and departments, unions, student and employee associations, manages cases of discrimination or harassment for UBC Okanagan students, staff and faculty, provides advice, assistance and training to Administrative Heads of Unit (AHUs) in discrimination and harassment case management practice and advises the Associate Vice President Equity of cases that may have serious legal implications for the University.

Organizational Status

Reporting to and under general direction of the Associate Vice President Equity, the Equity Manager is responsible for the overall vision, goals, curriculum design, promotion, management, strategic planning and delivery of campus-wide systemic human rights and diversity initiatives to eliminate discrimination and harassment and promote equity at the UBC Okanagan campus for all members of the campus community. The Equity Manager advises senior management of equity-related issues on the Okanagan campus through informal reporting to the Deputy Vice Chancellor and Principal or the Provost and Vice Principal Academic.

Reports to and consults with the Associate Vice President Equity. Works collaboratively with Equity Office staff, departments and faculties on campus; with Administrative Heads, faculty, staff and students. Provides advice and assistance to Administrative Heads of Unit and parties to complaints of discrimination and harassment. Supervises Equity Office Okanagan staff and Work Learn students and volunteers, as required. Meets regularly with the Provost and Vice Principal Academic.



The University of British Columbia

Staff Job Postings

Work Performed

With minimal supervision and direction from the Associate Vice President Equity, manages all aspects of the UBC Okanagan Equity Office. The Equity Manager is responsible for managing all initiatives and the strategic vision of all Equity related issues and programs within the Okanagan Campus;

Responsible for strategic planning, development, implementation, evaluation and management of innovative Okanagan campus-wide human rights-based equity strategies, programs and initiatives to decrease and prevent discrimination and harassment and promote inclusivity, educational and employment equity.

Responsible for the growth and increasing presence of the Equity Office across the UBC Okanagan campus by working closely with deans, departments, and faculty members University-wide to advise, mentor and facilitate positive and productive programs, services and relationships.

Interacting directly with the community for the purpose of discovery, cultivation and development of relationships with the UBC Okanagan campus

Responsible for establishing and implementing strategic goals and objectives for Equity Office programs and services by drafting, collaborating, revising and implementing policies and procedures related to Equity Office programs, services and relationships and overseeing and executing contractual agreements and management as the senior representative for the Equity Office at the UBC Okanagan campus.

Recommending and identifying issues to the Deputy Vice Chancellor and Principal and the Associate Vice President Equity regarding systemic change to policies and procedures in order to ensure that the vision and mission statements of UBCO are being adhered to and continuously advanced.

Supervises staff and volunteers of the UBC Okanagan Equity Office and responsible for discipline up to and including termination.

Manages cases of discrimination or harassment for UBC Okanagan students, staff and faculty under the University Policy on Discrimination and Harassment; meets with all parties to complaints; determines whether cases meet the requirements to engage University policy and procedures; offers advice and assistance to complainants, respondents and Administrative Heads of Units; explores options for, and facilitates, case remediation; explains options available through UBC policies or collective agreements and from UBC service and resource units or other resources; provides referrals to external agencies, as required. Deals in an objective, impartial, empathic, and confidential manner with all members of the University community requesting advice on discrimination, harassment, and equity issues.

Manages and prepares office budgets and long and short range budget forecasts, oversees all departmental expenditures and revenues, prepares financial summaries, authorizes purchases;

Provides crisis management and establishes plan for immediate personal safety of parties to a complaint, when required. Engages other University and community service organizations in implementation of personal safety plan.

Advises the Associate Vice President Equity of cases with serious legal implications for the University, and assists Associate Vice President Equity in resolution of complex cases and in the preparation of University responses to BC Human Rights Code complaints or other legal challenges, as required.

Responsible for the development and review of UBC Okanagan policies on discrimination, harassment, and equity, and in recommending changes to UBC policies and practices to eliminate systemic discrimination, as well as assisting the Associate Vice President Equity with consistent policies across both Vancouver and Okanagan campuses.



Prepares reports and publicity materials on educational and employment equity initiatives and helps to develop reports for UBC's compliance with the Federal Contractors Program and the B.C. Human Rights Tribunal. Develops and facilitates presentations and workshops at conferences to internal and external organizations on equity-related topics. Writes proposals, reports, educational materials and statistical summaries and carries out additional duties as required.

Chairs the Deputy Vice Chancellor's Human Rights and Equity Committee for the Okanagan campus. Represents the Associate Vice-President Equity on University committees as required.

Supervision Received

Under general direction and minimal supervision, will act independently and exercise initiative and judgement. Keeps Associate Vice President Equity informed of case management activities and consults on major problem areas or deviations from University policies, and on human rights and equity issues on campus. Generates ideas and works independently on strategic human rights programming initiatives, subject to final review by the Associate Vice President Equity.

Supervision Given

Plans and manages the activities of Equity Office Okanagan personnel including the Equity Officer, Equity Assistant, students and volunteers, as required. The Equity Manager is responsible for disciplinary issues up to and including termination.

Consequence of Error/Judgement

Fully functioning independent Equity Manager in highly sensitive and confidential position. The position requires fact-finding and interpretation of information provided by parties to a complaint, witnesses and AHUs to assess the legal applicability of University and provincial policies and procedures and to provide assistance and advice to resolve concerns. The result of inaccurate or inappropriate advice or neglect of duties could result in the University's liability for human rights violations and the failure to comply with federal and provincial human rights and equity legislation, such as the Federal Contractors Program or the BC Human Rights Code, or unfavourable media attention.

If the Equity Manager neglects to inform the Associate Vice President Equity of cases which may have serious legal implication for the University, the risk of increased liability, escalation to extra-University proceedings and increased expenditures for the University is likewise heightened. The credibility of the Equity Office and the University's approach to equity issues may also be jeopardized if the Equity Manager misrepresents the office or gives inappropriate counsel or advice.

Qualifications

University graduate degree in applicable field (e.g., law, education, psychology) supplemented by courses in equity-related disciplines, such as human rights law, conflict resolution, and harassment prevention is preferred. A minimum of 7 years of experience or the equivalent combination of education and experience. Experience in implementation of educational and employment equity programs, preferably in a university setting. Experience in discrimination and harassment prevention, including development and delivery of presentations and workshops. Demonstrated knowledge of human rights and equity legislation. Familiarity with a university setting. Well-developed written and oral communication skills as well as analytical and report writing skills. Excellent interpersonal skills for dealing in confidential and extremely sensitive situations with students, faculty, and staff, including Administrative Heads of Units. Demonstrated case management, conflict resolution and crisis counseling skills.

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



Job Posting

Job ID: 14102
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: Animal Care Services
Salary: \$29,875.00 - \$31,709.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-10-02 **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. This position will be responsible for providing daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of the facility. 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

Duties include:

- Operation of rack and tunnel washers
- Cleaning of cages, accessories, bottles, carts, and racks
- General Housekeeping including:
 - The preparation and use of disinfectants and detergents
 - Removal of waste
 - Cleaning and general upkeep of the facility
 - Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves Assemble clean caging units
 - Perform minor maintenance tasks on facility related equipment
 - Performing other related duties.

Supervision Received

Works under little supervision in direct consultation with the supervisor and in conjunction with other animal technicians.

Supervision Given



The University of British Columbia

Staff Job Postings

Position works in conjunction with other animal technicians and will not be supervising any other staff.

Consequence of Error/Judgement

Incorrect decisions could result in disruption of critical care services.

Qualifications

High School graduation or an equivalent combination of education and experience. Experience in an animal research facility preferred. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to listen actively and attentively, and obtain clarification as required. Ability to work effectively independently and in a team environment. Physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.

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



Job Posting

Job ID: 14095
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Ctr-Molecular Med&Therapeutics
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-02
Job End Date: 2013-10-01 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-01 **Available Openings:** 1

Job Summary

This position's primary purpose in the lab will be to provide technical research support for molecular biology projects related to the behavioral, biochemical and neuropathological characterization of various mouse models.

Organizational Status

This position will play a role in the Hayden lab, and will be reporting directly to the lab operational manager. Ultimately the position will report to Dr. Michael Hayden who is the primary investigator of the laboratory and director of the CMMT.

Work Performed

Assisting with conducting experiments, analyzing and compiling data in study report preparation;
Data entry and analysis
DNA extraction
Updating mouse colony records, regular inventory of the colony, checking health status, weighing mice.
Setting up matings, follow up timed pregnancies, checking for plugs
Administration of drugs to the mice (Oral lavage, IP injections, Tail vein injections).
Harvesting mouse tail cuttings.
Assist in preparation of genomic tail DNA, PCR amplification of the genomic DNA.
Assist in behavioral analysis of mice and data collection.
Health monitoring of the mice and observing development of any abnormality, treating the sick ones, and daily maintenance of mice.

Supervision Received

This position works independently, reporting to the lab operational manager. Provides reports to Dr. Michael Hayden at weekly lab meetings.

Supervision Given

There will be no supervisory role with this position



Consequence of Error/Judgement

Several situations could arise requiring the employee to make decisions that may have impact on experiments. Almost all of the situations will involve decisions on experimental procedure and organization of the procedural requirements to fit into the work week. This level of decision making will be left to the employee. Work performed will be checked by a post-doctoral fellow, and progress will be brought to the attention of the group by the employee during weekly lab meetings. Repeated inappropriate judgment will result in intervention by the supervisor.

The incumbent will make decisions affecting the functioning of the lab. Incompetence or incorrect decisions could jeopardize research progress, collaborations, finances and employee safety, and adversely impact future project objectives and personnel.

Qualifications

High School graduation. University degree in Biology or related discipline preferred Minimum of 1 year of related experience or the equivalent combination of education and experience. Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens).

Knowledge and understanding of Molecular Biology and genetics.

Knowledge of general laboratory techniques. Proficiency with MS Word, Excel and Power Point. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing.

Excellent organizational skill and ability to learn new skills quickly Ability to work effectively independently and in a team environment.

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



Job Posting

Job ID: 14083
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Ctr-Molecular Med&Therapeutics
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-15
Job End Date: 2013-10-14
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-01 **Available Openings:** 1

Job Summary

This position will provide basic technical support to the Neuroinflammation and WT Huntingtin function HD projects in our lab. The successful candidate will engage in day-to-day activities supporting the cell culture and molecular biology efforts of the projects.

Organizational Status

Supervised by Dr. Blair Leavitt and Lab Manager Austin Hill, the candidate would work closely with other senior persons in the lab.

Work Performed

The candidate will be responsible for assisting in day-to-day operations on the production of primary cell cultures (both neurons and microglia) for downstream applications within the lab.

Primary Focus:

- Basic primary cell culture
- Stimulation of isolated primary cells
- ELISA and other immunoassays

Secondary Focus:

- Basic cell line culturing (freezing and thawing cells for culture)
- Assaying neuronal cell death

Other:

- Basic computer skills for entering data

A quality assurance program and strict computerized record-keeping database of cell cultures, experiments, and results will need to be maintained. Presentation of results at, and participation in, weekly lab meetings; and other related duties such as lab chores and ordering, will be required. Occasional weekend work may be necessary.

Supervision Received

Supervised by Dr. Blair Leavitt and Lab Manager Austin Hill, the candidate would also be expected to report to and accept guidance from senior laboratory members.



The University of British Columbia

Staff Job Postings

Supervision Given

The position has no supervisory responsibility.

Consequence of Error/Judgement

The work mainly deals with executing well-established protocols and techniques with the assistance of senior lab members. The position does not require significant innovative analysis. The PI and or lab manager will check all important decisions. Strict attention to detail is required as errors will likely be derived from deviation from a specified protocol and will hamper work in progress. Primary cell culture relies on sacrificing animals to conduct studies, and therefore set backs in performing tasks again should be minimized.

Qualifications

High School graduation. B.Sc. in biological sciences is preferred Minimum of 1 year of related experience or the equivalent combination of education and experience. Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel).

Computer experience required. Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens).

Experience in the life sciences area and related techniques an asset. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Ability to organize, prioritize and work effectively under pressure to plan and meet deadline work assignments.

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



Job Posting

Job ID: 13627 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Nursing, School of
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (40%)
Desired Start Date: 2012-09-01
Job End Date: 2013-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-03 **Available Openings:** 1

Job Summary

The purpose of the Research Assistant position is to assist with a qualitative study, Men's Depression: Knowledge Translation. The content area of the project deals with gender and gender relations in the context of men who experience depression. This project is an extension of three studies addressing masculinities and men's depression and aims to disseminate and support the uptake of the findings drawn from those research projects. Specifically, we will be developing a website to highlight our research findings in various formats including streaming videos, e-booklets, podcasts and a blog.

The primary work for the Research Assistant involves assisting with planning, developing, maintaining, promoting and evaluating the website and its content. Other duties include conducting literature searches, formatting manuscripts, assisting with data transcription, coding and preliminary analyses, and updating the websites periodically.

Organizational Status

The research assistant will report directly to the Project Director and the Principal Investigator.

Work Performed

- Assist with planning, developing, maintaining, promoting and evaluating the research website and its content.
- Conduct literature searches; format manuscripts; transcribe and conduct accuracy checks on transcribed interview data; update the Principal Investigator's research websites and online profiles periodically;
- Work collaboratively with others to support meeting the objectives of the studies including actively participating in investigator team meetings; ensuring timely notification to Project Director about issues or problems.
- Performs other related duties as required (e.g., data entry)

Supervision Received

The Research Assistant position will be directly supervised by the Project Director and indirectly supervised by the Principal Investigator. The Principal Investigator, in conjunction with the investigative team, will provide direction to the Project Director.

Supervision Given



The University of British Columbia

Staff Job Postings

The Research Assistant will not be supervising others.

Consequence of Error/Judgement

The work of the Research Assistant will be monitored by the Project Director or designate. Errors or incorrect decisions could potentially result in delays in completing the project.

Qualifications

High School graduation. Undergraduate degree in Information technology, Health or Social Sciences is preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Prior experience with information technology and website design and maintenance is required. Prior experience with qualitative research is required. Excellent communication interpersonal skills; Effective organizational skills (i.e., attention to detail); Working knowledge of computer applications for word processing and spreadsheets, as well as Internet browsers and email applications; A demonstrated ability to work both independently and within a team environment is critical.

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



Job Posting

Job ID: 14127
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ctr-Molecular Med&Therapeutics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-05
Job End Date: 2013-11-04 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-04 **Available Openings:** 1

Job Summary

This position's primary purpose in the lab will be to provide technical research support for molecular biology projects related to the silencing of mutant huntingtin using anti-sense oligonucleotides in vitro and in vivo in Huntington disease models including primary neuronal cultures and mice. Tissue culture, specifically with primary neurons, and previous experience with western blotting is preferred.

Organizational Status

This position will play a role in the Hayden lab, and will be reporting directly to the research fellows who lead the project, Drs. Amber Southwell and Niels Skotte. Ultimately the position will report to Dr. Michael Hayden who is the primary investigator of the laboratory.

Work Performed

- . Assisting with planning and designing of experiments;
- . Conducting experiments, analyzing and compiling data in study report preparation;
- . Performing tissue culture with both cell lines and primary culture;
- . Performing animal procedures including micro dissection of the brain and setting up primary neuronal cultures;
- . Treating neuronal cultures with anti-sense oligonucleotides;
- . Protein extraction and quantitative protein assays;
- . DNA extraction using commercial kits and genotyping PCRs;
- . Performing protein expression analyses by Western blotting;
- . Designing and writing standard operating procedures for developed methodology;
- . Troubleshooting and optimizing experiments for specific projects;
- . Analyzing results and providing recommendations to supervisor on reasons for variances problems issues;
- Performing other related duties.

Supervision Received

This position works independently, reporting to the research fellows in the lab.



The University of British Columbia

Staff Job Postings

Supervision Given

None.

Consequence of Error/Judgement

Several situations could arise requiring the employee to make decisions that may have impact on experiments. Almost all of the situations will involve decisions on experimental procedure and organization of the procedural requirements to fit into the work week. This level of decision making will be left to the employee. Work performed will be checked by a post-doctoral fellow, and progress will be brought to the attention of the group by the employee during weekly lab meetings. Repeated inappropriate judgment will result in intervention by the supervisor.

The incumbent will make decisions affecting the functioning of the lab. Incompetence or incorrect decisions could jeopardize research progress, collaborations, finances and employee safety, and adversely impact future project objectives and personnel.

Qualifications

High School graduation. University degree in Science or related discipline preferred Minimum of 2 years related experience or the equivalent combination of education and experience. Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens).

Extensive knowledge of Molecular Biology and genetics. Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel)

Proficiency with MS Word, Excel and Power Point. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines.

Proven ability to multi-task in a deadline oriented environment with minimal supervision Ability to work effectively independently and in a team environment. Ability to communicate effectively verbally and in writing.

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



Job Posting

Job ID: 13998 (Repost)
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: Ctr-Molecular Med&Therapeutics
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-24
Job End Date: 2013-09-23 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-09 **Available Openings:** 1

Job Summary

This position focuses on interdisciplinary epigenetic research in human populations as it relates to environmental exposures and health outcomes across the lifespan. It offers a unique opportunity for somebody interested in the interface between molecular biology and various disciplines such as psychology, psychiatry, epidemiology, and child health. This is a research position in which complex and advanced technical and statistical skills are required. Epigenetic variation will be measured using sophisticated high-throughput genomic technologies, such as DNA microarrays, next-generation sequencing, and pyrosequencing. Statistical and bioinformatics tools will be applied to test for association between epigenetic variation and different exposure or outcome variables.

Organizational Status

This position reports directly to the Principal Investigator, Dr. Michael S. Kobor.

Works in an air conditioned, well illuminated scientific laboratory with adequate bench space. Possible hazards include chemicals, radiation and biohazardous materials at the bench and surrounding area. Standard safety procedures are in place to protect the employee and minimize accidental exposure to work place hazards.

Work Performed

The following duties will be performed:

- Plans, designs and conducts genome-wide DNA methylation and gene expression experiments;
- Uses advanced statistical and bioinformatics approaches to analyze data;
- Compiles data in study report preparation, presents results, and participates in the preparation of scientific manuscripts;
- Implements new protocols and techniques in consultation with supervisor;
- Designs and writes standard operating procedures for developed methodology;
- Troubleshoots procedures and optimizes the application of the procedure to a specific project. Analyzes results and provides recommendations to supervisor regarding reasons for variances problems issues;
- Acts as liaison with collaborators and other researchers;
- Participates in weekly lab meetings;
- Performs other related duties.



The University of British Columbia

Staff Job Postings

Supervision Received

The general scope and direction of the research is under the jurisdiction of the principal investigator. This position works independently, reporting weekly to Dr. Michael Kobor during individual meetings and at lab meetings. This position requires minimal supervision. The employee will be expected to complete UBC safety courses.

Supervision Given

This position does involve occasional training and supervision of undergraduate Research Assistants.

Consequence of Error/Judgement

The incumbent will make important decisions affecting the functioning of the lab. Incompetence or incorrect decisions could jeopardize research progress, collaborations, finances and employee safety, and adversely impact future project objectives and personnel. Poor judgment would result in loss of experimental data and delay in conducting research.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. - University degree (M.Sc. Preferred) Minimum of 3 years related experience or the equivalent combination of education and experience. - A minimum of three years practical experience in laboratory research performing high throughput genomic assays, such as DNA methylation and gene expression microarray analysis and pyrosequencing

- Advanced knowledge of biostatistics and bioinformatics required
- Proven ability to multi-task in a deadline oriented environment, while remaining flexible and responsive to changing needs
- Effective oral and written communication, analytical, and interpersonal skills
- Demonstrated ability to lead small groups
- Excellent organizational skills, thoroughness, accuracy and attention to detail
- Ability to exercise tact, diplomacy, discretion, 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.



Job Posting

Job ID: 14142
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** NCE Stem Cell Research Assistant
Department: Populn&PublicHealth,Schoolof
Salary: \$ 20.61 - \$ 22.48 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-10-01
Job End Date: 2013-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-05 **Available Openings:** 2

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 this position is to update and maintain the ethics education website. The position will involve being in regular contact (through email, teleconferences etc) with experts in the field, and conducting ongoing literature and media reviews in order to update the website content over time. The successful candidate must be knowledgeable of the main component of ethics relevant to stem cell research and have ELSI (ethical, legal, and social implications) experience working with stem cell researchers. The successful candidate will also help to publish papers based on our research with the project and have a proven record of publishing in applied ethics.

Organizational Status

This position is in the Centre for Applied Ethics which is in the School of Population and Public Health, Faculty of Medicine, at the University of British Columbia's Vancouver Campus. This position is part of a grant by the Stem Cell Network to Principal Investigator Dr. Michael McDonald. The position will report to Dr. McDonald as Principal Investigator on the grant. In addition, there will be regular reporting through Dr. McDonald to the Stem Cell Network.

Work Performed

- * Ensure that any and all major developments in the ethics of stem cell science are reported on the website
- * Communicate with an advisory committee of experts in the field, most of whom were involved with the development or review of the original materials, to get their input on parts of the website that need revision or updating
- * Provide input into the choice of experts on the advisory committee though the Principal Investigator will make the ultimate decision
- * Maintain regular contact with these experts
- * Summarize and upload relevant materials
- * Maintain the website platform - including adding and deleting items as required and liaising where necessary with network and platform support
- * Conduct literature and media research to further inform the website
- * Assist the Principal Investigator in drafting a written report on a quarterly basis to the Stem Cell Network
- * Assist the Principal Investigator by communicating on a regular and as needed basis with the advisory committee to demonstrate that their input is being incorporated into the website



The University of British Columbia

Staff Job Postings

Supervision Received

This position requires an individual who will work independently and draw on their own knowledge of ELSI issues in the stem cell field. Supervision received will include weekly discussions with Dr. McDonald to discuss emerging issues and new developments. The successful candidate will be equally responsible for all aspects of the work done and for reporting any issues and progress to Dr. McDonald.

Supervision Given

N A

Consequence of Error/Judgement

The website is designed for researchers and trainees in the Canadian Stem Cell Network and is an important source of ethics information relevant to all aspects of their work. It is also accessed by researchers and trainees in other countries as well as the general public. The accuracy and reliability of the website is important to the reputation of the Stem Cell Network and the W. Maurice Young Centre for Applied Ethics.

The successful candidate must have sufficient knowledge in stem cell research to understand new developments in the field and be capable of writing up these developments in text suitable for the ethics education website. All new website content will be reviewed by Dr. McDonald before it is uploaded. Dr. McDonald will also be an active co-author in all publications.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Graduate level knowledge of applied ethics required; In-depth understanding of ELSI issues in the stem cell field required Minimum of 3 years related experience or the equivalent combination of education and experience. Experience publishing in the area of applied ethics required. Experience maintaining and updating websites required. Ability to maintain and update website content using Drupal at an advanced level. Experience in Drupal website creation and management. Specialized training and experience in editing and maintaining the stem cell ethics website platform. Ability to effectively use MS Office at an intermediate level. Ability to analyze and interpret data, determine implications, and provide recommendations. The successful candidate must have sufficient knowledge in stem cell research to understand new developments in the field and be capable of writing up these developments in text suitable for the ethics education website. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally. Ability to perform technical writing and editing duties. Ability to prepare complete, concise, and understandable technical documentation. Ability to work effectively with minimal supervision. Ability to deal effectively with a diversity of people with tact, discretion and sensitivity.

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



Job Posting

Job ID: 13975
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: Obstetrics & Gynaecology
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22
Job End Date: 2013-10-22 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-10 **Available Openings:** 1

Job Summary

The primary purpose of the position is to apply conventional and molecular cytogenetic analyses to accumulate data for a research project with implications for application in infertility diagnosis and treatment.

The individual will also oversee management duties in a research lab setting. This will include training students on molecular and cytogenetic techniques, maintaining lab equipment and ordering reagents for experiments.

Organizational Status

The individual will primarily work independently with some supervision.

Work Performed

The position will routinely involve:

- Performing established and or new clinical genetic procedures in molecular and or cytogenetics and immunocytogenetics
- Karyotype analysis of banded metaphases with digital image analysis system,
- Preparation of tissue cells for fluorescence in situ hybridization (FISH) and comparative genomic hybridization (CGH) of samples pertaining to the research projects.
- Performing molecular techniques involving PCR, genotyping and gene sequencing.
- Design and implementation of new pyrosequencing assays for the analysis of DNA methylation.
- Compiling data collection of results acquired from the experiments done.
- Preparing solution following standard operation procedures.
- Maintaining the general lab equipment.

Supervision Received

Aspects of the work will be done independently and under supervision of the Principal Investigator. Specific duties will be assigned by the Principal Investigator.

Supervision Given



The University of British Columbia

Staff Job Postings

There are no supervisory attributes to this position, however, the candidate may be involved in training students on molecular and cytogenetic techniques.

Consequence of Error/Judgement

The candidate is required to conduct all research activities with adherence to the Tri-Council Policy Statement concerning Ethical Conduct for Research Involving Humans. Procedures and data must be accurately performed and recorded. Strict confidentiality of all study participants, under ethical conduct, must be adhered to. Should errors be made in performance of experiments and recording of data, they must be addressed with the Principal Investigator as they may compromise the research project. All activities involving participants are accountable to the Principal Investigator.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. BSc degree in Molecular Biology, Biochemistry or related field, or a MSc degree in a thesis-based program would be preferable. Minimum of 3 years related experience or the equivalent combination of education and experience. Computer experience an asset. Experience and knowledge in assisted reproductive technologies an asset. There are minor biohazard and chemical hazards to be aware of, which with appropriate precautions can be minimized. The candidate will be required to receive certification in Biosafety and Chemical Safety from the Department of Health, Safety and Environment at UBC. Good practical knowledge of conventional and molecular cytogenetic techniques. Ability to work effectively independently and in a team environment. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Excellent organizational skills. 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. Academic research writing skills would be an asset. Exceptional ability to communicate effectively verbally and in writing. Valid BC drivers license and access to vehicle.

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



Job Posting

Job ID: 14096
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Project Coordinator
Department: Orthopaedics
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-22
Job End Date: 2013-10-21 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-10-02 **Available Openings:** 1

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

Job Summary

The main objective of this position is to assist in a research program focused on older adults with an emphasis on mobility. Specifically, there is project coordination required for a grant-funded study. Other roles may include data collection at various sites within the province or in the Centre for Hip Health and Mobility's (CHHM) Mobile Lab, grant and manuscript writing.

Organizational Status

The successful candidate will report directly to the PI and the Knowledge Translation and Exchange Scientist and is expected to work independently in their interactions with other team members, and staff at the Centre for Hip Health and Mobility and other research partners.

Work Performed

Duties include:

- Assists in the development, management and operation of complex research activities (such as coordinating multiple study sites; working to maintain a large data set; oversee recruitment activities in a difficult to access population);
- Provides training to staff involved in recruitment and data collection;
- Schedules and oversees data collection;
- Conducts data collection at CHHM as well as at different sites.
- Assembles, reviews and participates in the development of data collection methodologies, instruments and databases;
- Contributes to the writing of reports, scientific abstracts, presentations, posters and manuscripts;
- Conduct complex literature reviews and summarizing relevant literature;
- Prepares ethics applications and assists with grant applications;
- Coordinates and attends meetings and presents research findings;
- Coordinates travel arrangements;
- Coordinates and scheduling meetings catering as required; and
- Performs other related duties.

Supervision Received



The University of British Columbia

Staff Job Postings

The Project Coordinator will work under the general direction of the PI and the Knowledge Translation and Exchange Scientist within established policies, procedures and standards.

Supervision Given

The project coordinator may supervise research assistants and graduate students.

Consequence of Error/Judgement

Carelessness during the performance of duties outlined could jeopardize the progress of research activities and ultimately affect the reputation of the research group and the PI within the research community.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Minimum of 4 years of related experience or the equivalent combination of education and experience. -Demonstrated experience in qualitative and quantitative research methods, including data collection;. Ability to maintain accuracy and attention to detail. Ability to effectively use statistical software (SPSS and Nvivo), Filemaker and MS Office at an intermediate level. Ability to communicate effectively verbally and in writing with a demonstrated ability to compose and write reports, letters and other materials clearly and concisely. Ability to exercise tact and discretion in dealing with external agencies and researchers. Ability to exercise initiative and work effectively independently and in a team environment.

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