



# **The University of British Columbia**

## **Staff Job Postings**

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THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:28-JAN-2013

### **PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE**

### **THE UNIVERSITY OF BRITISH COLUMBIA**

#### **APPLICATION INSTRUCTIONS**

**All career opportunities can be accessed at: [www.hr.ubc.ca/careers](http://www.hr.ubc.ca/careers)**

#### **INTERNAL APPLICANTS**

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

#### **EXTERNAL APPLICANTS**

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

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

#### **THE UNIVERSITY OF BRITISH COLUMBIA**

**Human Resources**

**350-2075 Wesbrook Mall**

**Vancouver, BC**

**V6T 1Z1**

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

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

#### **VIEW OUR CAREER OPPORTUNITIES WEEKLY**

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

#### **VIEW YOUR APPLICATION STATUS**

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

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

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

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



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## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14830	
<b>Location:</b>	Kelowna - UBC Okanagan	
<b>Employment Group:</b>	BCGEU UBC-Okanagan	
<b>Job Category:</b>	Clerical - BCGEU	
<b>Classification Title:</b>	Support Services Asst II	<b>Business Title:</b> Support Services Asst II
<b>Department:</b>	UBCO - Intl'l Stdnt Initiative	
<b>Salary:</b>	\$ 23.18 (Hourly)	
<b>Full/Part Time:</b>	Full-Time	
<b>Desired Start Date:</b>	2013-02-11	
<b>Job End Date:</b>	2013-03-31	
<b>Funding Type:</b>	Budget Funded	
<b>Other:</b>	BCGEU (UBCO) - Auxiliary	
<b>Date Closed:</b>	2013-01-31	<b>Available Openings:</b> 1

### Job Summary

Under the general direction of the ISI's Manager, International Recruitment, has primary responsibility for the day-to-day operations of the department. Works collaboratively with staff, students and external stakeholders. Provides advice and direction in the areas of financial management and budgeting, human resources, supply management and facilities management. Manages, coordinates and monitors all administrative activities of the department.

### Organizational Status

Reports to the Manager, International Recruitment and interacts regularly with management and staff within the department at both campuses.

### Work Performed

#### Administration

- Responsible for day to day management and efficiency of the office activities related to the ISI.
- Develops and implements policies and procedures for improving and streamlining administrative functions.
- Provide first level advice to the Manager, International Recruitment on human resources and UBC Okanagan agreements and handbooks.
- Responsible for coordinating the performance and merit review process, the attendance process, including leaves of absences, vacation schedules, holiday entitlements and sick leave for the department.
- Liaises with Supply Management, Facilities Management, IT Services and other support units regarding operations with the ISI unit. Under direction of the ISI Recruitment Manager, coordinates office moves.
- Manages incoming mail for the unit, and distributes to the appropriate ISI staff member.
- Undertakes the management of special projects.
- Coordinates and or assists departmental or institutional meetings or activities involving staff, faculty and local, national and international visitors
- Provides administrative support to departmental initiatives such as recruitment yield activities and programs
- Conducts research and presents background material and reports on various activities for the Manager
- Liaises with UBC departments, students, faculty and staff with whom ISI engages with to carry out its operations.

#### Financial

- Under the general direction of the Manager, manages the financial operations of the ISI's Okanagan operations.



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- Manages financial records for ISI's Okanagan unit ensuring timeliness and accuracy of account transactions, which includes analyzing financial information and forecasting budgetary needs.
- Liaises with both the UBC Okanagan Financial Services departments and colleagues within ISI Vancouver and Accounting Services (in Enrollment Services) to ensure guidance and consistent direction.
- Ensures compliance with Financial Services policies and procedures. Under the direction of the Manager oversees, coordinators, and prepares budget material and documentation.
- Research and negotiate purchases of equipment and services for departmental projects.
- Coordinates the Purchase Card program for the department.
- Directs and oversees reconciliation of payroll and benefits for staff in the department, identifies and rectifies any discrepancies.
- Responsible for preparing financial paperwork for Manager's signature, including requisitions for payment, journal vouchers, travel expense claims, purchase orders.
- Performs other related duties as required.

### **Supervision Received**

The position reports to the Manager, International Recruitment, Okanagan.

### **Supervision Given**

No supervision of staff.

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

Must exercise judgement based upon a thorough knowledge of procedures, guidelines and regulations. Actions and decisions are critical in ensuring the operational health of the units. Errors in judgement may cause financial hardship or missed opportunities for the effective delivery of services and support to students and staff. The position has access to sensitive information; the untimely release of which could cause acute embarrassment to the University's reputation. Information for budget and forecast modelling and report are used for making significant management decisions on the allocation reallocation of resources. Financial errors and negative operational impacts (service and costs) could result in inaccurate financial position reports. Work is not checked on a day to day basis.

### **Qualifications**

Grade 12 and two years post-secondary education with background in business or finance or relevant experience and training. . Minimum of 2 years experience in office administration, budget management or accounting. Two years experience in a post secondary environment preferred. Ability to work effectively independently and in a team environment. Demonstrated financial, analytical and budgetary skills. Good listening skills with ability to sense underlying issues and or concerns. Effective problem resolution and analytical skills. Ability to exhibit tact and diplomacy. Effective oral and written communication, interpersonal and organization skills. Ability to maintain attention to detail. Demonstrated customer service skills. Thorough knowledge of computer programs.

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



# The University of British Columbia

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### Job Posting

<b>Job ID:</b>	14835		
<b>Location:</b>	Kelowna - UBC Okanagan		
<b>Employment Group:</b>	BCGEU UBC-Okanagan		
<b>Job Category:</b>	Research/Technical - BCGEU		
<b>Classification Title:</b>	Technician IV	<b>Business Title:</b>	Tech IV, Laboratory Assistant
<b>Department:</b>	UBCO - Southern Medical Program		
<b>Salary:</b>	\$42,192.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-25	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-01	<b>Available Openings:</b>	1

### Job Summary

This position is responsible for maintaining all aspects of the Gross Anatomy and Multi-Purpose Laboratories, and other teaching areas on behalf of the Anatomy Instructor. The incumbent creates functional lab spaces for medical students to learn and study. The Lab Assistant will be responsible for providing technical assistance in planning and execution of teaching sessions, creating inventories of materials, supplies and equipment, ordering supplies and equipment, managing protocols, developing and or maintaining safety standards. This position ensures environmental policies are enforced. Within the scope of responsibilities, the work will involve handling chemicals and biological hazards, which will require the appropriate safety precautions.

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

### Organizational Status

The incumbent reports to the Anatomy Instructor. The incumbent will communicate and work effectively with faculty, staff and students, and individuals throughout the University of British Columbia Vancouver and Okanagan campuses and its communities, and with representatives of the partner universities (UNBC and UVic). The incumbent will liaise with representatives of other external organizations (e.g., suppliers) as required.

### Work Performed

Gross Anatomy and Multi-Purpose Laboratories (70%):

1. Provides laboratory maintenance and administration support by:

- Managing and maintaining Gross Anatomy and Multi- Purpose laboratory spaces, morgue, storage and dissecting areas to the operational standards required by the Anatomy Instructor, following all applicable policies and procedures.
- Maintaining administrative and operational continuity across these laboratories in the SMP by providing a consistent point of contact between the Anatomy Instructor, faculty, staff and students.
- Setting up laboratory spaces for the Anatomy Instructor, faculty and students;



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- including moving cadavers into coolers and onto dissecting tables; moving dissecting tables and other lab equipment.
- Ensuring spaces are cleaned to the standard appropriate to the teaching activities, including cleaning cadaver trays, counters, sinks, commodes and laboratory floors as required; washing instruments; tidying rooms; replacing and organizing supplies; putting away specimens; preparing solutions.
  - Locating and ordering materials, chemicals, supplies and equipment relevant to the activities occurring within these laboratories and other teaching areas.
  - Coordinating routine maintenance and repair of equipment; performing minor maintenance in the lab, as required.
  - Repairing skeletons and anatomical models, maintaining and organizing student bones collection and prosected specimens; cataloguing these collections.
  - Preparing solutions and maintaining laboratory chemical documentation in accordance with UBC Chemical and Biosafety policies and procedures.
  - Following all guidelines as outlined by UBC's Health, Safety and Environment Office; updating MSDS (Material Safety Data Sheets) and Safety requirements, WHMIS (Workplace Hazardous Materials Information System); disposing of supplies, solutions and other lab materials appropriately and in accordance with these policies and procedures.
  - Enforcing standards and training others in appropriate protocols within the laboratories.
  - Assisting with anatomy instruction during scheduled anatomy and or histology laboratory periods, interacting with students, teaching and presenting curricular objectives, working within a team educational environment.
  - Assisting Anatomy Instructor with prosections and plastinated materials, as required.
  - Assisting instructors during student laboratory sessions and external workshops.
  - Supporting Histology teaching in the Multi-Purpose Laboratory as required.
  - Performing other duties as required in the Gross Anatomy and Multi-Purpose Laboratories.

### Other Duties (30%):

2. Provides general administrative support by:
  - Researching products, materials and equipment.
  - Procuring products, materials and equipment through approved mechanisms.
  - Preparing a comprehensive inventory of products, materials and equipment and tracking re-orders, expiries, warranties, etc. Consultation with the Anatomy Instructor will only be required for new systems, processes or protocols or when unique or unusual circumstances arise. When the Anatomy Instructor is away, this position will be the most senior resource counsel for problem solving.
  - Generating reports as required.
  - Researching documents, articles and other materials pertinent to the operation of the Gross Anatomy and Multi-Purpose Laboratories in collaboration with the Anatomy Instructor.
  - Contributing to operation of the Gross Anatomy and Multi-Purpose Laboratories using knowledge and expertise gained through academic preparation.
  - Solving day-to-day problems.
  - Assisting AV technicians with minor duties in the lab and lecture theatres, as required.
  - Participating in committees, as required.
  - Providing valuable and informed opinion and consultation to the Anatomy Instructor



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in the process of hiring graduate and or senior undergraduate Teaching Assistants.

- Performing other duties in the teaching areas as may be required by the SMP.

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

### **Supervision Received**

Daily duties are carried out with autonomy, but having regard to UBC Medical Program Policies and Anatomy Lab Rules; unusual problems are referred to the Anatomy Instructor. New work procedures will result in greater supervision until processes are streamlined.

### **Supervision Given**

This position is senior to students in the laboratories.

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

Work is directed by the Anatomy Instructor. This is a key position to the Gross Anatomy and Multi-Purpose Laboratories. Although responsibilities, procedures and protocols will be clearly defined by the Anatomy Instructor, significant independent decision-making and problem solving will be required. The incumbent must be able to set priorities and understand the complex environment and the need to work to important deadlines with accuracy. Good judgment must be exercised in the sensitivity of the Gross Anatomy Lab and in working with teaching staff as well as students.

### **Qualifications**

Appropriate undergraduate degree or Masters (e.g., Bachelor of Science). Master of Science in Anatomy degree preferred. Minimum of three years of related experience or equivalent combination of education, training and experience.

- In-depth knowledge of gross anatomy and anatomical terminology, a knowledge and familiarity of medical school curriculum (specifically laboratory components), and an understanding of how laboratory curriculum relates to clinical medical practice.
- Honours level knowledge of Histology preferred and or strong motivation to learn Histology.
- Demonstrated ability to carry out moderately complex procedures without supervision.
- Superior skills in verbal and written communication. Ability to exercise high level of tact and discretion and be diplomatic in stressful situations while maintaining confidentiality in dealing with students and faculty.
- Ability to exercise discretion in dealing with the Gross Anatomy and UBC Neuroanatomy Body Donor Program. Demonstrated strong interpersonal, planning, independent problem-solving and organizational skills.
- Demonstrated ability to take initiative and to work under pressure to meet constant deadlines.
- Attention to high level detail must be maintained. Ability to work independently and within a team environment.
- Flexible, comfortable working in ambiguity, and high action orientation and invigorated by change.
- Comfortable learning new technologies.
- Ability to use MS Office Suite (Word, Excel, PowerPoint), FileMaker Pro, web browsers, MS Outlook.
- Experience with audiovisual videoconference equipment. Ability to work after regular hours as required.



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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14859		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 116(Service/Techs/Trades)		
<b>Job Category:</b>	Dental Assistants - CUPE 116		
<b>Classification Title:</b>	Dental Assistant 3	<b>Business Title:</b>	Dental Assistant 3
<b>Department:</b>	Dental Clinic		
<b>Salary:</b>	\$39,492.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-04		
<b>Job End Date:</b>	2013-05-17	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Self Funded		
<b>Other:</b>	Leave Replacement		
<b>Date Closed:</b>	2013-02-03	<b>Available Openings:</b>	1

### Job Summary

This position will assist faculty members and students at chair side.

### Organizational Status

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

### Work Performed

Setting-up armamentarium; assisting with routine and advanced procedures in the Graduate Program and Faculty Practice Clinics. Supervises and coordinates the work of lower classification level of Dental Assistants as required. To assist faculty members and graduate students at chair side. Setting up instruments and equipment for dental procedures.

Maintaining inventory of supplies and materials.

Maintaining Student Instrument Accounts.

Assisting with student orientation.

Maintaining lists and photos for grad program instruments.

Informing faculty, patients and students of existing protocols and procedures.

Cleaning cubicles, dispensaries, and lab areas.

Performing other related duties as required.

Would work in the main clinic.

Work around sink area, sterilizers and ultrasonic units.

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

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

Handling of used instrument cassettes could be hazardous.

### Supervision Received





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

### **Supervision Given**

Supervises Dental Assistant II's and Tech II's.

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

Work would be checked by a Dental Assistant IV.

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

### **Qualifications**

High School graduation and B.C. Dental Assistant Certification and Current Licence. 4 years relevant experience or the equivalent combination of education and experience. Experience and knowledge of surgical procedures and materials used in implants prosthodontic implants endodontic periodontics and oral surgery. Supervisory experience required. Ability to maintain accuracy and attention to detail. Ability to effectively use standard office software at an intermediate level(e.g., Outlook, MS Word, MS Excel). Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to identify and respond to contentious or sensitive issues with discretion.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14827		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 116(Service/Techs/Trades)		
<b>Job Category:</b>	Food Services - CUPE 116		
<b>Classification Title:</b>	Sales Attendant-Food Services	<b>Business Title:</b>	Sales Attendant-Retail
<b>Department:</b>	Food Services		
<b>Salary:</b>	\$ 16.41 (Hourly)		
<b>Full/Part Time:</b>	Part-Time		
<b>Desired Start Date:</b>	2013-02-06	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Self Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-03	<b>Available Openings:</b>	2

Retail sub pool: Small Units

### Job Summary

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

### Organizational Status

Reports to Supervisor or Manager of unit

### Work Performed

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

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

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

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

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

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

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

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

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

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

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

### Supervision Received

Works independently under general supervision.



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### **Supervision Given**

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

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

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

### **Qualifications**

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

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14861		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 116(Service/Techs/Trades)		
<b>Job Category:</b>	Research/Technical - CUPE 116		
<b>Classification Title:</b>	Research Asst/Tech 1	<b>Business Title:</b>	Research Assistant - Microstructure
<b>Department:</b>	Materials Engineering		
<b>Salary:</b>	\$37,188.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-04		
<b>Job End Date:</b>	2013-04-26		
<b>Funding Type:</b>	Grant Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-03	<b>Available Openings:</b>	1

### Job Summary

The Microstructure Characterization group requires a short term lab assistant to support a study on long term trends in facility needs.

### Organizational Status

The Microstructure Characterization group at the Department of Materials Engineering operates a number of characterization facilities including electron microscopy, x-ray diffraction etc. Works directly under the supervision of Professors Drs. Chad Sinclair and Warren Poole.

### Work Performed

- 1) Identify sources companies and contact people
- 2) Develop scripts for calling visiting companies
- 3) Capture this type of information
- 4) Synthesis Analysis Data
- 5) Develop summary report of findings

### Supervision Received

The research assistant will receive daily supervision from the supervisor.

### Supervision Given

None

### Consequence of Error/Judgement



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Poor judgment will result in lost opportunities to develop better relationships with the local industrial community. Discuss with supervisor if needed.

### **Qualifications**

High School graduation. Bachelor's Degree in Materials Science and Engineering or equivalent field or Master's degree would be desirable. Minimum of 1 year of related experience or the equivalent combination of education and experience. Experience conducting research with advanced characterization techniques is needed. Very strong interpersonal skills are required. Strong communication (both oral and written) are also required.

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# The University of British Columbia

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### Job Posting

<b>Job ID:</b>	14833		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 116(Service/Techs/Trades)		
<b>Job Category:</b>	Trades - CUPE 116		
<b>Classification Title:</b>	Dispatcher & Receiver	<b>Business Title:</b>	Dispatcher & Receiver
<b>Department:</b>	Building Ops - Waste Mgmt		
<b>Salary:</b>	\$41,256.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-11	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-03	<b>Available Openings:</b>	1

### Job Summary

Positions in this classification are responsible for the operation of the vehicle fleet and supervision of drivers engaged in the transport of goods and materials, vehicles, equipment and labourers for jobs and for the scheduling and dispatch of pick ups and deliveries.

### Organizational Status

Reports to Inventory & Fleet Manager.

### Work Performed

Plans, directs, and allocates the work of the drivers, engaged in the transport of goods and materials, vehicles, equipment and labourers.

Receives and arranges deliveries of materials and supplies to various departments and from the University.

Develops a pick up and delivery schedule for drivers to transport goods and materials; contacts and relays instructions of assignments to drivers.

Dispatches vehicles, tractors, drivers, and laborers to jobs, making periodic tours to pickup points to ensure that scheduled work is carried out and that all vehicles and tractors are kept clean and serviceable at all times.

Issues gasoline to trucks and tractors.

Maintains a variety of records, such as, job orders, mileage, deliveries, gasoline consumed and employee time records.

Operates vehicles when required.

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

### Supervision Received

Under general direction works independently and in accordance with standard departmental guidelines.

### Supervision Given

Directs, allocates and monitors the work of several Drivers.



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

Determines the most efficient and effective way to allocate the drivers; poor scheduling decisions result in minor loss of time or delays in work.

### **Qualifications**

High School graduation. 3 years relevant experience and the equivalent combination of education and experience.

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### Job Posting

<b>Job ID:</b>	14860		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Administrative Suppt		
<b>Classification Title:</b>	Administrative Support 4 (Gr7)	<b>Business Title:</b>	Administrative Support 4 (Gr7)
<b>Department:</b>	UBC Information Technology		
<b>Salary:</b>	\$41,244.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-01	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-01	<b>Available Openings:</b>	1

### Job Summary

As part of a team of two, provide complex Executive Assistant support to the UBC IT Senior Management Team (SMT); the primary focus of this role is complex, high volume calendar management and oversight of administrative logistics. .

The Executive Assistant team supports 8 members of the SMT; the incumbent must be able to effectively prioritize and oversee multiple, often competing priorities and have exceptional organizational and communication skills, as well as a high level of initiative, judgement, and discretion.

### Organizational Status

Reports to the Director, Client Services and accountable to members of the SMT team. Daily tasks are delegated and supervised by assigned members of the SMT. Works collaboratively with other support staff within UBC IT and the broader University community, as well as external affiliates and government, to ensure the SMT has consistent professional, executive support.

### Work Performed

- Acts as Executive Assistant to assigned members of the UBC IT Senior Management Team (SMT).
- Oversees the calendar for SMT members; screens and prioritizes requests for appointments, coordinates calendars for SMT and other relevant individuals. Calendar management for SMT requires a very organized, accurate and focused individual; the incumbent will often be required to independently negotiate and reconcile conflicting demands and determine priorities on behalf of multiple members of the SMT.
- Prepares, in final format, a variety of documents and presentations, many of which are sensitive and confidential; maintains filing systems, and drafts correspondence as required.
- Coordinates and assembles bring forward materials for projects and meetings from a variety of sources.
- Coordinates travel arrangements for SMT members, including accommodation, transportation, meeting and catering logistics, and preparing and reconciling Travel reimbursements.
- Tracks multiple, concurrent projects through to completion and handles requests for information and data for specific projects.
- Compiles data, statistical reports and research as required for various UBC IT, projects, and programs, as they pertain to members of the SMT.
- Oversees assigned aspects of budgets associated with SMT members.
- Using SharePoint, oversees content on the UBC IT ShareIT program Home Page and the SMT and assigned Directors Team pages; this includes monitoring content and notifying SMT of incorrect or stale content, and the creation and management of new content and





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layout designs.

- Provides departmental support where necessary to cover additional workloads, or leave time for other support staff.
- Oversees content on behalf of the SMT as well as the SMT site and Home Page for the UBC IT Intranet.
- Provides training for temporary staff.
- Prepares and maintains a Position Manual. Assists with coordinating special events, meetings, and associated materials and or advertising as required by UBC IT.
- Files and retrieves documents; reviews existing files and renames, oversees archival procedures.
- In coordination with the HR Coordinator and SMT, develops and modifies operational policies and procedures as applicable to operations and communications overseen by the SMT.
- Serves as backup to other support staff during various leaves.
- Provides training for temporary staff.
- Performs other related tasks as required.

### **Supervision Received**

Reports directly to Director, Client Services. Daily assignments are supervised by assigned members of the SMT. Work is performed in accordance with broadly established procedures, objectives and policies involving frequently changing conditions and priorities.

### **Supervision Given**

No formal supervision is required but may coordinate the work of Students, Temporary staff, or other support staff. This position is involved in explaining work processes and procedures

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

Working within general guidelines, applies knowledge of procedures and regulations to establish priorities. Required to exercise judgment and tact in dealings with others on the telephone, in person and by e-mail. Poor judgement could have an adverse effect on UBC IT and individual members of the SMT team. The position requires a very organized, accurate and focused individual with a profession attitude.

Works with conflicting demands and determines priorities. Must respect confidentiality of information handled.

### **Qualifications**

High School graduation and two year post-secondary diploma. Training as an Executive Assistant or Secretarial skills is an asset. 4 years related experience or the equivalent combination of education and experience. Knowledge of UBC policies and procedures is highly desirable.

Previous experience with high complex, volume calendaring and providing executive support to a number of individuals is required. Intermediate level computer experience is required.

Experience in budgeting and financial reporting is an asset. Ability to communicate effectively verbally and in writing in a clear, attentive, and polity manner.

Ability to compose correspondence, reports, presentations, and other written materials, in final format, using clear concise business English. Ability to maintain accuracy and attention to detail. Ability to effectively manage multiple tasks and priorities and be able to effectively and professionally adapt and respond to changes and concurrent and often conflicting, priorities to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to take and transcribe accurate meeting minutes. Ability to take initiative and exercise tact, discretion and sound judgement in complex situations.

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



# The University of British Columbia

## Staff Job Postings

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Ability to establish and maintain supportive working relationships.

Ability to perform word processing at 60 words per minute.

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



# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14854		
<b>Location:</b>	Vancouver - Hospital Site		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Financial		
<b>Classification Title:</b>	Financial Proc. Spec 3 (Gr4)	<b>Business Title:</b>	Financial Proc. Spec 3 (Gr4)
<b>Department:</b>	Fac Med Finance Office		
<b>Salary:</b>	\$38,052.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-12		
<b>Job End Date:</b>	2013-08-09	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-01	<b>Available Openings:</b>	1

### Job Summary

This position provides financial processing support to the operations of the PGME (Postgraduate Medical Education) program of Faculty of Medicine, which include Accounts Payable, Journal vouchers and other financial management functions of the PGME program. Responsibilities include timely and accurate data-entry of journal vouchers, requisitions and payments on FMS; reconciliation and account analysis to ensure accuracy of information data-gathering to respond to queries from Departments, Schools and Centres; participating in the year-end processes;. The position also requires strong interpersonal and customer service skills as it involves frequent problem resolution with various PGME programs throughout the Faculty.

### Organizational Status

This position liaises with various personnel in the Dean's Office, Faculty departments, schools and centres (faculty, administrators and staff), PGME programs, and the Department of Financial Services of UBC.

### Work Performed

#### Accounts Payable

- Coordinates the accounts payable functions including verifying accuracy of information including account coding, reviewing backup documentation, ensuring authorized signatures are valid, and processing and recording information into the Financial Management System (FMS). Documents created, reviewed, and processed include requisitions, domestic and international travel claims, and journal vouchers for all the units within the Faculty of Medicine.
- Reviews the accuracy, calculation and completeness of information provided on travel requisitions, cheque requisitions, cash receipts and journal vouchers.
- Ensures proper authorization and backup documentation is obtained prior to processing in FMS.
- Assesses the accuracy of GST, PST and or HST on invoices and self-assesses such taxes where necessary.
- Performs duties related to web-based finance forms, such as tracking transactions.
- Enters cash receipts for cheque and cash payments received and prepares cash deposit bags for deposit.
- Reconciles, monitors and investigates errors and discrepancies on various accounts (special purpose project grants) which may include preparing and entering correcting journal entries, following up on outstanding items and resolving issues with various departments within the Faculty.
- Assists in year-end processes including entering expense accruals via journal voucher, and providing financial processing support to PGME programs.



# The University of British Columbia

## Staff Job Postings

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- Interprets and ensures adherence to specific policies with respect to UBC policies, Faculty of Medicine policies, and PGME Funding Guidelines and ensures they are correctly applied.
- Scans files and saves them under predefined naming and filing formats for electronic storage and retrieval.

### Other duties

- Responsible for the file management of all accounting documentation of PGME transactions.
- Attends training on new systems and procedures.
- Performs other duties and responsibilities related to the qualifications and requirements of the job to accommodate change and development in the office.

### Supervision Received

This position reports to the Senior Financial Officer, PGME. Required to work independently and receives specific instructions only on new tasks, new processes and unusual problems that are not covered by established practices and standards and must be able to apply these principles to new situations and identify anomalies independently.

### Supervision Given

None.

### Consequence of Error/Judgement

This position is responsible for ensuring all financial information entered into FMS PeopleSoft is authorized, accurate, appropriate and substantiated by proper back-up. Information and recommendations must be accurate and provided in a respectful, timely and supportive way. Errors could result in over under expenditures, overpayment or non-payment of invoices, incorrect departments units being charged, and delays in payment for various vendors. Such errors could cause inaccuracies in financial planning, financial hardship or missed opportunities for effective delivery of services to students, faculty and staff. Also, care must be taken in dealing with the agencies and university community to maintain their trust and cooperation.

### Qualifications

High School graduation and Completion of one year post secondary education in a related field. Training in office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. Relevant UBC experience preferred.

Computer experience required (Word, Excel, Access, Outlook, Internet, FMIS and HRMS).

Experience with UBC financial, payroll and human resource systems and procedures preferred.

UBC Finance FMIS Certification required or to be achieved. Knowledge of accounting procedures and practices is required.

Effective oral and written communication, interpersonal, customer service, cash handling and organizational skills. Ability to type 60 wpm and to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database applications and email at an intermediate level. Ability to handle a high volume of work, prioritize work, multi-task and to work effectively under pressure to meet deadlines. Ability to work both independently and within a team environment. Ability to exercise tact and discretion when handling sensitive or confidential matters. Ability to maintain accuracy and attention to detail.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14801		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Financial		
<b>Classification Title:</b>	Financial Proc. Spec 3 (Gr4)	<b>Business Title:</b>	Financial Proc. Spec 3 (Gr4)
<b>Department:</b>	Political Science		
<b>Salary:</b>	\$38,052.00 (Annual)		
<b>Full/Part Time:</b>	Part-Time (50%)		
<b>Desired Start Date:</b>	2013-02-01		
<b>Job End Date:</b>	2016-01-31	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Self Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-01	<b>Available Openings:</b>	1

### Job Summary

The Financial Clerk provides financial processing support to the Department Administrative Manager and faculty members. Responsibilities of the position include: processing requisitions and journal vouchers, reconciling monthly financial reports, preparing cash deposits and processing, preparing payroll time sheets, investigating and resolving accounting inquiries and discrepancies, preparing a variety of financial reports, summaries and forms, and preparing and distributing invoices. The position assists with other administrative and clerical duties in support of the Department operations and programs as required.

### Organizational Status

The position reports to the Administrative Manager and receives supervision from the Administrative Manager. Works closely with faculty, staff and students on administrative and financial matters and regularly interacts with faculty, staff and students from other units on campus. Liaises with Financial Services and other central service units

### Work Performed

Prepares and files a variety of requisitions for payment including honorarium, travel, and wire requisitions, in a timely and accurate manner using Smart Forms in Financial Management System (FMS) and paper forms, ensuring the adequacy of relevant sales taxes on invoices, currency, and support documentation, and ensuring transactions conform to University policies and procedures and departmental guidelines.

Performs processing and analysis related to verifying and reconciling monthly ledgers, monitoring revenue and expenses, investigates and resolves irregularities, maintains financial databases, prepares journal vouchers, and tracks invoice payments.

Prepares and reconciles expense and travel claim summary forms for reimbursements to faculty, staff and graduate students, guest speakers, etc.

Prepares and reconciles cash deposit forms and delivers to UBC Financial Services.

As Purchase Card Coordinator, reconciles monthly statements and allocates expenses to the appropriate Project Grant for all Purchase Cards held by the department in adherence to monthly cut-off deadlines.



# The University of British Columbia

## Staff Job Postings

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Prepares payroll time sheets for hourly employees, additional hours for salaried employees, and honoraria payments to other UBC employees, and ensures approval and submission by appropriate UBC Payroll deadlines. Contacts employees for time sheet and payroll information as necessary.

Investigates and responds to accounting inquiries from department members as well as external vendors and individual payees. Follows up with Financial Services, vendors, and individuals to resolve issues.

Prepares standard financial reports, detailed ledger and project expense summaries to assist the Administrative Manager in developing and monitoring department, grant and project budgets and financial reports.

Keeps up to date on UBC financial policies and procedures, and attends all mandatory and refresher training sessions as necessary.

Files and maintains the department financial records under the direction of the Administrative Manager.

Performs other administrative and clerical support and reception duties as required.

### **Supervision Received**

Receives direction from Administrative Manager and supervised by the Administrative Manager. Works under limited supervision and expected to perform most duties independently. Considerable initiative and decision making is expected within established policy and procedural guidelines.

### **Supervision Given**

Receives direction from Administrative Manager and supervised by the Administrative Manager. Works under limited supervision and expected to perform most duties independently. Considerable initiative and decision making is expected within established policy and procedural guidelines.

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

Works independently under general supervision. Work is performed within established procedures and accepted practices. Exercises independent judgment in selecting and interpreting information, and reconciling deviations from standard methods. Organization of work to accomplish goals is expected. Performs a range of financial transactions involving compiling, interpreting, and evaluating data and information to resolve moderately complex problems under frequently changing conditions and priorities. High level of tact and discretion is required in handling confidential and sensitive information and dealing with a wide range of external contacts such as visiting lecturers, vendors, and other institutions. Errors in judgment could lead to inaccuracies in reports and records, cause delays, and have a negative impact on the department finances, projects, as well as the University reputation.

### **Qualifications**

High School graduation and Completion of one year post secondary education in a related field. Three years of relevant accounting experience, or an equivalent combination of education and related experience. Three years of related experience or the equivalent combination of education and experience. Relevant accounting or bookkeeping experience is preferred. Experience with UBC financial systems is an asset. Knowledge of UBC policies and procedures preferred. Ability to effectively perform accounts payable and accounts receivable related duties; analyze and reconcile accounts. Ability to communicate effectively verbally and in writing. Ability to create and enter and edit formulas in MS Excel spreadsheets and workbooks; maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to exercise initiative and creative skills to problem-solve while following policy guidelines. Ability to prioritize and work effectively with multiple demands, deadlines and interruptions. Knowledge of accounting practices and financial reporting. Intermediate computer skills in MS Office and experience with internet and electronic mail. Ability to exercise tact and discretion. Ability to work flexible hours when needed.



# **The University of British Columbia**

## **Staff Job Postings**

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14723		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Financial		
<b>Classification Title:</b>	Financial Proc. Spec 4 (Gr5)	<b>Business Title:</b>	Financial Processing and Administration Support
<b>Department:</b>	First Nations House Learning		
<b>Salary:</b>	\$38,712.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-01-31	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-29	<b>Available Openings:</b>	1

### Job Summary

To assist the Director of First Nations House of Learning (or designate) in the coordination, and management of special projects within the First Nations House of Learning. Major responsibilities include: providing current and accurate financial information to the Director, Associate Director, and staff in planning resource allocation for special projects and in monitoring expenditures. Secretarial responsibilities include providing organizational support, information gathering assistance in the development of initiatives and special projects. General office communication within this role includes communication to the university and broader community about the work purpose of the First Nations House of Learning. This position requires a high level of financial skill and knowledge of the UBC Financial Management Information System (FMS) and Hyperion Planning System. It requires a thorough knowledge of university procedures and policies, computer technology, organizational skills, office routines, and the ability to work independently and with good judgment. Most critically, this position requires a thorough knowledge and the ability to work effectively with Aboriginal faculty, staff, students, communities, and organizations as most of the major responsibilities will involve working closely with Aboriginal peoples in a dynamic work environment.

### Organizational Status

The position reports to the Associate Director of the First Nations House of Learning and works closely and collegially with the FNHL and Xwi7xwa staff. The position also maintains a close working relationship with various levels of: Financial Services, Purchasing Operations Management, Payment Card Administration, Internal Audit and University Executive and senior management teams where appropriate.

### Work Performed

Maintains, monitors and reconciles the First Nations House of Learning and Aboriginal Strategic Initiatives' complex accounts for operational reporting and budgeting purposes.

### TRACKING & FORECASTING DUTIES

- Extracts data, runs queries and reports using the Financial Management System (FMS) to prepare financial and statistical reports for unit.
- Performs financial duties such as assisting with the development of department and project budgets, maintaining ledgers, and monitoring budgetary expenditures.





# The University of British Columbia

## Staff Job Postings

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- Performs duties related to web-based finance forms, such as tracking transactions, preparing interface files for loading into FMS, and resolving routine journal voucher anomalies.
- Sets up project grant accounts, assist with grant information, maintains financial records of contracts and grants.
- Coordinates and provides training on budget process.

### FINANCIAL PROCESSING DUTIES

- Performs processing and analysis related to verifying and reconciling monthly ledgers, monitoring expenses, honoraria payments, investigating and resolving irregularities, maintaining financial databases, processing requisitions and journal vouchers, vendor adjustments and tracking invoice payments.
- Prepares and reviews requisition forms to ensure compliance with policies, coding and adequacy of supporting material, correcting errors when appropriate, or returning to originator, and obtaining authorization.
- Monitors collection of funds, deposits for contract and grant accounts for sponsored research and specific purpose funds (PGs).
- Responsible for PCard coordination with Supply Management.
- Prepares and or reviews PO invoices to ensure compliance with contract terms and adequacy of supporting material, and works with Supply Management to resolve discrepancies.
- Performs processes related to donations and petty cash by seeking and verifying information, requesting tax receipts, preparing and posting journal vouchers, reconciling routine accounts, and maintaining records.
- Processes credit card transactions in the Financial Management System (FMS), sends clearing account details to departments, processes bank deposits, enters bank adjustment items in FMS, and assists with credit card reconciliations.
- Processes Revenue Canada Withholding Tax Waiver, ensuring that transactions conform to University policies and procedures and departmental guidelines.
- Prepares and monitors Work Learn, Work Study and Tutors hours worked, timesheet and reimbursements.
- Prepares and performs Hyperion budget planning entries.
- Additional financial duties as appropriate.

### SECRETARIAL DUTIES

- Provides front reception support by responding to telephone, e-mail, and in-person inquiries in a professional, efficient and timely manner.
- Composes moderately complex correspondence including letters, reports, programs and promotional material.
- Performs clerical duties for FNHL and the President's Advisory Committee such as assisting with minutes, agenda, invitation, meeting schedule, room rental, meals, transportation, and various additional correspondence.
- Opens, sorts, and distributes mail, arranges for couriers, prepares items for mailout.
- Creates and maintains new, current and archived administrative files (electronic and paper based) for financial and legal documents, financial statements, employment records, contracts, budget sheets, invoices, correspondence, and distribution list.
- Responsible for ordering, maintenance and tracking use of office equipment (e.g., Xerox, fax, computers) and supply inventory.
- Backup for trouble call for facilities building management and IT concerns.

The incumbent will be provided with a well-illuminated and equipped office space in an open office area situated in the First Nations Longhouse.

### Supervision Received

The incumbent works independently under the supervision of the Associate Director of First Nations House of Learning.

### Supervision Given

May give directions to temporary work students.

### Consequence of Error/Judgement



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## Staff Job Postings

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Misrepresentation of University and Faculty policies could cause students serious difficulty in attaining their educational objectives. Errors in providing information and guidance can directly affect the quality of student undergraduate experience. Culturally inept interactions with Aboriginal students and community members damage the credibility of the program and university in Aboriginal communities and the ability of the program, faculty, and university to effectively recruit in those communities. Failure to accurately monitor financial accounts and pay information could lead to inaccurate financial information in FMS. Errors in over ordering supplies, maintaining the website, answering inquiries, etc. can also compromise the credibility of the program.

### **Qualifications**

High School graduation and two-year post-secondary diploma in accounting. Training in administrative systems, office procedures, finance and communication skills or equivalent combination of education and experience.

Bachelor's Degree is preferred. 3 years of related experience or the equivalent combination of education and experience.

Experience with FMS (UBC's Financial Management System), and PeopleSoft system is preferred. Strong working knowledge of Microsoft Office applications (e.g., Excel, Word, etc.). Experience working with First Nations, Métis and Inuit students, institutions or communities is also an asset. Knowledge of Aboriginal cultures and issues preferably within British Columbia or Canada. Demonstrated interpersonal, communication (oral and written), and organization skills are necessary to foster and maintain effective working relationships both internally and externally. Ability to exercise tact and discretion when handling culturally sensitive issues. Ability to type 55 w.p.m. and to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database, graphics and electronic mail applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to work proactively and effectively under pressure to meet deadlines. Ability to work both independently and within a team environment. Ability to work occasional evenings and weekends is an asset.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14436 (Repost)		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Financial		
<b>Classification Title:</b>	Financial Proc. Spec 5 (Gr7)	<b>Business Title:</b>	Payroll Representative
<b>Department:</b>	Payroll		
<b>Salary:</b>	\$41,244.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2012-11-22	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-28	<b>Available Openings:</b>	1

Repost

Payroll is a department within Payment & Procurement Services.

### Job Summary

This position is the primary contact for providing payroll services to UBC administrative personnel and to an estimated 19,000 university employees in nine affiliations. The work involves processing the payroll and benefit transactions in a timely and accurate manner. Regular activities also consist of interpreting complex agreements and regulations, advising other departments on the same to ensure compliance with internal and external policies, as well as communicating with external parties and solving payroll problems.

### Organizational Status

-Reports to the Assistant Payroll Manager.

-Liaises with faculty, administrative personnel at UBC and external agents such as Human Resources Development Canada, Canada Customs Revenue Agency, banks and benefit carriers.

### Work Performed

1. Responsible for handling appointments and other payroll-related documents for UBC faculty, staff and student employees, ensuring all factual data (accounts, amounts, dates, benefits, etc) are correct and they conform to internal regulations, such as collective agreements, as well as external legislations by Canada Customs Revenue Agency, Human Resources Development Canada, Worker's Compensation Board, Labour Relations and Ministry of Health.
2. Responsible for handling terminations, which involves terminating benefits, notifying the benefit carriers, and issuing a Record of Employment. We also ensure that all terminations are processed in accordance to internal and external regulations.
3. In charge of calculating such payroll adjustments as off-cycle payments, vacation pays, retroactive pays, temporary promotion amounts and benefit premiums deductions. The work involves analyzing the employee's job history and understanding collective agreements.
4. Enrolls faculty in mandatory and optional benefits, and staff in mandatory benefits.
5. Advises and provides authoritative information to faculty, department administrators, and department heads and deans regarding collective agreements, Employment Standards, tax legislation, and other policies and procedures. Provides them with payroll information regarding reconciliation of statement of salaries and wages and general ledgers.
6. Assists faculty, staff and student employees with payroll inquiries, requests and problems.
7. Responsible for identifying and recovering overpayments including calculating income tax, Canada Pension plan, employment



# The University of British Columbia

## Staff Job Postings

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insurance as well as other benefit deductions related to the overpayment and processing journal vouchers. Liaise with employee and department administrators regarding all overpayment issues.

8. Responsible for handling T4 T4A inquiries, identifying and resolving any T4 T4A problems.

9. Maintains accuracy of other's work by verifying and signing-off on other employee's work.

10. Identifies system problems and participates in special projects, system testing and consolidation of information for system errors by analyzing error reports.

11. Liaises with Human Resources Development Canada by providing them with accurate insurance hours and earnings. Liaise with benefit carriers to ensure employee's benefit coverage and to resolve any problems. Communicate with the banks regarding lost cheques and with ICBC and Worker's Compensation Board by providing them with the employee's payroll information.

12. Responsible for all payroll related documents as provided for under the Freedom of Information and Privacy Act complying with UBC record's retention policies.

13. Coordinates the work of others, trains other staff and recommends the staff requirements for payroll.

14. Prepares employment verification letters and statement of earnings.

15. Presents benefit sign-on meetings to new staff UBC employees and attends HR and payroll meetings. Provides benefit packages to all eligible faculty members.

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

### **Supervision Received**

Reports to the Assistant Payroll Manager. Works with minimum supervision by coordinating work priorities ourselves and encouraged to make recommendations to the Assistant Payroll Manager on procedural changes.

### **Supervision Given**

Trains and advises department administrators regarding collective agreements, Employment Standards, tax regulations and other payroll policies and procedures. Provides ongoing training and supports to all payroll staff.

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

Errors result in incorrect pay to employees and to external parties, and incorrect information on the University's financial statements. Incorrect payments to the previous parties may lead to over-expenditure of departmental accounts. Failure to provide the employee with benefits, such as life insurance and health coverage, can lead to a lawsuit against the University.

Misinterpretation of agreements and policies or failure to detect errors could result in serious consequences such as breach of a collective agreement, financial penalties from Human Resources Development Canada, Canada Customs Revenue Agency or Worker's Compensation Board, fines pursuant to the Employment Insurance Commission Act and Employment Standards Act, law suits and fines by employees.

### **Qualifications**

High School graduation and CGA CMA Level 2 or Payroll CPA Level 1. Plus one year post secondary education, plus enrolment in recognized accounting program with training in database and spreadsheet software applications, and basic accounting practices. 4 years related experience or the equivalent combination of education and experience. Plus reconciling accounts and working in accounting operational environment and relevant work experience in payroll department of large unionized employer. High degree of analytical accuracy, judgment and dependability. Knowledge of salary and benefit entitlements, tax legislation, Employment Standards, university policies and procedures an asset. Effective oral and written communication, interpersonal, analytical, problem solving and organizational skills. Ability to exercise tact and diplomacy. Ability to multi-task, maintain accuracy, and meet deadlines in high volume environment. Ability to work both independently and within a team environment. Computer experience required (Microsoft Office, Excel, electronic mail and Internet preferred).

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## **Staff Job Postings**

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



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## Staff Job Postings

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### Job Posting

**Job ID:** 14834  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Program Assistant 1 (Gr3) **Business Title:** Program Assistant 1 (Gr3)  
**Department:** Interprofessional Cont. Educ.  
**Salary:** \$37,404.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2013-02-04  
**Job End Date:** 2013-08-16  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-01-29 **Available Openings:** 1

### Job Summary

To assist in the planning and organizing and implementation of health-related conferences for health professionals, and the public. The incumbent closely with the Director from the beginning to the wrap up for 10 - 12 local, regional, national and international conferences for Interprofessional Continuing Education. Works with the Director in keeping to the timelines on all aspects with respect to conference planning. Maintains and follow-ups with a large number of speakers on speaker materials. Prepares speaker's materials and prepares the syllabus for all of the conferences. Assists in the design of marketing material such as program brochures & flyers for the conferences. May assist the Director with planning meetings for 10 - 12 conference planning committees.

### Organizational Status

This is one of 5 positions reporting to the Director, Interprofessional Continuing Education (IP).

### Work Performed

#### Program Planning and Development

- Works closely with the Director to ensure all requirements are met with respect to exhibitors, venues and speakers.
- Keeps a updated network of contacts and vendors
- Responsible for the arrangements for committee planning meetings, sends out invitations, reminder notices, arranges meeting rooms as well as taking down RSVPs to committee meetings.

#### Financial

- Assists with follow-through on invoicing to vendors exhibitors.

#### Liaisons

- Maintains good-on-going communication with existing relationships with A large number of speakers for 10 - 12 programs; community partnerships, exhibitors, printers and other associates.
- Assists in routine clerical tasks related to the soliciting of funding from outside pharmaceutical firms, or sponsoring agencies



# The University of British Columbia

## Staff Job Postings

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on all of the conferences.

- Assists with the coordination of print and audiovisual work produced by external companies.

### Conference Coordination

- Assists in all aspects of preparation of conference speaker materials; audiovisual needs, speaker letters, exhibitor needs.
- Prepares the syllabus for all of the conferences.
- Assists in the preparation for the accreditation applications for all conference programs.
- Helps with registrations procedures and requirements, and on-site registration.
- Prepares and occasionally provides direction to work study students in the preparation of delegate and speaker packages.
- Maintains and helps with exhibitor layout of placement for organizations and or firms on site for all conferences

### Marketing Events

- Prepares and assists in the design of the marketing material such as conference program brochures and flyers for e-marketing and mailing

### Miscellaneous

- Performs other related duties as assigned.

### Supervision Received

General direction is taken from the Director, Interprofessional Continuing Education.

### Supervision Given

Occasionally provides direction to work study students in the preparation of the speaker and participant kits, filing etc.

### Consequence of Error/Judgement

The incumbent applies knowledge of procedures and guidelines and makes minor decisions based on the guidelines. If tact and diplomacy to speakers committee members, is not adhered to, speakers committee members may cancel which would be a cause to cancel our conference. Failure to communicate appropriately with the team and or outside vendors services could lead to poor productivity as well as ruin IP's reputation. Not meeting deadlines could result in the loss of repeat business.

### Qualifications

High School graduation and 1 year post-secondary education. Understanding of issues relating to people with disabilities and understanding of event planning and protocols. 2 years of related experience or the equivalent combination of education and experience. Experience in event or conference planning is required. Experience in health disciplines and dealing effectively with health professionals is an asset. Computer experience required (Word and Excel) and experience in Access, PageMaker or InDesign and Events Pro Registration Software required. Experience with marketing is preferred. Knowledge in conference and event planning required. Ability to deal effectively with a diversity of people. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to work some weekends, occasional evenings and early mornings when performing on-site registration. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to perform word processing at 50 words per minute. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively and professionally with the public, exhibitors, suppliers and course attendees. Ability to effectively perform accounts payable and accounts receivable related duties. Ability to effectively use standard office software at an intermediate level. (Outlook, MS Word, MS Excel, PowerPoint) Ability to understand and apply policies, procedures, and instructions.



# **The University of British Columbia**

## **Staff Job Postings**

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14790		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Reception		
<b>Classification Title:</b>	Front Counter 2 (Gr3)	<b>Business Title:</b>	Front Counter 2 (Gr3)
<b>Department:</b>	Grad Programs & Resrch		
<b>Salary:</b>	\$37,404.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-03-04	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-31	<b>Available Openings:</b>	1

### Job Summary

This position acts as the primary communication and information support for the Office of Graduate Programs and Research team. Duties include responding to telephone, email and in-person enquiries of an interpretive nature; referring complex enquiries appropriately; maintains database of current graduate students; updates SSHRC grant information; filing sorting documents which may include annual archiving of old files; updating faculty information packages; responsible for compiling and disseminating the weekly Newsflash information via email; retrieving and compiling data from the SISC for various reports throughout the year; administering the Graduate Student Travel Grant; organizing and coordinating special events and information sessions; creating flyers, forms, brochures and spreadsheets as required; photocopying; assists the Assistant to the Associate Dean and providing coverage for the office as required; maintaining office supplies; and performing other related duties.

### Organizational Status

Reports to the Manager of OGPR. Interacts with the general public, faculty, staff, students, departments, units, programs within the Faculty, across campus and external agencies including school districts and school board offices. Contacts various internal and external entities to collect and provide information on behalf of the Manager and Associate Dean as required.

### Work Performed

- Responds to enquiries (telephone, email and in-person) from students, prospective students, faculty and staff regarding programs and research in the Faculty of Education. This requires knowledge of the programs within the Departments and the dissemination of general information on graduate studies. Also requires general knowledge of research, both in the faculty and within the broader context. Refers requests on specific programs to Departments. Refers requests on specific research to other members of the OGPR team.
- Maintains database of current graduate students by collecting new data and merging it with the old, including the elimination of duplicates and standardization of datafields entries supplied by the departments.
- Updates SSHRC grant information.
- Filing sorting documents, including the annual archiving of old files and preparing new folders as required.
- Updates the Overview of Graduate Information booklet as needed.
- Completely responsible for compiling and disseminating the weekly NewsFlash information via email.
- Retrieves and compiles data from the SISC for various reports throughout the year.
- Responsible for the administration of the Graduate Student Travel Grant, which includes checking the eligibility of the



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## Staff Job Postings

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applicant, ensuring all supporting documents have been received and signed and preparing and sending congratulatory letters to successful graduate students and their supervisors, as well as informing the Education Accounting Department of the successful applicants.

- Responsible for the organizing and coordinating special events and information sessions, including booking venue and equipment, preparing large mailings, as well as ordering catering as needed.
- Handles all incoming and outgoing mail for the office.
- Ensures that there is sufficient stationery and equipment supplies in the office. Orders supplies as required online through Staples Eway. Keeps supplies organized.
- Assists the Assistant to the Associate Dean with various other clerical and secretarial tasks as required, and provides coverage for the office as required.
- Uses Outlook program to access email for sending mail and retrieving attachments, as well as making calendar appointments in the absence of the Assistant to the Associate Dean.
- Creates forms, flyers, brochures and spreadsheets as required using the appropriate software
- Photocopying
- May act as backup for updating information on the OGPR website
- Other related duties as required.

Support to both prospective current Students and Faculty

- Maintains a welcoming office atmosphere and ensures all visitors to the office are welcomed.
- Provides an overview on graduate programs, admission process, and fees. Provides an overview of research grants and initiatives currently available to faculty.
- Answers questions both in person and by telephone of an interpretive nature on graduate programs; research; faculty and students initiatives.
- Handles queries related to the materials contained in the Education information package.
- Maintains and distributes material on a variety of graduate and research-related matters.

### **Supervision Received**

- Receives instructions on the assignment of new duties and thereafter only on new or unusual problems.
- Works with minimum supervision.
- Works independently, but refers to supervisor when work departs from established policy guidelines.
- Works from generally defined goals of the University and specifically designed goals established by the Faculty of Education.
- Participates in making decisions concerning the planning, organization and utilization of staff in OGPR.

### **Supervision Given**

N A

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

Consequence of error could damage the reputation of the Faculty of Education and the credibility of the Office of Graduate Programs and Research. The incumbent is responsible for ensuring all information regarding graduate programs and research in the Faculty is up-to-date and correct to ensure that prospective and current students, faculty and staff are given accurate information.

### **Qualifications**

High School graduation and one year of related training. With business training in office procedures and practices, preferably at UBC. 2 years relevant experience or the equivalent combination of education and experience. Computer experience required (MS Office, Excel, SISC, Outlook, Netscape and Internet preferred). Knowledge of University policies and procedures preferred.

- Effective oral and written communication, interpersonal, customer service and organizational skills.
- Ability to type 50 wpm and to operate the normal range of office equipment as may be required in the performance of duties such



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as calculators, copying machines, fax machines.

- Ability to effectively use the SISC system
- Ability to use word processing, spreadsheet, database, email, Internet, Dreamweaver Wordpress web programs, and presentation applications at an intermediate level.
- Ability to plan and execute work flow to meet departmental requirements.
- Ability to perform under pressure and meet specific time requirements associated with deadlines.
- Ability to compose correspondence and reports using clear, concise business English.
- Ability to exercise tact and discretion when dealing with confidential matters.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14713	
<b>Location:</b>	Vancouver - Point Grey Campus	
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)	
<b>Job Category:</b>	CUPE 2950 Unmatched Grade	
<b>Classification Title:</b>	Unique Job (Gr6)	<b>Business Title:</b> Customer Service Representative Supervisor
<b>Department:</b>	Conferences & Accommodation	
<b>Salary:</b>	\$ 21.90 (Hourly)	
<b>Full/Part Time:</b>	Part-Time	
<b>Desired Start Date:</b>	2013-05-01	
<b>Job End Date:</b>	2013-08-31	
<b>Funding Type:</b>	Self Funded	
<b>Other:</b>	Sessional	
<b>Date Closed:</b>	2013-02-03	<b>Available Openings:</b> 20

### Job Summary

Supervises the every day operation of Conferences and Accommodation services including but not limited to guest check ins, check outs, billing, special payment arrangements, and accommodation related transactions during the guest's stay. Liaises with various departmental staff, including: Housekeeping Supervisor on room status and allocation matters, Housestaff and Conference Services Managers on Conference related problems and Service and Utility Workers on maintenance matters. Directs and distributes work assignments to Customer Service Representatives(Front Counter 2). Trains Customer Service Representatives and monitors their performance to ensure that procedures and policy are properly adhered to. Assists with developmental projects and special assignments.

### Organizational Status

Reports directly to the Front Desk Manager and takes direction from the Rooms Manager and Front Office Manager.

Works within well defined guidelines and procedures, but is expected to exercise some initiative and judgment in establishing priorities, assigning tasks and supervising Front Counter 2 Clerks to control production and accuracy of work. Is expected to have input into staff selection and evaluation.

Liaises with various departmental staff, including: Housekeeping Supervisor on room status and allocation matters, Housestaff and Conference Services Managers on Conference related problems and Service and Utility Workers on maintenance matters.

### Work Performed

Checks guests in and out, verifies all pertinent information on registration cards and guest folios to ensure accurate entry of data into computer. Collects payment of room and miscellaneous charges from guests.

Responsible for balancing cash and receipts from guest payments and provides change to Customer Service Representatives as needed for their floats.

Trains Customer Service Representatives and monitors their performance to ensure that procedures and policy are properly adhered to. This involves assisting in staff training and completing staff evaluations.



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Addresses guest complaints, consulting with and forwarding on any extraordinary problems to management.

Troubleshoots individual and group allocations.

Initiates Standard University Emergency Procedures when necessary thereby promoting guest safety and satisfaction.

Assists guests in operation of and related services of room phones.

Provides information concerning conferences, public services and tourism to guests.

Handles keys and maintains a strict measure of key control.

Reports and records daily maintenance requirements in order to maintain the quality and appearance of facilities.

Monitors and completes daily communication between shifts as well as staff across departments, by maintaining log books, writing memos and completing Shift Activity Reports.

Maintains the work area in a clean and orderly fashion.

Types reports or letters on occasion

### **Supervision Received**

Expected to work with minimal supervision on routine tasks or minor guest problems and to consult with Front Desk Manager on any extraordinary problems, technical difficulties or policy concerns which might occur. Also takes direction from Rooms Manager and Front Office Manager.

### **Supervision Given**

Directs and distributes work assignments to Customer Service Representatives, a small group of employees at lower classifications, in which case they are responsible for the accuracy, production, and control of the work unit.

May initiate and train new Customer Service Representatives in policies and procedures.

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

Poor communication, inadequate training of lower level classifications, lack of tact and diplomacy, and or poor performance of front desk tasks can negatively impact revenue, jeopardize record keeping, damage the reputation of Conferences and Accommodation, reduce service levels, reduce guest satisfaction, and or require intervention by managers

### **Qualifications**

High School Education with one year of post-secondary education with training in office procedures and practices. Hospitality Industry training an asset. . Minimum three years' related experience or one years relevant UBC Experience preferred. Excellent customer services skills. Good verbal communication and excellent telephone manner. Ability to supervise staff and co-ordinate work assignments without on-going direction. Ability to maintain accuracy and attention to detail. Ability to operate computerized systems. Ability to use word processing, spreadsheet and email at an intermediate level (MS office preferred).

Ability to type 50 w.p.m. Ability to operate the normal range of office equipment. Ability to work flexible day and evening shifts.



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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14677		
<b>Location:</b>	Kelowna - UBC Okanagan		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Administration		
<b>Classification Title:</b>	Administration, Level A	<b>Business Title:</b>	Ombuds Officer
<b>Department:</b>	UBCO-Dep.ViceChancrlr&PrncplOfc		
<b>Salary:</b>	\$44,685.00 - \$53,644.00 (Annual)		
<b>Full/Part Time:</b>	Part-Time (50%)		
<b>Desired Start Date:</b>	2013-03-01	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-30	<b>Available Openings:</b>	1

### Job Summary

The Ombuds Officer is responsible for providing students with sound advice and information on a wide range of fairness issues and with support in facilitating conflict resolution. The Ombuds Officer also provides administrative and related duties to maintain a well-functioning office.

### Organizational Status

The Ombuds Officer position on the Okanagan Campus is a dual report position. The Officer reports directly to the Ombudsperson located on the Vancouver campus and to the DVC and Principal, Okanagan campus (the Principal). He She also collaborates closely with representatives of the UBC Student's Union, Okanagan campus.

The Officer will communicate and interact with all members of the university community in dealing with problems, concerns and conflicts facing students at the Okanagan campus. The mandate of the Ombuds Office for Students is to ensure that students are treated fairly in every aspect of university life. The Office serves all students and is an independent and confidential resource for students who need assistance and guidance on existing policies and procedures as well as help in resolving concerns or conflicts related to fairness issues. The Office conducts investigations into student complaints that result in reports to the relevant authorities with recommendations related to fair practices, processes and outcomes. The Office will also support and train faculty and staff in best practices to ensure fair treatment for students.

### Work Performed

- Receives and assesses telephone, email, written and in-person inquiries and determines appropriate course of action.
- Analyzes student concerns or complaints that are often complex and multi-dimensional and provides advice and, where appropriate, makes referrals to units and processes internal to UBC and to external agencies.
- Interviews students and other members of the university community in relation to fairness concerns or complaints to gather relevant information in a given case.
- Interacts and communicates with tact and discretion with decision-makers at all levels, including Deans, Associate Deans, heads of units and university legal counsel.
- Consults with the Ombudsperson or the Principal on issues of a complex or novel nature.
- Researches and creates references and resources to develop and maintain a "resource centre" for students in the Office.
- Implements and maintains a database for statistical information and produces reports for the Annual Report and as needed.



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- Completes administrative functions as required regarding, budget recommendations, use of space and purchases of equipment and supplies.
- Prepares correspondence and communications for consideration by the Ombudsperson and the Principal.
- Researches and produces reports for special projects.

### **Supervision Received**

Works independently, in close consultation and collaboration with the Ombudsperson. Under the direction and supervision of the Ombudsperson and the Principal, assists in the conduct of investigations and in the facilitation of resolutions.

### **Supervision Given**

None.

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

The Ombuds Office deals with matters of a highly confidential and sensitive nature involving all aspects of the university and decision-makers from all levels. The Ombuds Officer must exercise judgment, discretion and tact in each situation. Errors could lead to loss of credibility in and damage to the function of the Office and the university as a whole, including exposure to legal liability and negative media attention.

The Ombuds Officer, carries out assigned duties in an independent manner and is responsible for providing sound advice and for seeking clarification from the Ombudsperson, the Principal, and from other resources in the university when required. The Officer is also expected to make judicious and prudent decisions in matters related to budget expenditures and the allocation of resources.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Knowledge of and familiarity with UBC policy, processes and systems preferred. Ability to exercise tact, patience and discretion when dealing with upset and or emotional clients. Ability to deal with sensitive and personal matters with the highest regard to confidentiality and privacy. Experience and demonstrated ability to work effectively and professionally with all members of the university community, including members of faculty, heads of units and representatives of associations and groups within and external to the university. Ability to communicate effectively verbally and in writing, with ability to compose correspondence and prepare reports in clear, concise business English and to draft more complex correspondence for signature. Excellent organizational skills and experience in handling and prioritizing a high volume of cases and competing deadlines. Ability to work effectively independently and in a team environment. Ability to effectively use Word, Excel, PowerPoint, Outlook and Dreamweaver (preferred) at an intermediate level.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14815  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level A **Business Title:** Office/HR Manager  
**Department:** Botany  
**Salary:** \$44,685.00 - \$53,644.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-02-01  
**Job End Date:** 2013-07-31 **Possibility of Extension:** Yes  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2013-01-28 **Available Openings:** 1

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

### Job Summary

This position is responsible for managing the Human Resources requirements for the Department of Botany, as well as the administrative day to day operations of the Main Office. Responsible for the operational maintenance of the BioSciences Building, Departmental facilities and equipment.

### Organizational Status

Reports to and collaborates with the Department Administrator; manages departmental support staff and provides administrative support and management to Faculty, Staff and Students.

### Work Performed

#### Budget and Finances

- Authorizes financial expenses on operating project grants, monitors financial transactions ensuring compliance with university and granting agency policy and budget and accounting constraints. Ensures all expenses are allowable expenditures. This work is performed in absence of the Administrator;
- Forecasts sessional expenditures and prepares a financial report for the Administrator.
- Manages the P-card program within the Department. Approves statement of Account Reports reconciled by the Departmental Purchase Card Coordinator (CUPE 2950 staff)
- Reviews Professional Development Reimbursements for eligible expenses and checks that recipients are eligible for reimbursements.

#### Human Resources

- Keeps up-to-date on HR rules and regulations
- Advises members of the Department in all aspects of HR
- Manages the recruitment process for Faculty (including RAs, PDFs and Sessionals), M&P, technical (CUPE 116), and clerical (CUPE 2950) staff



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- Prepares job descriptions for CUPE 116 and 2950; responsible for posting job descriptions and submitting appointments using the eRecruit system.
- Manages appointment and renewal of Lecturers (12 Month) and Sessional Lecturers. Determines salary based on UBC full-time equivalence services. Calculates and determines salary scale for appointments based on teaching experience and class size. Processes on-line (ISIS) Appointment Forms in compliance with the Sessional Agreement.
- Provides orientation and training to new employees;
- Provides professional advice to the Administrator in the areas of hiring, discipline, evaluation and if necessary termination layoff of employees.
- Monitors vacation and sick leave requests; compiles statistics as required.
- Ensures that collective agreements for CUPE locals 116, 2950 and 2278 are adhered to, and is the primary resource for information regarding the interpretations and implementation of these agreements.
- Manages performance grievance issues within the union environment and reports issues to Administrator that require action.
- Liaison with Faculty Relations, Human Resources and Foreign Worker Recruitment.
- Oversees the maintenance and processing of all personnel records.

### Buildings and Services

- Oversees operational maintenance of Department's facilities and resources
- Manages allocation of departmental office space
- Manages all aspects of renovation and facility development projects, ensuring time and space commitments are followed; resolving problems as they arise; maintaining liaison with project coordinators and architects.
- Advises the Administrator regarding major projects requiring financial approvals and reports on problems that arise.
- Investigates and makes decisions for the lease and purchase of automated office equipment, communication equipment, office furniture and scientific equipment.
- Coordinates equipment repair and maintenance as necessary.
- Oversees data entry and management of Departmental Equipment list

### Safety and Security

- Oversees Departmental safety program and environmental compliance with direction from Department of Botany Safety Committee.
- Ensures that safe work procedures are developed and enforced
- Attends Safety Committee Meetings and informs the Administrator of any safety or security concerns
- Monitors overall safety program performance
- Monitors building security to ensure adequate measures are in place to prevent theft and unauthorized entrance.

### General Administrative Duties

- Responsible for management of human and financial resources, contracts and administrative policies.
- Maintains ongoing awareness of University policies and practices, and provides interpretation, advice, and guidance to Departmental faculty and staff.
- Liaises as necessary with various departments such as Budget Office, IT Services, Faculty Relations, Financial Services, Plant Operations, Project Services, Human Resources, Supply Management, Research Services and Treasury Office.
- Holds signing authorization on all Department PG's key and card requests, telephone service and computer access requests.
- Responsible for submitting, approving and programming of key and card requests.
- Acts as a Departmental representative in a liaison capacity with all administration departments and other academic units, including participation on various administrative committees and groups as appropriate.
- Manages the accumulation, assembly, analyses, and preparation of materials for statistics and reports on various activities of the Department.
- May be required to work on special projects or other duties as required, particularly those which reduce the administrative



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burden on the Department Head and Administrator.

- May be asked to serve on Departmental Committees.
- May assist in updating of Department of Botany Website.
- May be required to perform routine office tasks as assigned.

### **Supervision Received**

Reports to the Department Administrator. Works under limited supervision and has broad guidelines. Sets own priorities based on the work load and receives no day-to-day supervision.

### **Supervision Given**

Hiring manager for two CUPE 2950 employees directly and one CUPE 2950 indirectly. Managing includes hiring, training, establishing workloads and participation in performance evaluation and termination.

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

Effective management of departmental business specifically in the areas of financial responsibility, human resources, labour relations, leadership and facilities is critical in order to maintain the Department's financial and operational effectiveness, satisfaction of granting agencies, and reputation both within and outside the University community. Errors in financial management could result in negative financial consequences. Inefficient use of staff and resources would impact on research and teaching as breakdowns in systems could result in costly losses in terms of research and funding.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Demonstrated experience in office management required; supervisory experience in a unionized environment required; knowledge of university policies and procedures. High degree of computer skills including MS Word, Excel, Access, Outlook, PowerPoint, email, internet and database programs. Experience in the management of research facilities and teaching environments or an equivalent combination of education, training and experience. Must have thorough knowledge of University policies and procedures, financial, analytical and budgetary skills, human resources, record management, space planning, organization and management experience. Ability to interpret and apply collective agreements in a complex, unionized environment. Ability to establish effective relationships with a variety of stakeholders, including unions and associations. Ability to listen actively and attentively, and obtain clarification as required. Ability to prepare cost estimates/projections. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14826		
<b>Location:</b>	Vancouver - Hospital Site		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Administration		
<b>Classification Title:</b>	Administration, Level D	<b>Business Title:</b>	Senior Manager, Strategy & Innovation
<b>Department:</b>	Paediatrics		
<b>Salary:</b>	\$65,656.00 - \$78,819.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-11	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-28	<b>Available Openings:</b>	1

### Job Summary

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

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

As a member of the Department leadership team, the proposed role will oversee the development, implementation and sustainment of strategic actions and innovations across the various pillars of the Department. Providing operational leadership on strategic initiatives, the position facilitates Departmental advancement through the coordinated implementation of the mission, vision, values and priority actions articulated in the Department Strategic Plan. Above all, the position provides vision, content expertise, applied strategy and practical innovations related to the clinical, education, and research mandates of the Department; aiding to position the Department amongst the global leaders in pediatric academic healthcare, fulfilling its stated defined mission.

### Organizational Status

Reporting to the Senior Director, Administration and Patient Care Services, the position will be accountable for the development, coordination, implementation and measurement of strategic actions and innovations. The position will address the themes and actions identified in the 2012 13 Department of Paediatrics Strategic Plan, engage administration, faculty and staff, and pioneer a integrative and collaborative approach to strategy and innovation.



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### Work Performed

Provides leadership, administration, and operational oversight for strategy and innovation within the Department of Pediatrics by managing, strategizing, promoting, planning, developing, instructing, and monitoring activity across various functional areas.

#### Strategic Planning and Direction

- Leads the translation, execution, and implementation of the Departmental Strategic Plan by disseminating information and operationalizing objectives through an integrated approach.
- Leads on-going strategic advancement of the Department by facilitating collaboration across functional units, and acts as a conduit between the clinical and non-clinical services.
- Leads and coordinates ongoing consultancy with Divisions and Faculty; developing and implementing innovative solutions to meet defined needs and or challenges, while building a culture of strategic advancement and innovation throughout the Department.
- Leads and participates in organization-wide strategic planning and goal operationalization.

#### Business Analysis and Applications

- Applies business expertise to develop, project, and meet defined financial targets across functional units; in collaboration with Senior Executive Team and Divisional Managers.
- Leverages relationships with key internal and external stakeholders to explore innovative opportunities for business development, revenue generation and strategic advancements.
- Identifies opportunities for realization of the Departmental provincial mandate through provision of clinical (e.g. telehealth, partnerships with alternative care providers), and non-clinical (e.g. public education) services.
- Directs and deploys resources within across functional areas to support strategic priorities.

#### Innovation and Technology

- Partners with faculty to understand Divisional and or cluster-specific vision and goals; designs, implements and evaluates solutions which address such goals while remaining aligned with Departmental vision, mission and values.
- Applies analytical and communications skills to explore, strategize, assess, present, and respond to qualitative and quantitative metrics across the organization.
- Leverages performance management cycle to motivate faculty and staff in order to support the advancement of strategy and innovation within the Department.

#### Research (Institutional and Administrative)

- Develops, leads, presents and responds to institutional research initiatives utilizing research methodologies in assessment, survey research, statistics and data analysis.
- Develops and leads internal assessment projects focused on strategy and innovation.
- Acts as internal resource for internal research consultation with and across functional units of the Department (e.g. operational process refinement, innovation, technology, logistics)
- Leads the external analysis of national equivalents and global leaders to develop strategies and recommendations based on emerging trends and innovative solutions.
- Liaises with internal and external research communities (academic, clinical and administrative) to promote and represent the evolving identity of the Department.

### Supervision Received

The position works independently under broad directives to achieve goals that are determined in concert with the Department Head and Senior Director, Administration. The position works with great latitude in meeting these goals. Keeps the Department Head and Senior Director, Administration informed and up-to-date on financial and operational issues.

### Supervision Given



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## Staff Job Postings

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None at this time, although this may change as the role develops. Provides guidance, support and content advice expertise to all faculty and staff working on strategic initiatives.

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

As a senior leader, the incumbent makes professional decisions and recommendations, which impact the development, implementation and operations of new and existing projects and programs within the Department. Through its close interaction with partner organizations, this position has direct impact on the credibility and integrity of the Department with the health authorities, government, business and academic communities and various other external stakeholders. As decisions made can create legal and financial liabilities, errors of judgment or procedure, or the inability to meet financial and operational commitments would have direct adverse impact on the operations and reputation of the Department, Faculty, University and partner organizations. Lack of tact, diplomacy or sensitivity in dealing with industry and government contacts could potentially result in missed opportunities, damaged relationships and loss of credibility for the University. Failure to provide sound strategic advice and effective leadership on policy and systems along with timely and accurate financial information would jeopardize the Department's ability to advance its mission and would interfere in decision making and resource allocation.

### **Qualifications**

Undergraduate degree in a relevant discipline. Prefer Master's Degree in Business Administration, Health Administration, and or equivalent combination of education and experience in business, health care, strategy and innovation. Completion of, or willingness to undertake, additional post-graduate education in strategy and innovation, as required. A minimum of 7 years of experience or the equivalent combination of education and experience. A minimum of 7 years of experience or the equivalent combination of education and experience in business, health care, strategy and innovation or in a similar program subject. Certification in process refinement or business strategy optimization (e.g. Lean, Six Sigma), and or equivalent combination of education and experience in a similar program subject. Recent, related experience in areas including process optimization, modeling, institutional research, financial management and reengineering within a clinical or academic setting. Evidenced understanding of strategic planning, market research, business analysis and decision-making within a public-sector environment. Strong understanding of sustainability and social innovation research with proven ability to apply these concepts within a business context using currently established best practices. Ability to quickly grasp complex technical and business concepts and express them in clear language. Experience with creating and managing budgets. Proven ability to work collaboratively within complex teams and systems. Proven aptitude with new technologies with an innovative approach to application. Well-developed written communication skills are a necessity, as this position must regularly produce quality written content on tight timelines. Advanced technical proficiency, including statistical analysis, data modeling; knowledge of SQL preferred. Foundational web development and programming capacity an asset. Well-developed verbal communication skills and an ability to make connections with individuals at all levels of an organization's hierarchy. Flexible and open to changing priorities and managing multiple tasks simultaneously within compressed timeframes.

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



# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14856		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Information Systems & Tech		
<b>Classification Title:</b>	Info.Sytems&Technlgy, Level D	<b>Business Title:</b>	Team Lead
<b>Department:</b>	UBC IT - Service Centre		
<b>Salary:</b>	\$65,656.00 - \$78,819.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-25	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-01	<b>Available Openings:</b>	1

### Job Summary

The Team Lead manages and mentors staff in the day-to-day performance of work, participates in the development of resource plans, and provides technical leadership within various product and service lines.

### Organizational Status

The Team Lead receives operational direction from the Manager of the IT Service Centre and strategic direction from his/her Director. The Team Lead will act as an 'expert' with respect to support of specific IT products or services on various committees and projects and as such will provide expert advice to stakeholders and staff with regard to issues and problems that may arise.

### Work Performed

#### Specific Duties:

- Act as an 'expert' in all aspects of Incident Management, Access Management, Request Management and Event Management as well as fluent understanding of Problem Management and Change Management processes and the interdependencies between the management processes.
- When serving in the capacity of demand management, is responsible for meeting service level agreements and meeting quality and cost metrics.
- Enables Tier 1 team members to obtain service levels daily, and manage quality customer service interactions through coaching and recognition.
- Responsible for creating, revising and disseminating work schedules to ensure UBC IT support coverage meets Service Level commitments for response times.
- Identifies the requirements to revise and update support processes as necessary, securing stakeholder agreements and approvals as required in order to meet defined Service Levels.

#### Core Duties:

- Manages staff in the day-to-day performance of work, provides leadership and mentoring, and uses a wide range of tools and techniques to create and maintain a collaborative, motivated and positive team atmosphere.
- Participates in the development of resource plans to meet staffing, space and equipment requirements. Coordinates and distributes work, monitors workloads and backlogs and makes necessary adjustments. Participates in the recruitment of new staff within respective team.



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## Staff Job Postings

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- Works with staff, project teams and other service providers to manage and coordinate work efforts. Ensures all resources understand and follow appropriate methods, procedures and techniques to successfully complete assigned tasks within committed timeframes and standards.
- Provides input into staff performance assessments, learning and development requirements, and recognition and reward recommendations.
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Develops and implements procedures, methods, standards and controls to foster operational efficiency, monitor compliance, and mitigate risks to achieve team results.
- Performs the more complex elements of the work, applying an advanced level of technical expertise and judgment to achieve desired work outcomes.
- Leads or participates in the selection and negotiation of vendor contracts.
- May serve as a Project Manager on projects and would be responsible for the overall management and success of the project.
- Responsible for product expertise which would include development of new systems, acquisition of new software or hardware packages, changes and enhancements.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### **Supervision Received**

Receives direction from the Manager, IT Service Centre and Director.

### **Supervision Given**

Supervises individual staff and work teams.

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

Makes decisions regarding strategic solutions to business needs or decisions relating to the management of multiple project teams within a technical specialization.

Judgment and decision making that affects information technology security, privacy, and integrity of systems including assessing criticality of incidents and failures in the infrastructure and environment.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in Information Systems or Business preferred.

ITIL certification A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. In-depth knowledge of applications and the business requirements supporting them.

Experience working in education technology.

Experience in managing both custom developed and vendor-supplied applications and systems.

Experience and knowledge of continuing education in personnel and administrative processes, financial concepts, business process, continuous improvement and organizational development.

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





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## Staff Job Postings

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Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to maintain accuracy and attention to detail.

Strong organizational and planning skills.

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

Ability to manage staff performance by establishing standards and goals, evaluating performance, providing feedback, and taking corrective action.

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.

Developing Others - Provides guidance to others on ways of increasing their contribution to the mission, objectives, and values of the organization. Involves individuals in identifying developmental opportunities and provides feedback and recommendations. Involves others in setting development plans. Allocates resources for learning. Responds to requests for solutions to developmental problems.

Strategic Technology Planning - Investigates technology practices, priorities, and direction. Uses the strategic technology plan to set objectives and action plans for a specific work area.

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



# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14849		
<b>Location:</b>	Kelowna - UBC Okanagan		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Information Systems & Tech		
<b>Classification Title:</b>	Info.Sytems&Technlgy, Level D	<b>Business Title:</b>	Team Lead, Service Desk
<b>Department:</b>	UBCO - IT Services		
<b>Salary:</b>	\$65,656.00 - \$78,819.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-18	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-08	<b>Available Openings:</b>	1

### Job Summary

The Team Lead manages and mentors staff in the day-to-day performance of work, participates in the development of resource plans, and provides technical leadership within various product and service lines. The Team Lead, Service Desk, will lead various, often concurrent, projects and participate as a member of project committees or workgroups. This position will approve work schedules and revisions to project deliverables as resources are available.

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

### Organizational Status

The Team Lead, Service Desk supports clients of the IT, Media and Classroom Services department for the UBC Okanagan Campus, including all departments, faculty and staff.

The Team Lead, Service Desk, reports to the Senior Manager, IT Client Services. This position requires extensive contact with faculty and staff. This position provides oversight for the work of the Service Desk team, consisting of several Support Analysts and the Service Desk Coordinator. This position is expected to work closely with members of the IT Infrastructure, Web and Database Development, and Audio Visual Support teams to ensure the goal of combined service delivery is met. This role also works closely with all other leads and managers across IT, Media and Classroom Services to identify areas of improvement on incident, request, and service delivery.

This role is also a key contact in the working relationship between the UBC Southern Medical Program (SMP) and UBC Okanagan IT, Media and Classroom Services.

### Work Performed

#### Specific Duties:

- Manages staff performance by establishing standards and goals, evaluating performance, providing feedback, and taking corrective action.
- Leads various, often concurrent, projects and participates as a member of project



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committees or workgroups.

- Reacts quickly and efficiently to developing situations given minimal data, and evaluates appropriate responses.
- Provides a major point of escalation for customer service issues.
- Assesses and escalates issues to senior management within UBC Okanagan IT, Media and Classroom Services.
- Manages the campus Computer Replacement Program, ensuring that centrally funded computing equipment is replaced on a regular basis and as required.
- Builds and deploys Key Performance Indicators and Metrics to maximize efficiencies on incident, request, and problem management.
- Manages quality service interactions through coaching and recognition.
- Ensures the Service Desk meets customer expectations for service and communication, in terms of both quality and speed.
- Maintains an overview of the status of various projects, and discusses related issues and elements with senior management.
- Partners with others at UBC, customers, and vendors to achieve project outcomes.
- Ensures service continuity by applying resources across all of IT, Media and Classroom Services.
- Acts as an 'expert' with respect to support of specific IT products or services on various committees and projects.
- Provides expert advice to stakeholders and staff with regards to issues and problems that arise with specific IT products or services.
- Identifies the requirements to revise and update support processes as necessary, securing stakeholder agreements and approvals as required in order to meet service level expectations.
- Creates and maintains Service Desk process and policy documentation using established tools.
- Approves the creation, revision, and dissemination of work schedules to ensure support coverage meets service level expectations and response times.

### Core Duties:

Manages staff in the day-to-day performance of work, provides leadership and mentoring, and uses a wide range of tools and techniques to create and maintain a collaborative, motivated and positive team atmosphere.

Participates in the development of resource plans to meet staffing, space and equipment requirements. Coordinates and distributes work, monitors workloads and backlogs and makes necessary adjustments. Participates in the recruitment of new staff within respective team.

Works with staff, project teams and other service providers to manage and coordinate work efforts. Ensures all resources understand and follow appropriate methods, procedures and techniques to successfully complete assigned tasks within committed timeframes and standards.

Provides input into staff performance assessments, learning and development requirements, and recognition and reward recommendations.

Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.

Develops and implements procedures, methods, standards and controls to foster operational efficiency, monitor compliance, and mitigate risks to achieve team results.



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## Staff Job Postings

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Performs the more complex elements of the work, applying an advanced level of technical expertise and judgement to achieve desired work outcomes.

Leads or participates in the selection and negotiation of vendor contracts.

May serve as a Project Manager on projects and would be responsible for the overall management and success of the project.

Responsible for product expertise which would include development of new systems, acquisition of new software or hardware packages, changes and enhancements.

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 Client Services. Keeps Senior Manager, IT Client Services and Support Analyst II's informed of the status of work in progress. Work is reviewed in terms of achievement of desired results.

### **Supervision Given**

Provides supervision, guidance, and instructions to Service Desk staff, consisting of several Support Analysts and the Service Coordinator (all of which are M&P level B). This position works directly with the Senior Manager, IT Client Services and provides input into hiring, firing and performance appraisals for the Service Desk team.

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

The Service Desk is a critical core asset for IT, Media and Classroom Services. This position takes part in ensuring effective deployment and support of all our portfolios associated services. Non-performance will result in a degradation of services that will impact all faculty, staff and students across campus.

### **Qualifications**

Undergraduate degree in a relevant discipline. Computer Science or Information Systems 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. Managerial experience is preferred.

Experience in managing both custom developed and vendor-supplied applications and systems. Experience in and knowledge of personnel and administrative processes, financial concepts, business process, continuous improvement and organizational development.

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.



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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.

Developing Others - Provides guidance to others on ways of increasing their contribution to the mission, objectives, and values of the organization. Involves individuals in identifying developmental opportunities and provides feedback and recommendations. Involves others in setting development plans. Allocates resources for learning. Responds to requests for solutions to developmental problems.

Strategic Technology Planning - Investigates technology practices, priorities, and direction. Uses the strategic technology plan to set objectives and action plans for a specific work area.

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### Job Posting

<b>Job ID:</b>	14793		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Information Systems & Tech		
<b>Classification Title:</b>	Info.Sytems&Technlgy, Level D	<b>Business Title:</b>	Team Lead, Web Services
<b>Department:</b>	MedIT		
<b>Salary:</b>	\$65,656.00 - \$78,819.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-18	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-31	<b>Available Openings:</b>	1

### Job Summary

The Team Lead manages and mentors staff in the day-to-day performance of work, participates in the development of resource plans, and provides technical leadership within various product and service lines. The Web Services team delivers external websites, intranet and eLearning operations to MedIT's clients. The role requires a passion for delivering online content in multiple modalities, an aptitude for technology and a desire to lead highly effective teams

### Organizational Status

- Reports to the Senior Manager, Application Services, Dean's Office, Faculty of Medicine
- Works closely with Faculty of Medicine, Dean's Office Communications
- Works closely with MedIT, Educational Technology team
- Works with UBC teams that deliver services that support the Faculty of Medicine such as the Centre for Teaching and Learning Technology, Blackboard Connect and Public Affairs
- Works with a wide variety of Faculty of Medicine stakeholders across British Columbia
- Oversees the teams that are responsible for the technical delivery of the intranet, the extranet and e-learning operations

### Work Performed

#### Specific Duties:

- Responsible for daily operation of Web Services staff, coordinates the technical and administrative functions of the services including supervision and distribution of work assignments including staff performance evaluation;
- Advise and consults with the Senior Manager on matters involving developments and utilization of efficient and effective services and production methods, including the utilisation of staff and personnel;
- Collaborates widely with IT leadership personnel across the institution to anticipate needs
- Consults and advises MedIT teams and clients on application lifecycle management and application hosting and administrative services;
- Develops, implements and maintains technical procedures, relevant documentation and operational plans;
- Develops test plans and oversees that deployments, new applications or enhancements, are in alignment with technical and functional requirements, and have been appropriately tested;
- Leads the implementation of adequate risk management, disaster recovery and business continuance plans;



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- Manages application issues by overseeing issues are captured and reported appropriately. Delegates issues to ensure requests are prioritized and fulfilled appropriately in line with Service Level Agreements targets for the Web Services team;
- Consults with vendors of third party software and technology partners to communicate prioritized change requests to meet the Faculty of Medicine's requirements;
- Delivers expert support for existing systems in a proactive and service-oriented manner that is in alignment with Faculty of Medicine needs;
- Solicits and documents organizational requirements and processes with stakeholders;

### Core Duties:

- Manages staff in the day-to-day performance of work, provides leadership and mentoring, and uses a wide range of tools and techniques to create and maintain a collaborative, motivated and positive team atmosphere.
- Participates in the development of resource plans to meet staffing, space and equipment requirements.
- Coordinates and distributes work, monitors workloads and backlogs and makes necessary adjustments.
- Participates in the recruitment of new staff within respective team.
- Works with staff, project teams and other service providers to manage and coordinate work efforts.
- Ensures all resources understand and follow appropriate methods, procedures and techniques to successfully complete assigned tasks within committed timeframes and standards.
- Provides input into staff performance assessments, learning and development requirements, and recognition and reward recommendations.
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Develops and implements procedures, methods, standards and controls to foster operational efficiency, monitor compliance, and mitigate risks to achieve team results.
- Performs the more complex elements of the work, applying an advanced level of technical expertise and judgement to achieve desired work outcomes.
- Leads or participates in the selection and negotiation of vendor contracts.
- May serve as a Project Manager on projects and would be responsible for the overall management and success of the project.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

Works with wide latitude. Work is reviewed in terms of achievement of broad project objectives and goals.

### Supervision Given

Manages directly and indirectly through subordinates.

### Consequence of Error/Judgement

Makes decisions regarding application lifecycle management and application hosting and administrative services that support the Faculty of Medicine.

### Qualifications

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience supporting content management systems (i.e. SharePoint or WordPress) and collaborative tools (i.e. SharePoint).

Experience in delivering online content.



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Experience working with communication teams is an asset.

At least two years of managerial experience preferred.

Knowledge of web design standards.

Knowledge of IT service management frameworks.

Knowledge of process improvement frameworks.

Knowledge of the technical capabilities and limitations of online platforms.

Knowledge of SharePoint, WordPress and Blackboard is an asset.

**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.

**Developing Others** - Provides guidance to others on ways of increasing their contribution to the mission, objectives, and values of the organization. Involves individuals in identifying developmental opportunities and provides feedback and recommendations. Involves others in setting development plans. Allocates resources for learning. Responds to requests for solutions to developmental problems.

**Strategic Technology Planning** - Investigates technology practices, priorities, and direction. Uses the strategic technology plan to set objectives and action plans for a specific work area.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14831  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Conf, Accom, Cerem & Events  
**Classification Title:** Conf,Accom,Ceremonies, Level A      **Business Title:** Conference Services Manager  
**Department:** Conferences & Accommodation  
**Salary:** \$41,376.00 - \$49,671.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-02-01  
**Job End Date:** 2013-08-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-01-28      **Available Openings:** 1

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

### Job Summary

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

### Organizational Status

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

### Work Performed

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



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

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

### **Supervision Received**

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

### **Supervision Given**

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

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

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

### **Qualifications**

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

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



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



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## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14850		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Educational Programming		
<b>Classification Title:</b>	Educ. Programming, Level A	<b>Business Title:</b>	Summer Science Program Director
<b>Department:</b>	Institute of Aboriginal Health		
<b>Salary:</b>	\$41,376.00 - \$49,671.00 (Annual)		
<b>Full/Part Time:</b>	Part-Time (50%)		
<b>Desired Start Date:</b>	2013-02-11		
<b>Job End Date:</b>	2013-08-31	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-31	<b>Available Openings:</b>	1

### Job Summary

The Interim Summer Science Program Director plans and supervises staff and recruits youth for this year's Summer Science Program in July. Under the direction of the Education Director and IAH Director takes the lead in recruiting eight Summer Science Program staff and forty Aboriginal youth to participate in the Program. The ISSPD will also take a lead in planning the 25th Anniversary SSP Alumni Celebration in May, and establish an up-to-date ongoing SSP Alumni database.

### Organizational Status

The ISSPD works under the advisory direction of the Education Director, and with the front-line help of one of the IAH work study students. This is a 50% time position that requires the incumbent to work in the office most of the time up until the SSP camp, at which time the incumbent would be expected to live on campus and attend the camp at the First Nations Longhouse and other locations on and off campus.

### Work Performed

- Represent the Institute on the Summer Science Program planning meetings, events and during the Program.
- Design and implement marketing plans for Summer Science Program as necessary.
- Write, edit and oversee production and distribution of SSP materials.
- Manage delivery of Summer Science Program: consult with partners, organize activities, establish timelines, identify milestones, supervise staff and monitor budget to ensure that the Program is on time and on budget.
- Recruit staff for the delivery of the program. Collaborate with the Education Director and IAH Director in interview hiring process.
- Contribute to program planning independently and at times collaboratively with program partners and other departments and programs in the development of SSP pedagogical tools.
- Collaborate with colleagues, staff, committee members to update protocols for the Summer Science Program as necessary.
- Collaborate with Education Director and IAH Director on review and update of SSP content to ensure that curriculum is compliant with Aboriginal Health educational goals.
- Recruit Aboriginal high school students and summer science staff and consult with IAH Director and Education coordinator in interview hiring process.
- Assist in the development and writing of research grant proposals and applications for external funding as needed.
- Assist Education Director in developing long range plans for the delivery of Summer Science programming and identifying and



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setting priorities.

- Conduct research scan of twenty-five years of Summer Science Program to locate participant and staff alumni and create database of SSP participants and staff from the past twenty-five years.
- Manage the recruitment and documentation of stories of the Summer Science Program alumni and staff of the last twenty-five years in collaboration with other IAH staff.
- Produce a final report on the SSP Alumni Celebration and the Summer Science Program, summarizing information, statistics, and other details.
- Assist in development of departmental systems and practices.

### **Supervision Received**

Reports to the Director of the Institute for Aboriginal Health. Works independently and receives feedback and direction from the Education Coordinator and IAH Director. Work reviewed against achievement of project objectives and in terms of quality and effectiveness in meeting educational goals.

### **Supervision Given**

Supervises work of work study students and project staff (i.e. Summer Science Program) to ensure that plans are being followed and deadlines are being met.

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

Consequence of error is high. There is a high degree of interaction with others. Appropriate communication and attention to detail is critical to maintain networks with current partners and establish relationships with potential partners in the education and research community, with UBC faculty & students and within the Aboriginal community. The Aboriginal community is one of the Institute's key stakeholders. A high level of decision making and good judgment is expected.

### **Qualifications**

Undergraduate degree in a relevant discipline. Bachelors degree in Education, Health or Humanities preferred but not required. Minimum of two years experience or the equivalent combination of education and experience. Aboriginal background and experience required. Previous summer camp experience preferred. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to communicate effectively verbally and in writing. Ability to effectively manage multiple tasks and priorities. Ability to develop and maintain cooperative and productive working relationships.

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



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### Job Posting

<b>Job ID:</b>	14848		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Educational Programming		
<b>Classification Title:</b>	Educ. Programming, Level B	<b>Business Title:</b>	eLearning Specialist
<b>Department:</b>	Learning & Technology Services		
<b>Salary:</b>	\$48,261.00 - \$57,935.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-03-01		
<b>Job End Date:</b>	2013-08-31	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-03	<b>Available Openings:</b>	1

### Job Summary

The eLearning Specialist supports the clean-up phase of the migration to the new LMS (From WebCT Vista to BlackBoard 9). S he provides support services related to the LMS migration as needed (writing reports, etc.) and is responsible for providing program and course development services for both online and blended learning environments, as a knowledge and skill resource to the Faculty of Education.

### Organizational Status

The Learning and Technology Services (LTS) offers educational services to advance scholarly and innovative approaches to teaching, learning, curriculum and educational technology practices. The eLearning Specialist will work closely with the faculty and staff members, sessional instructors, external clients, development teams and other departments and agencies on and off the UBC campus. This position reports to the Senior Manager, Learning Design, and will be part of the LTS team that develops, revises and supports Faculty of Education online, blended and technology-enhanced programs and courses.

### Work Performed

- Assists LMS support team for the clean up phase of the migration to new LMS;
- Follows the best practices and standards for the migration as determined by the Senior Manager and Instructional Design team (ie. file management, css stylesheet, etc.) when building the courses;
- Maintains up-to-date knowledge of current information technology techniques and tools.
- Assists instructors in course creation or revision, and the implementation of educational technologies for technology-enhanced, distance and blended learning course offerings;
- Develops course materials, assignments and quizzes; uploads files into the Learning Management System, finds and updates links, edits images, researches and retrieves resources, images and journal articles;
- Develops learning materials, tutorials and seminars to train faculty and staff as required in the use of educational technologies in online, blended and technology-enhanced instructional environments;
- Provides support to ISS under the direction of the Senior Manager, Learning Design.
- Works collaboratively with the LTS team to support academic units and instructors to plan, design and develop educational experiences that enhance learning flexibility and effectiveness;
- In collaboration with other members of the LTS team, shares in the identification, implementation, and evaluation of strategic goals for FoE programs and initiatives;



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- Performs other related duties as required.

### **Supervision Received**

Works directly under the general direction of the Senior Manager, Learning Design. Receives general instructions during orientation and on new projects or changes in procedures. The general product will be subject to review prior to distribution. Work is reviewed for overall effectiveness and achievement of program objectives.

### **Supervision Given**

There are no direct reports to this position.

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

Errors in judgment may result in the inefficient use of resources, insufficient service to faculty and students and extra work for the LTS group to help resolve technical problems arising from the error(s). As an outreach unit in the Faculty of Education, the consequence of staff error could negatively impact the reputation of the Faculty for quality and reliability and affect the enrollment of students. Difficulties in the exercise of judgment, due-diligence and communication will be detrimental to the LTS unit.

### **Qualifications**

Undergraduate degree in a relevant discipline. A Bachelor's degree in Education, Educational Technology, Distance Education, Computer Sciences, or related field preferred. Minimum of four years experience or the equivalent combination of education and experience. Prior experience in the design and development of educational materials delivered at a distance and use of instructional media desired. Knowledge of the university working environment and experience in the development of educational programs will be considered assets. The selected candidate is expected to possess the following key skills and capabilities:

- Advanced MS Word user and familiar with a wide variety of applications and software including LMS, HTML, Dreamweaver, Illustrator, Photoshop, Flash video, Moviemaker or iMovie, Wordpress;
- Strong academic and writing skills;
- Excellent detail skills are required, including the ability to edit complex text material accurately;
- Excellent interpersonal and communication skills in dealing tactfully with public and staff are essential;
- Excellent troubleshooting and problem-solving skills;
- Ability to learn new software programs.
- Ability to read and comprehend technical material.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to gather, record, and organize information.
- An understanding of academic culture and the nature of adult learning;
- A balance of creative, technical, analytical and social interpersonal skills will be an asset;
- Ability to work well with others, demonstrated effective intercultural communication skills, and the ability to deal professionally and diplomatically with faculty, staff, students and the general public;
- Ability to adjust to change and work well under pressure in team environments.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14853  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level B  
**Business Title:** Communications and Change Management Specialist  
**Department:** Payment and Procurement Svcs  
**Salary:** \$56,291.00 - \$67,577.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-04-01  
**Job End Date:** 2014-04-01  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2013-02-07  
**Available Openings:** 1

### Job Summary

The Communications and Change Management Specialist is responsible for change management and communications initiatives in the PPS portfolio and various IT projects. This role works on projects and initiatives with broad and strategic impact; the incumbent will create and execute on a plan to address people change resulting from operational process changes introduced by transformation initiatives. The incumbent works closely with project management teams to strategically implement high-level communications initiatives and provide dedicated communications support. This role also encompasses supporting the delivery of the Financial training strategy. Develops and facilitates a series of training and outreach programs for the Comptroller Portfolio. This will include overseeing development of core curriculums, documentation for public consumption, writing of training manuals and related training materials.

### Organizational Status

This position reports to the Director Payment and Procurement Services. The incumbent interacts and communicates with staff, management, Directors, Human Resources, the office of the VP Finance, Resources and Operations, as well as external agencies as required.

### Work Performed

#### Change Management

- Develop and execute stakeholder engagement communications plans to build organizational and individual commitment to transformation
- In collaboration with initiative leaders, develop and carry out business impact assessments to identify changes to stakeholder ways of working and work environments;
- In collaboration with initiative leaders and various functions, develop and execute change management activities to ensure business readiness and employee engagement in business transformation initiative
- Act as key liaison between the project manager, business leads, subject matter experts and other project team members;
- Work with business leaders management to build commitment to the changes and identify barriers and opportunities to successful implementation;
- Lead and support the business in developing and implementing the change management activities and deliverables;
- Identify and escalate implementation issues to the project manager and work with the project team to solve problem(s).





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### Communications

- Liaises project teams on a regular basis to discuss the planning and implementation of communications projects and upcoming initiatives.
- Plans and executes communications initiatives in a variety of mediums, including print and website.
- Oversees the design and development of a variety of high-level communications projects.
- Manages and or provides professional advice related to employee engagement initiatives, such as the design, creation and implementation of an online presence.
- Ensures all communications materials are consistent with the UBC brand.
- Plans and executes targeted evaluation and feedback of faculty and staff relating to project initiatives, including drafting reports and implementing results-driven communications plans.
- Develops communication related project timelines and schedules, develops estimates and cost projections and advises the Comptroller on the progress of all current projects.
- Drafts presentations, addresses or statements for the Director and other employees to use in various venues.
- Responsible for the communications planner to identify delivery of communications tools and channels

### Learning

- Oversees story-boarding and design of interactive on-line versions of various training modules including quizzes, practice interfaces and voice overlay.
- Evaluates effectiveness of training programs for Finance and PPS.
- Conducts training needs analysis.
- Leads training steering committee and focus groups.
- Works with stakeholders to develop a communications and learning service charter
- Plans, recommends and implements departmental policies and procedures on training;
- Designs and implements training programs and methods of delivery as required;
- Presents training seminars to a variety of stakeholders across both campuses along with relevant subject matter experts.

### Supervision Received

Reports to the Director, Payment and Procurement Services but works with a high degree of independence to plan, prioritize, and execute goals. Works collaboratively and maintains working relationships with individuals across the entire organization.

### Supervision Given

The position supervises CUPE 2950 staff. Has the authority to hire, train, evaluate, discipline and discharge staff. Lead ad hoc teams of departmental employees brought together for the purpose of specific communications-related projects. May oversee the work of consultants and other professionals in order to establish work objectives and review work, as required.

### Consequence of Error/Judgement

The Communications and Change Management Specialist is expected to cultivate good relationships and create change and communications strategies that are sensitive to diverse stakeholders. Poor leadership, or the lack of diplomacy, foresight or sound judgment could have lasting negative consequences to relationships and co-operative efforts between internal and external partners and stakeholders.

This role must deliver strategic and tactical change and communications plans that are accurate, effective, and timely. Failure to do so can jeopardize the success of projects.

### Qualifications

Undergraduate degree in a relevant discipline. University degree in communications preferred. Minimum of five years experience or the equivalent combination of education and experience. - Familiarity with PeopleSoft FMS and HRMS, Hyperion Planning, UPK and OBIEE applications is an asset.



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- Experience working with Drupal web content management system, Adobe Captivate, Dreamweaver, Photoshop and visio.
- Experience in writing, project coordination and web publishing.
- Knowledge of various training development, methods, and principles is required.
- Knowledge of web design, web development is required.
- Ability to communicate effectively verbally and in writing.
- Ability to develop and deliver effective presentations.
- Ability to apply a structured organizational change management approach and methodology
- Experience in writing learning material content
- Implementing IT changes
- Ability to create measurement systems to track adoption, utilization and proficiency of individual changes
- Ability to execute on all deliverables
- Work independently with minimal direction
- Work with project team to integrate change management activities into the overall project plan
- Ability to manage multiple deliverables that have overlapping completion dates
- Lead and or coach teams team members
- Effective Communicator (written and verbal)
- Facilitation and coordination experience in OCM and Learning project planning, execution, reporting, monitoring and evaluation
- A solid understanding of how people go through a change and the change process
- Ability to relay or explain complex issues or deal with difficult situations
- Ability to think systematically and critically
- Negotiation and conflict resolution skills
- Problem solving skills and root cause identification skills
- Experience in managing teams, including demonstrated ability and comfort with decision making, coaching and mentoring
- The ability to inspire and build confidence in others
- Ability to influence others and move toward a common vision or goal
- Strong analytic and decision making abilities
- Ability to foster relationships and partnerships with internal and external stakeholders
- Experience and knowledge of OCM principles and methodologies
- Familiar with project management approaches, tools and lifecycle
- Expertise in MS Office suite, including MS Project

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### Job Posting

<b>Job ID:</b>	14855		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Marketing & Sales		
<b>Classification Title:</b>	Marketing & Sales, Level B	<b>Business Title:</b>	Marketing and Communications Specialist
<b>Department:</b>	UBC IT - Communications		
<b>Salary:</b>	\$52,121.00 - \$62,570.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-25	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-01	<b>Available Openings:</b>	1

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

### Job Summary

The UBC Information Technology department offers core IT products and services to over 40,000 UBC students, and 12,000 Faculty and Staff. This position develops and implements specialized marketing, advertising, and communications initiatives for the various services and projects for the department. Major responsibilities include: development and implementation of departmental marketing plans; developing and implementing specialized internet, print and brochure marketing and advertising initiatives; developing marketing and promotional schedules for each of the programs, services, and or projects; preparing and reporting on marketing activities; development of new promotional materials; developing marketing survey and research tools; ensuring online presence is consistent with marketing materials; development and adherence to budgets; development of marketing and communications initiatives; coordinating and participating in event planning initiatives; provides consultation to various business units within the department in developing communications plans; oversees contracts and services provided by internal or external service providers; maintains the department's social media presence; monitors and supervises student staff; coordinates market research with stakeholders; participates in the development of communications policies and performing other related duties.

### Organizational Status

This position resides within the Communications team, within Client Services group. The Marketing and Communications Specialist reports directly to the Manager, Communications. The position has extensive contact with various groups and positions within the Information Technology department and other departments and groups within the UBC Community. This position has interdependencies with:

- Manager and staff within the Communications team
- Director, Client Service Manager and Business Analysts within the Client Services group
- IT project teams
- IT Service Managers
- Marketing and Communications - adheres to UBC standards and guidelines in accordance with the UBC communications policies
- Student Services - participates on cross campus projects or committees
- Other UBC departments as part of joint initiatives

### Work Performed



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- . Develops marketing and communications plans for various products, services and projects, ensuring that marketing and communications plans for various products and services align with the departmental plan.
- . Develops annual budget for marketing activities, in consultation with Manager, Communications.
- . Develops and maintains documentation, templates, and guidelines for the IT Communications Office.
- . Provides guidance and training to IT staff on communications, marketing, and event planning.
- . Implements sales or marketing initiatives for various products and services offered by UBC IT
- . Creates and updates existing marketing or promotional materials.
- . Promotes the IT Department, IT products and services, and projects to various audiences within the UBC community.
- . Participates in event planning, and assists in the implementation of the event plan.
- . Researches customer groups for marketing and communications purposes.
- . Tracks and measures effectiveness of all communications, marketing and advertising.
- . Recommends ways to increase UBC IT visibility.
- . Produces marketing materials and presentations as required.
- . Provides communications support for crisis communications
- . Provides advice and training to staff on best practices for written communications.
- . Assist in the development, maintenance and updating of internal sites such as departmental intranet and external websites.
- . Assists in the development of social media strategy.
- . Monitors and engages in social media channels on behalf of UBC IT.
- . Develops and administers customer surveys for all UBC IT products and services.
- . Provides monitoring and supervision to student staff
- . Maintains technical skills and professional accreditations as appropriate.
- . Supports the Communications team in web design and redevelopment. Conducts user reviews as appropriate.
- . Makes all necessary contacts, obtains signatures and authorizations for any necessary forms and notify any and all necessary participants needed to analyze, develop, deploy and support a project or application.
- . In consultation with service owners and other stakeholders, identify communications and marketing needs and customer feedback mechanisms.
- . Keeps up to date and thoroughly conversant with IT products and services and issues, both on and off campus.
- . Other duties as required.

### **Supervision Received**

Receives guidance and direction from the Manager, Communications.

### **Supervision Given**

May monitor and supervise part-time students.

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

The Communications team is tasked with the creation of UBC IT's online presence, to build awareness in the campus community of IT products and services, and to create processes that remove workflow barriers for customer groups both within UBC IT and the larger community. As the online support presence this team creates the online persona of UBC IT and therefore influences the reputation of the department.

The Marketing and Communication Specialist is responsible for the planning and day-to-day implementation of IT communications and marketing plans, and for providing effective mechanisms for obtaining customer feedback. Poorly implemented marketing plans and communications strategies will impact the ability of the campus community to locate information about IT products and services. Ineffective communications impacts on the overall effectiveness of IT. Poorly written or inaccurate and dated information reflects on the reputation of UBC IT and may result in customers receiving inaccurate information or being unable to make necessary decisions.



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Consequences of error could result in financial loss to UBC IT or the customer, inability for the community to locate information or access services in a timely manner and therefore a loss of goodwill for UBC IT.

### Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. - Experience in developing and implementing event plans and promotional campaigns.

- Experience in creating market research surveys and marketing plans.
- Experience writing for print publications or advertising copy. Demonstrated ability to effectively use various design programs and preparing files for web and print using Photoshop, Illustrator, Fireworks, InDesign, Flash, HTML. Demonstrated presentation skills. Must be able to impart technical information to audiences with mixed levels of ability. Highly organized, strong attention to detail, accuracy, and presentation of information.

Able to take on multiple projects simultaneously in a fast-paced environment and meet deadlines. Ability to think creatively with a strong understanding of how to build client focused solutions and value propositions.

Must have high energy and a passion for marketing, and enjoy interacting with people. Ability to exercise tact and discretion. Constructively challenges the status quo; demonstrates flexibility and effects change in a positive manner. 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.

### Communicating 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.

### Building Relationships:

Establishes and maintains relationships with peers and contacts with access to information and to key business partners. Shares information and advice on how to get things done and who to involve.

### Change Advocate:

Participates in change initiatives by implementing new directions and providing appropriate information and feedback. Offers ideas for improving work and team processes. Experiments with new approaches and improves productivity through trial and error.

### Initiative:

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

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### Job Posting

<b>Job ID:</b>	14839	
<b>Location:</b>	Vancouver - Point Grey Campus	
<b>Employment Group:</b>	Management&Professional (AAPS)	
<b>Job Category:</b>	Nursing	
<b>Classification Title:</b>	Nursing, Level A	<b>Business Title:</b> Clinical Research Nurse
<b>Department:</b>	Neurology Division	
<b>Salary:</b>	\$ 28.58 - \$ 34.30 (Hourly)	
<b>Full/Part Time:</b>	Part-Time	
<b>Desired Start Date:</b>	2013-02-01	
<b>Job End Date:</b>	2014-01-31	
<b>Funding Type:</b>	Grant Funded	
<b>Other:</b>	Leave Replacement	
<b>Date Closed:</b>	2013-01-29	<b>Available Openings:</b> 1

### Job Summary

The Clinical Research Nurses will administer study treatments to research subjects via intravenous infusion and monitor the subject's course thereafter in clinical trials for the UBC Clinic for Alzheimer Disease and Related Disorders research group. The clinical trials are generally international and multicentre and involve novel treatments for Alzheimer Disease.

### Organizational Status

- Reports directly to the Principal Investigator of the research unit.
- Interacts and works closely with research subjects and their caregivers as part of the clinical trial.
- Interacts and works closely with the study coordinator, clinicians and staff members of the UBC Division of Neurology and Clinic for Alzheimer Disease and Related Disorders.
- Ensures the implementation of the study protocols among the UBC facilities.

### Work Performed

- Implements study procedures in accordance with research protocols (must be well versed with the study protocol).
- Writes and maintains detailed source documentation for each subject visit.
- Provides subject education on study procedures as necessary.
- Organizes and participates in the assessment of study participants, including physical examinations, under the direction of the Principal Investigator and according to the protocol.
- Ensures accurate and timely data collection and troubleshoots data collection issues.
- Performs venipuncture, sets up IV's and gives IV infusions.
- Takes 12 lead electrocardiograms.
- Takes vital signs and assesses subjects for any adverse events.
- Reports to the Principal Investigator with any concerns or problems with a study subject.
- Responsible for administering investigational drug or treatments.
- Participates in study start-up meetings and site initiation meeting.
- Provides assistance as required to the study sponsors and their monitors.
- Provides in-service to other hospital departments (wards or diagnostic areas) to ensure that the study protocol is adhered to and that all protocol-related diagnostics are conducted correctly.



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- The infusion unit is on the first floor of the Koerner Pavilion in the UBC Hospital with both natural and fluorescent lighting. There are routine hazards associated with working on a medical ward.

### **Supervision Received**

- Reports directly to the Principal Investigator.
- The Principal Investigator will oversee performance and results of the study and will provide supervision and direction as required; however, in general the Research Nurses must be able to work independently.

### **Supervision Given**

- None.

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

- The Research Nurses must be able to exercise good judgment. An error or incorrect decision within the realm of a drug study may not only result in a protocol violation; it may also expose the study participant to unnecessary or added risk.
- It is expected that the Research Nurses, although expected to work independently, will also work within his/her level of knowledge, expertise and qualifications. The Nurses must recognize when the Investigator or appropriate medical personnel should be consulted or advised of a finding or concern, whether or not it is related to the investigation treatment or procedures.
- Study may be jeopardized if not conducted according to ethical requirements as laid out by the University and by regulatory authorities.
- Study files must be kept secured to ensure that patient confidentiality is not compromised.
- An error within the realm of a research study may result in biased or incomplete data and skewed study results.
- Any procedure or data record as part of the project must be accurate and must accurately reflect the work performed.
- All research sites and their records are subject to audits by the regulatory authorities (such as Health Canada and the FDA), internal audits by the study sponsor and audits by the UBC Clinical Research Ethics Boards. All of these authorities have the ability to close or censure a research site for non-compliance to a protocol or a breach in Federal guidelines.

### **Qualifications**

Registered Nurse Certificate. Bachelor of Science degree in Nursing. Minimum of one year experience. Minimum one year of related clinical experience. Experience with 12 lead ECG's, venipuncture, and IV infusions. Experience with, and knowledge about, special populations such as patients with dementia. Experience with the conduct of clinical trials. Working knowledge of research methodology and design. Appropriate knowledge of medical ethics. Ability to effectively use computers and computer software. Ability to communicate effectively verbally. Ability to communicate effectively in writing. Ability to gather, record, and organize information. Ability to exercise sound judgment. Ability to make thoughtful, informed, and thorough decisions. Ability to work independently with minimal supervision. Ability to work in a team environment.

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### Job Posting

<b>Job ID:</b>	14838		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Nursing		
<b>Classification Title:</b>	Nursing, Level A	<b>Business Title:</b>	Clinical Research Nurse
<b>Department:</b>	Neurology Division		
<b>Salary:</b>	\$ 28.58 - \$ 34.30 (Hourly)		
<b>Full/Part Time:</b>	Part-Time		
<b>Desired Start Date:</b>	2013-02-01		
<b>Job End Date:</b>	2014-01-31	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Grant Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-29	<b>Available Openings:</b>	1

### Job Summary

The Clinical Research Nurses will administer study treatments to research subjects via intravenous infusion and monitor the subject's course thereafter in clinical trials for the UBC Clinic for Alzheimer Disease and Related Disorders research group. The clinical trials are generally international and multicentre and involve novel treatments for Alzheimer Disease.

### Organizational Status

- Reports directly to the Principal Investigator of the research unit.
- Interacts and works closely with research subjects and their caregivers as part of the clinical trial.
- Interacts and works closely with the study coordinator, clinicians and staff members of the UBC Division of Neurology and Clinic for Alzheimer Disease and Related Disorders.
- Ensures the implementation of the study protocols among the UBC facilities.

### Work Performed

- Implements study procedures in accordance with research protocols (must be well versed with the study protocol).
- Writes and maintains detailed source documentation for each subject visit.
- Provides subject education on study procedures as necessary.
- Organizes and participates in the assessment of study participants, including physical examinations, under the direction of the Principal Investigator and according to the protocol.
- Ensures accurate and timely data collection and troubleshoots data collection issues.
- Performs venipuncture, sets up IV's and gives IV infusions.
- Takes 12 lead electrocardiograms.
- Takes vital signs and assesses subjects for any adverse events.
- Reports to the Principal Investigator with any concerns or problems with a study subject.
- Responsible for administering investigational drug or treatments.
- Participates in study start-up meetings and site initiation meeting.
- Provides assistance as required to the study sponsors and their monitors.
- Provides in-service to other hospital departments (wards or diagnostic areas) to ensure that the study protocol is adhered to and that all protocol-related diagnostics are conducted correctly.





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- The infusion unit is on the first floor of the Koerner Pavilion in the UBC Hospital with both natural and fluorescent lighting. There are routine hazards associated with working on a medical ward.

### **Supervision Received**

- Reports directly to the Principal Investigator.
- The Principal Investigator will oversee performance and results of the study and will provide supervision and direction as required; however, in general the Research Nurses must be able to work independently.

### **Supervision Given**

- None.

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

- The Research Nurses must be able to exercise good judgment. An error or incorrect decision within the realm of a drug study may not only result in a protocol violation; it may also expose the study participant to unnecessary or added risk.
- It is expected that the Research Nurses, although expected to work independently, will also work within his/her level of knowledge, expertise and qualifications. The Nurses must recognize when the Investigator or appropriate medical personnel should be consulted or advised of a finding or concern, whether or not it is related to the investigation treatment or procedures.
- Study may be jeopardized if not conducted according to ethical requirements as laid out by the University and by regulatory authorities.
- Study files must be kept secured to ensure that patient confidentiality is not compromised.
- An error within the realm of a research study may result in biased or incomplete data and skewed study results.
- Any procedure or data record as part of the project must be accurate and must accurately reflect the work performed.
- All research sites and their records are subject to audits by the regulatory authorities (such as Health Canada and the FDA), internal audits by the study sponsor and audits by the UBC Clinical Research Ethics Boards. All of these authorities have the ability to close or censure a research site for non-compliance to a protocol or a breach in Federal guidelines.

### **Qualifications**

Registered Nurse Certificate. Bachelor of Science degree in Nursing. Minimum of one year experience. Minimum one year of related clinical experience. Experience with 12 lead ECG's, venipuncture, and IV infusions. Experience with, and knowledge about, special populations such as patients with dementia. Experience with the conduct of clinical trials. Working knowledge of research methodology and design. Appropriate knowledge of medical ethics. Ability to effectively use computers and computer software. Ability to communicate effectively verbally. Ability to communicate effectively in writing. Ability to gather, record, and organize information. Ability to exercise sound judgment. Ability to make thoughtful, informed, and thorough decisions. Ability to work independently with minimal supervision. Ability to work in a team environment.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14823		
<b>Location:</b>	Vancouver - Hospital Site		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Nursing		
<b>Classification Title:</b>	Nursing, Level B	<b>Business Title:</b>	Research Nurse
<b>Department:</b>	Obstetrics & Gynaecology		
<b>Salary:</b>	\$56,291.00 - \$67,577.00 (Annual)		
<b>Full/Part Time:</b>	Part-Time (75%)		
<b>Desired Start Date:</b>	2013-02-04		
<b>Job End Date:</b>	2014-02-03	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Grant Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-28	<b>Available Openings:</b>	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

Working within the Women's Health Research Institute, you will be responsible for providing clinical and research support to the Principal Investigator(s) and program manager(s). Your other responsibilities will include assisting the HPV Research Program and or the HIV Research Program with other research studies. In this position, you will monitor and interpret results of research subjects' clinical evaluation and inform investigators of the clinical progress of study subjects. Additionally, you will create and maintain quality medical research documentation on research subjects. You will assist investigators to ensure completion of all clinical research activities required by the research protocol.

### Organizational Status

You will participate as a member of an interdisciplinary clinical research team and be responsible for providing clinical and research support to the Principal Investigator and performing research activities as delegated by the investigator and or project manager. To be successful in this position, you will need to build relationships with investigators, hospital staff, industry, government, other centers, pharmacies, laboratories, medical residents and fellows, and patients.

### Work Performed

- Review study protocol and consults with investigators, clinical staff, hospital staff and administrators, and sponsors to ensure the study is conducted as per protocol.
- Ensure appropriate hospital services are set up as needed to conduct the study, eg. Laboratory.
- Recruit and screen research subjects for entry into the study. Review and evaluate patient records to determine clinical study eligibility.
- Maintain regulatory approvals and associated documentation and acquire necessary approvals from -Children's and Women's Research Review Committee and Research Ethics Board.
- Provide patient education regarding participation in the clinical study and participate in the informed consent process. Provide verbal and written description of the background and purpose of the study.
- Support research participants' understanding of the procedures, potential risks, and possible benefits inherent to their involvement in the study.
- Communicate with other research and clinical staff to coordinate study visits with any other scheduled or potential clinical visits. Perform proper medical documentation of clinical research activities and maintain research subject records.



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## Staff Job Postings

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- Perform medical and social histories on subjects as delegated by the investigator.
- Monitor laboratory testing and results: review and report as appropriate.
- Complete case report forms and follow up on data queries.
- Develop tools to aid in protocol implementation and administration, and documenting protocol deviations and adverse events.
- Obtain information related to SAEs and report to Study Coordination Centre Sponsor within appropriate timelines.
- Conduct clinical research procedures, such as gynaecological examinations, Pap tests, STI tests, vaccine administration.
- Perform other study related duties as assigned.

### **Supervision Received**

Works under supervision although performs routine duties independently. Work is performed in accordance with established procedures and well-defined standard practices.

### **Supervision Given**

May give technical guidance to clerical staff but no direct supervisory responsibilities.

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

The Research Nurse is required to conduct all research activities in an ethical manner suited to proper activities of the University of BC and to the professional organizations governing him herself and those governing the activities of the Principal Investigator and all other investigators. Any procedures or data recorded as part of the trial must be accurate and must accurately reflect the work performed. Errors could result in damage to the reputation of the Principal Investigator and the University of BC.

### **Qualifications**

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nurse Practitioner Clinical Associates require post-graduate degree in Nursing and Nursing Licensure in British Columbia. Bachelor of Nursing degree preferred. 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 in clinical research. Ability to initiate and conduct research projects.

Ability to communicate effectively verbally and in writing.

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

Ability to work effectively independently and in a team environment.

Working understanding of Good Clinical Practice Guidelines and Standard Operating Procedures, and a basic understanding of Health Canada and FDA regulations as they pertain to clinical research.

Broad general clinical knowledge and skills to support research in a therapeutic setting.

Experience in an HIV setting would be an asset.

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

Specific clinical skills needed for this position include Pap smear screening, pelvic examinations, vaccine administration, and phlebotomy.

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

Other skills necessary for this position include: computer experience including MS Office and Excel, and you must be creative, detail-orientated, and an excellent problem solver.

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



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## **Staff Job Postings**

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



### Job Posting

<b>Job ID:</b>	14804		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Nursing		
<b>Classification Title:</b>	Nursing, Level B	<b>Business Title:</b>	Clinical Associate/Clinical Simulation Educator
<b>Department:</b>	Nursing, School of		
<b>Salary:</b>	\$56,291.00 - \$67,577.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-01		
<b>Job End Date:</b>	2013-12-31	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-31	<b>Available Openings:</b>	1

### Job Summary

Clinical Associate Clinical Simulation Educator assists with the planning, implementation and evaluation of the clinical and simulation lab learning components of undergraduate nursing courses; Clinical Associate Clinical Simulation Educator educates students in a participatory, interactive and inclusive environment to develop competency and capacity for critical judgment, decision-making and mastery of entry level competencies within the broader context of comprehensive patient client care.

### Organizational Status

Dual reporting to the Clinical Skills and Simulation Lab Coordinator (faculty) and the Associate Director Undergraduate Programs as required; Collaborates with Course Leaders and Clinical Practice Lab instructors; Supervises students in clinical practice settings and in simulation lab setting as described in "Supervision Given".

### Work Performed

#### 1) Clinical Supervision of students

- Actively participates in the teaching of nursing competencies in the clinical practice skills labs and Clinical supervision of a group of students in a hospital or community health setting
- Assigns students to provide direct care to patient client
- Assesses student's initial skill level and identifies the need for teaching of new skills
- Monitors and evaluates students' skill performance to ensure that accepted practice standards are maintained
- Directs supervision and teaching of skills as appropriate to direct patient care in the clinical setting.
- Attends orientation session(s) at clinical sites as may be necessary.
- Assists course leaders with the theoretical component of clinical coursework, such as grading required papers or delivering lecture(s)
- Participates in team activities relative to planning, implementing and evaluating the clinical component of the undergraduate program.

#### 2) Clinical Simulation Lab Educator

- Collaborates with CSL Coordinator, Course Leaders and nursing education faculty in designing and utilizing simulation based learning activities that correlate with course objectives.
- Develops and translates nursing care scenarios requested by faculty into a skills lab setting utilizing human patient



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simulation equipment.

- c) Provides instructional support in the lab for students and faculty to improve competencies and skills in meeting course objectives.
  - d) Develops simulation related teaching materials such as faculty resource guides, student guidelines and simulation documentation and provides guidance, instruction and support for colleagues using clinical skills and simulation labs.
- 3) Supervises scheduled independent student practice in clinical skills and simulation labs.
- a) Demonstrates nursing skills to students as required.
  - b) Provides direction and feedback to students relative to the stated performance guidelines for that skill.
  - c) Attends faculty pre-labs scheduled labs related to skills being supervised.
  - d) Takes initiative to assess own knowledge and skills to remain effective in clinical skills lab.
- 4) Performs miscellaneous job-related duties as assigned.

### **Supervision Received**

Works independently and interdependently in clinical settings.

Reports to the Clinical Skills and Simulation Lab Coordinator (faculty) re simulation and lab teaching and learning matters;

### **Supervision Given**

Supervises and is responsible for students (normally 6; maximum 12) in the clinical areas; provides direct supervision of student performing skills.

Supervises and provides direction to students during scheduled and independent lab practice;

Provides direction to teaching assistants where necessary;

Accountable for helping and teaching others and providing on-the-job training or guidance.

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

Lack of effort and or error in judgment would impact on the clinical performance of nursing students and safe care for patients in clinical sites and result in safety risks for faculty and students working in the lab and have negative impact on student learning experiences.

### **Qualifications**

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nurse Practitioner Clinical Associates require post-graduate degree in Nursing and Nursing Licensure in British Columbia. Master's degree in Nursing preferred. Currently credentialed and active Registered Nurse holding registration with the college of Registered Nurses of British Columbia (CRNBC) 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. At least 2 years clinical experience preferably in an adult acute care setting; has experience teaching nursing students in an academic setting or direct clinical supervision in practice; familiarity with operational, facilities, and equipment requirements of a nursing skills simulation laboratory; Exceptional interpersonal skills; Teaching experience and or a keen interest in teaching.

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## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14786		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Human Resources		
<b>Classification Title:</b>	Human Resources, Level A	<b>Business Title:</b>	Compensation Associate
<b>Department:</b>	Human Resources		
<b>Salary:</b>	\$44,685.00 - \$53,644.00 (Annual)		
<b>Full/Part Time:</b>	Part-Time (50%)		
<b>Desired Start Date:</b>	2013-01-28	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-15	<b>Available Openings:</b>	1

### Job Summary

Working in partnership with stakeholders and employee groups, the Compensation section has responsibilities in job evaluation, salary costing and administration, market surveys, and reward and recognition initiatives. The section also has responsibilities in providing interpretation and administration of collective agreements and other agreements and handbooks governing job evaluation and salary administration.

The Compensation Associate has responsibilities in evaluating and classifying jobs; providing general advice to client departments regarding job evaluation and salary administration; developing and maintaining databases for data analyses and costing, conducting market research and surveys; participating in the development of job guidelines; and assisting with salary administration. The position will also be expected to participate in project initiatives.

### Organizational Status

Reports to the Manager, Compensation. Works closely with Compensation Consultants, Human Resources Advisors and Associates, Organizational Development and Learning practitioners, and members of the Benefits team on matters relating to organizational restructuring, salary administration, job evaluation, and collective bargaining. Interacts extensively with departmental administrators and counterparts in external organizations.

### Work Performed

Evaluates and classifies new and vacant positions for job postings by researching comparators and processing documents.

Advises employees and departments on the classification processes and engages in reviews of positions for reclassification.

Develops and maintains a variety of databases for statistical and tracking purposes. Supports the Compensation team in the development and maintenance of salary structures for all the employee groups.

Supports the Compensation Team in the development of survey questionnaires and conducts market research and conducts and completes surveys. Participates in compiling, analysing and presenting market data from surveys for various employee groups.

Develops and maintains databases for salary administration purposes. Articulates orally and in writing to employees and client



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departments regarding the interpretation of collective agreements and handbooks on salary administration matters. Provides general information and advice to client departments regarding salary administration.

Analyses a variety of statistics and prepares reports on staff matters for use by Human Resources staff, senior University Executive, and the Board of Governors.

Participates in the preparation of data analysis and costing for Public Sector Employer Council (PSEC). This involves retrieval, compilation and summarization of data in accordance with government regulations.

Participates in a variety of Compensation or HR projects to enhance and improve salary administration for employee groups.

Performs other duties as related to the job.

### **Supervision Received**

Works under the general direction of the Manager, Compensation and in accordance with established principles and methods. Works closely with and takes direction from the Compensation Consultants.

### **Supervision Given**

May be required to delegate and oversee the work of temporary clerical staff.

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

Exercises initiative and independence to meet unusual situations. Exercises judgment based upon a thorough knowledge of procedures, guidelines, agreements and regulations and make decisions based on them. Provision of accurate advice and information in a timely manner enhances the effective and efficient operation of the Compensation section and client departments.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two to three years of related experience or the equivalent combination of education and experience. Minimum of two to three years of related compensation experience in a complex, unionized environment, or the equivalent combination of education and experience. Good knowledge of current human resources management practices. Is flexible, confident and self-motivated. Excellent oral, written and organizational skills. Excellent technical and analytical skills and in utilizing PC software such as Windows MS Office including Word, Excel and PowerPoint. Ability to establish and maintain supportive working relationships with client departments. Ability to establish and maintain effective working relationships with union and association representatives. A team player. Ability to set priorities, work under pressure and meet deadlines.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14832		
<b>Location:</b>	Kelowna - UBC Okanagan		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Supply Management		
<b>Classification Title:</b>	Supply Management, Level A	<b>Business Title:</b>	Procurement Officer
<b>Department:</b>	UBCO - IT Services		
<b>Salary:</b>	\$48,261.00 - \$57,935.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-01-31	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-28	<b>Available Openings:</b>	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

Under the overall direction of the Project Manager, IT Business Services, the Procurement Officer is responsible for managing procurement activities for IT, Media & Classroom Services, ensuring cost effectiveness commensurate with quality. All activities shall be in accordance with the University's standard practices and all municipal, provincial and federal laws. The incumbent will comply with Supply Management's code of ethics.

### Organizational Status

Reporting to Project Manager, IT Business Services, the Procurement Officer provides procurement support for departments, faculties, and units. Works closely and liaises with all levels of Supply Management staff and establishes and maintains close working relationships with administration, management, faculty and staff of all levels outside of IT, Media & Classroom Services.

### Work Performed

#### Specific Duties:

The Procurement Officer works independently and proactively under the general direction of the Project Manager, IT Business Services to support Departments, Faculties, and units. The Procurement Officer's main areas of responsibility are: tendering processes; strategic procurement of equipment, services and supplies; supporting supplier relationships; providing expertise and guidance to staff engaged in supply chain activities.

#### 1. Procurement of Goods and Services

- Ensures that all procurement is in compliance with regulations and laws and related procurement practices and in accordance with the University's standard practices.
- Promotes and adopts Sustainable Supply Chain concepts where appropriate.
- Reviews and monitors purchase requests to ensure compliance.
- Provides consistent sourcing and contracting activities through the use of standard tendering document templates (primarily Request for Proposals, Request for Qualifications, Request for Tenders), maintaining adherence to established Supply Management sourcing processes and practices.
- Reviews tender and award documentation with respect to the developed evaluation criteria.



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- f. Responsible for awarding a contract with consensus from the respective department.
  - g. Responsible for contributing to the category management activities (contract management; effective sourcing research and development; etc.) of Strategic Sourcing.
2. Providing Procurement Guidance and Assistance
- a. Provides guidance and assistance to faculty and staff in all aspects of procurement, including the interpretation of related policies and procedures.
  - b. Provides guidance and assistance to research grant holders (CFI, NSERC, etc.), both at the application and final award stages. This requires extensive University, as well as grant, process knowledge and includes the interpretation of related regulations, policies and procedures.
  - c. Coordinates and resolves problems with end user department and suppliers.
  - d. Demonstrates the procurement function as an effective resource for addressing supply chain issues within UBC.
  - e. Working closely with the Purchasing Operations group, communicates with and educates user departments on the correct and consistent usage of appropriate workflow channels to effectively maximize their utilization of Procure-to-Pay programs and processes.
  - f. Maintains active relationships with, as well as current knowledge of Strategic Sourcing and Purchasing Operations and provides technical knowledge assistance for routine and intermediate situations.
  - g. Working with the Purchasing Operations group, the incumbent provides the campus with overall Purchasing Operations advice and education as when required (Purchase Requisitions, Purchase Orders, Procure-to-Pay products and services) escalating Purchasing Operations' issues to the Purchasing Operations Manager or Purchasing Operations staff as when appropriate.
3. Records and Document Management
- a. Prepares and maintains accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up for furtherance to other Supply Management staff for ongoing management.
  - b. Assists in the preparation of, procurement related reports .
  - c. Responsible for ensuring that assigned tender activities are acted upon and completed within the targeted turnaround times as a Key Performance Indicator (KPI).
  - d. Responsible for contributing to and tracking cost savings negotiated savings as Key Performance Indicators (KPI) on all procurements.
4. Supplier Development and Maintenance
- a. Promotes and develops contact with external suppliers to establish new sources of supply.
  - b. Coordinates and or conducts interviews with current suppliers to improve levels of customer services.
  - c. Collects and reports statistics to measure commodity and or supplier performance.
5. Leadership and Mentorship
- a. Analyzes current procurement activities and recommends improvement through more efficient procurement methods, quantity discounts, standardization, value analysis and cooperative procurement.
  - b. Reports on lessons learned to the Project Manager, IT Business Services.
6. Performs other related duties as required

### **Supervision Received**

Reporting directly to the Project Manager, IT Business Services, the incumbent works collaboratively with all staff within Supply Management and the campus community at large. Decisions have a direct impact on the success of IT, Media & Classroom Services operational goals, policies and procedures. Performance is evaluated against project and or objectives, as measurable results are achieved.

### **Supervision Given**



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None

### Consequence of Error/Judgement

Supply Management and the procurement processes governed therein play a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The Procurement Officer is a key stakeholder and plays an important role in the successful delivery of optimum procurement tools for the University. Decisions and actions taken or ignored by the Procurement Officer will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment or failure to act decisively could have a detrimental effect within Supply Management and on the campus at large. Recommendations made by the incumbent which have been poorly analyzed can lead to increased costs to the University, and or negative legal consequence. Failure to uphold Supply Management's Mission Statement and ethical principals could result in a loss of confidence in Supply Management's leadership within the UBC community.

### Qualifications

University degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Purchasing Management Association of Canada designation or training would be considered an asset: SCMP Designation, Certificate in Purchasing or Diploma in Supply Management. Knowledge and experience with an integrated Enterprise Resource Planning (ERP) system. Public sector purchasing experience is an asset. Ability to understand and apply policies, procedures, and instructions. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14828		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Research & Facilitation		
<b>Classification Title:</b>	Research&Facilitation, Level B	<b>Business Title:</b>	Research Coordinator
<b>Department:</b>	Family Practice		
<b>Salary:</b>	\$56,291.00 - \$67,577.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-01		
<b>Job End Date:</b>	2013-08-31	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Grant Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-28	<b>Available Openings:</b>	1

### Job Summary

The Research Coordinator will work with the Principal Investigator and research Investigative team to coordinate all activities related to a community-based participatory research projects at the Collaborating Centre for Prison Health and Education. Research activities will include the coordination, implementation, evaluation, and dissemination of multi-phase research projects with men and women in BC communities with lived incarceration experience.

For more information about this project, please visit [www.familymed.ubc.ca/ccphe](http://www.familymed.ubc.ca/ccphe).

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

### Organizational Status

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

### Work Performed

The Research Coordinator will be responsible for:

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



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

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

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

Supervising work completed by community-based research assistants.

Ensuring that data are appropriately archived.

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

Identifying funding sources and developing funding applications

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

Actively participating in research team meetings.

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

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

Ensuring timely notification to Principal Investigator of issues or problems.

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

Ensuring adequate supplies are available.

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

Ensuring that project files are set up and maintained.

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

Participates in budget forecasting and preparation

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

4. Perform other related duties as required.

### **Supervision Received**

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

### **Supervision Given**

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

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

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



# The University of British Columbia

## Staff Job Postings

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### Qualifications

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

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14840  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level D **Business Title:** Special Research Projects Facilitator  
**Department:** Vaccine Evaluation Centre  
**Salary:** \$65,656.00 - \$78,819.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2013-02-01  
**Job End Date:** 2014-09-30 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-01-29 **Available Openings:** 1

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

### Job Summary

The Special Research Projects Facilitator is a senior member of the research team of the Vaccine Evaluation Center (VEC) and fulfills several research and project management roles at a high level of responsibility. The incumbent requires the ability to understand the overall vision and goals of the VEC. The incumbent is responsible for providing leadership and direction to researchers (investigators, coordinators) at multiple sites in the execution of large multicenter collaborations. This position is responsible for ensuring that projects are managed effectively and efficiently and that deliverables are completed in a timely manner.

### Organizational Status

The Special Research Projects Facilitator reports to the Director of the VEC as well as the principal investigator(s) of projects they are working on.

### Work Performed

Major responsibilities of the Special Research Projects Facilitator include the following:

#### Strategic Research Planning

- Strategic development of specific VEC projects, as assigned by the Director, and their role in British Columbia health research as it relates to vaccines and vaccine program implementation
- Facilitating special research opportunities as they are identified. This involves liaison with granting agencies and other government agencies such as the Ministry of Health and the provincial Health Authorities to facilitate the areas identified for emerging vaccine research needs and of vaccine program evaluation priorities. Included is identifying how the resources of the VEC can best serve the public health community at large in establishing sound scientific data to guide public health practice and vaccine program implementation.
- Review of selected projects submitted to the Director of the VEC for ideas on implementation as well as for scientific enhancement, which requires understanding of both the scientific and clinical aspects of the disease and or vaccine under study

#### Knowledge Translation and Partnership

- Continued development of the PHAC CIHR Immunization Research Network (PCIRN) and its role in building nation-wide site capacity



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## Staff Job Postings

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to conduct grant funded clinical trials. The coordination center for the clinical trial aspect of the national network is at the VEC.

- Facilitate communication of study progress and results with appropriate stakeholders for each specific project
- Communicate on behalf of the investigators for specific projects with the project's data safety monitoring committee
- Coordinate the submission of abstracts for scientific meetings
- Develop and maintain relationships at a leadership level with research sites across Canada

### Research Leadership

- Lead the rollout and implementation of the Quadrivalent HPV Vaccine Evaluation Study (Quest). This is a long term, multimillion dollar Canada-wide follow up study to evaluate the national HPV immunization program.
- . Provide direct leadership, including mentorship, guidance and direction, of the project teams at the VEC as well as collaborators and their teams across the country.
- . Coordination of the development of study protocols and data collection tools ensuring that it meets all the objectives of the study as well as the needs of the sites in 4 different provinces.
- . Management of all application form submissions to multiple ethics boards, research review committees, and Health Canada as necessary
- . Development and ongoing evaluation of the project management processes.
- . Participation in the data analysis plan development.
- . Create and lead the communication working group in developing multiple strategies for communication with study participants over a ten year span for long term follow-up and website design for public interface of the Quest project.

### Supervision Received

The Special Research Projects Facilitator works with wide latitude and minimal supervision. Overall supervision at a general directive level comes from the VEC Director and is provided in terms of overall objectives and priorities.

Receives general direction from investigator(s) for study related issues and priorities. Study related work is reviewed by the investigator for effectiveness.

### Supervision Given

For projects undertaken, oversees the work of the multi-center sites and works with the site coordinators who directly supervise research staff (nurses and research assistants).

### Consequence of Error/Judgement

Errors in judgment have potentially serious damaging impact to the image and reputation of the VEC, the investigators of the projects, the project budget and the overall quality of the research performed. Ineffective project design and management can result in poor quality or flawed science and have negative financial impact. Unsuccessful strategic development of the Quest Project or PCIRN could have lasting repercussions for short and long term development.

### Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project or Undergraduate degree if not responsible for a research project. Post Graduate degree or equivalent professional designation in health promotion, public health, nursing or epidemiology is required. 7 years relevant experience or equivalent combination of education and experience if not responsible for a research project. 5 years experience in a field of specialization or equivalent combination of education and experience if responsible for a research project. Experience in a senior management position involving conducting vaccine clinical trials which includes all aspects of clinical trials from protocol development to analysis and manuscript preparation; supervisory experience; a thorough understanding of research methodology and knowledge of epidemiology and community health issues; extensive background in strategic administrative management functions. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support. Ability to foster the long-term learning and development of staff through coaching, managing performance, and mentoring. Ability to assess training requirements and develop, coordinate, lead, and





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## Staff Job Postings

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evaluate training. Ability to develop and implement policies and procedures. Ability to identify, obtain, and effectively manage organizational resources (e.g., people, budgets). Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to coordinate and oversee multiple research sites as it relates to the conduct of the study protocol. In addition, ability to coordinate and oversee multiple projects simultaneously. Ability to implement and manage research projects. Ability to prepare clear, concise, and accurate research research project management process and communication plans. Ability to facilitate and coordinate the writing of technical reports, protocols, and proposals involving multiple stakeholders. Ability to make thoughtful, informed, and thorough decisions. Ability to exercise sound judgment. 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 work effectively independently and in a team environment. Ability to effectively use MS Word, Outlook, Excel and PowerPoint at an advanced level. 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 compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to efficiently and effectively coordinate tasks. Ability to gather, record, and organize information. Ability to effectively manage multiple tasks and priorities. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to work as part of the team to interpret data, determine implications, and provide recommendations. Ability to think conceptually. Ability to effectively facilitate groups to achieve appropriate outcome. Ability to develop and deliver effective presentations and workshops. To have a working knowledge of different social media platforms.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14756 (Repost)		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Research & Facilitation		
<b>Classification Title:</b>	Research&Facilitation, Level E	<b>Business Title:</b>	Continuing Review Manager, Animal Ethics
<b>Department:</b>	Research Services		
<b>Salary:</b>	\$68,731.00 - \$85,915.00 (Annual)		
<b>Full/Part Time:</b>	Part-Time (70%)		
<b>Desired Start Date:</b>	2013-02-01	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-30	<b>Available Openings:</b>	1

### Job Summary

The Continuing Review Manager position is responsible for the development, implementation, and oversight of the Continuing Review program for animal research at UBC, UBC-Okanagan, and all other affiliated sites. This will be in close association with other members of ORS, the Animal Care Committee and the Animal Care Services. An important element of this job is to raise awareness and promote compliance with the Canadian Council on Animal Care, the Tri-Council Policy Statement, the MOU on Role and Responsibilities in the management of Federal Grants and Awards, and other applicable national and international standards. The position will be expected to work closely with the UBC Animal Care Committee and all researchers and staff involved with animal research, teaching or testing. The Continuing Review Manager may communicate directly with the VPR, Animal Care Committee and ORS.

### Organizational Status

This position will operate as a member of ORS working with the UBC Animal Care Committee. The position provides information and advice to the Vice President of Research on matters relating to research integrity for animal research, and works collaboratively with the Manager of the UBC Animal Care Committee, the Chair and members of the Animal Care Committee as well as the clinical veterinarians. This position reports to the Director of ORS.

### Work Performed

- Provides leadership in developing, planning and implementing the strategic direction of a Post Approval Monitoring Continuing Review program for animal use at UBC and affiliated institutions.
- Work with the Animal Care Committee in reviewing animal use records and maintaining post approval continuing review records.
- Identifies and rectifies weakness in the compliance of ongoing research with CCAC or any other relevant national and international standards. This will be achieved by accumulating knowledge of current and future standards through background research, networking and attendance and presentations at workshops and conferences.
- Work and communicate with research staff and Principal Investigators (PIs) to ensure that animal care and use procedures conform with approved protocols.
- Perform on-site reviews to identify areas that require correction or that could be improved through supplemental training and to identify "best practices" to be shared with other investigators.
- Training and supervision of any other members of the continuing review team, including the Continuing Review Coordinator, will be needed.



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- Assist the investigator and his/her staff to develop appropriate corrective action and ensure its implementation, if needed and or to learn "best practices" to be shared with others.
- Gains knowledge of the ethics process by attendance at meetings of the Animal Care Committee and familiarity with Animal Care Committee documentation. To achieve a close working relationship with the ethical review process at UBC it will be necessary to consult with the appropriate stakeholders in the process, and collaborate with the Animal Care Committee and Animal Care Policy Committee in order to amend or introduce procedures which ensure compliance.
- Gain experience from external audits and implement methods for raising standards within UBC to ensure future compliance with external standards for research involving animal subjects.
- Ensures compliance with relevant UBC Policies, such as Scholarly Integrity and Conflict of Interest.
- Provides advice to the Vice President Research in issues of compliance with regulation.
- Advises the Director, ORS on research compliance and policy matters.
- Liaises between the VP Research and UBC and UBC affiliated institutions on research compliance matters.
- Provides leadership to the managers and staff in research compliance including: mentoring staff on national and international standards; setting individual and departmental goals; documenting policies and procedures; streamlining audit process and contributing to the Animal Care Committee website.
- Plans and implements a variety of education sessions related to compliance of ethical and other standards in research involving animals.
- Provide written reports of continuing review visits to the PI and the Animal Care Committee.
- Collates and analyses information collected by the Post Approval Continuing Review program to identify trends and problem areas requiring attention.
- Reviews Animal Use Protocols prior to their submission to the Animal Care Committee ('Pre-review')
- Offers written feedback to Principal Investigators on Animal Use Protocol submitted through the Pre-Review process. This includes identifying any incomplete/insufficient aspects of the form; Pointing out areas where the procedures described may not meet UBC ACC Policies and CCAC guidelines; Providing links to appropriate Standard Operating Procedures and Policies; Verifying that drug administration, anesthesia, analgesia monitoring, and euthanasia of animals is appropriate for species and research model.
- Responsible for reviewing, approving, and requesting further information as required of the annual renewal of existing active animal use protocols.
- Other duties as assigned or required.

### **Supervision Received**

- Works with a high degree of independence under the general direction of the UBC Animal Care Committee Chair, and the Director of the ORS. Provides advice as needed to the Vice President Research on animal care compliance and works collaboratively with the Animal Care Committee members and manager as well as the clinical veterinarians.

### **Supervision Given**

- Provides guidance, support and advice to the staff working on compliance matter. Provides direct supervision of the Continuing Review Coordinator.

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

If the University and affiliated sites fail to comply with national and international standards, research at UBC might be suspended for individual researchers, research groups or more broadly, which would have dire consequences on future research funding and opportunities.

### **Qualifications**

Post-graduate degree in a relevant discipline or an equivalent professional designation. A licensed veterinarian is preferred. An animal health technologist (AHT) having a minimum of 7 years' experience with research animals including common laboratory species such as mice, rats, guinea pigs, and rabbits, will be considered. A minimum of 7 years of experience and extensive experience in



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## Staff Job Postings

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method development, research, and facility management and ethical and other legal and regulatory requirements. Internationally recognized level of specialist expertise. Veterinary technical skills, broad experience with laboratory animal care and a background in research. -Understands the indications for use of anesthetic, analgesic and other common veterinary drugs, as well as aseptic procedures performed during surgery.

-Must be familiar with the guidelines and policies of the Canadian Council on Animal Care.

-Has capable understanding of the language and culture of the research community and the structure, requirements and expectations of major international funding agencies.

-Must have sound organizational skills and an ability work efficiently and independently.

-Possess strong written, listening and oral communication skills along with the ability to maintain professional composure in potentially adversarial situations.

-Strong leadership, interpersonal skills, conflict resolution, facilitation, negotiation and problem-solving skills are essential.

-Experience developing and implementing policy and procedure.

-Must share a commitment to promoting the research enterprise at UBC while simultaneously ensuring that "best practices" are developed and used by the research community.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14373 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Scientific Engineering  
**Classification Title:** Scientific Eng., Level A  
**Business Title:** Living Lab Engineer  
**Department:** Electrical&ComputerEngineering  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-11-15  
**Job End Date:** 2015-11-14  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-02-05  
**Available Openings:** 1

### Job Summary

This position is responsible for supporting the development of hardware and software for sustainable energy research within the Campus as a Living Lab initiative at UBC Electrical and Computer Engineering.

Typical responsibilities may include designing and implementing electrical energy systems; specifying, selecting, testing, characterizing, and maintaining experimental equipment; data collection, processing and analysis.

### Organizational Status

The Department of Electrical and Computer Engineering (ECE), the largest department in the Faculty of Applied Science, is comprised of approximately 50 faculty, 25 staff, 350 graduate students and 800 undergraduate students.

The position reports directly to Manager of Technical and Physical Resources, ECE.

### Work Performed

1. Designs and develops complex and innovative test setups (resonant power conversion, power factor correction, nonlinearly-controlled power conversion systems) for cutting-edge electrical energy conversion and storage research.
2. Defines and executes a thorough plan for the selection, implementation, testing, and calibrating of all research equipment related to electrical energy conversion and storage research.
3. Designs electrical hardware (PCB design, electrical energy storage distribution design) and software ('C' based microcontroller firmware design) for high-efficiency power conversion research.
4. Train short-term collaborators to the electrical energy storage and harvesting component of the Campus as a Living Lab initiative in the fundamentals of power flow control, power quality, and switch-mode power conversion systems.
5. Thorough project scope documentation, including circuit schematic drafting, goal formulation, milestone and workflow documentation, cost estimation, and procedure manuals.



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### **Supervision Received**

Works independently within task objectives; position reports to Manager of Technical and Physical Resources, ECE. Assignments are given in terms of project requirements and research objectives. Overall research direction will be set by Principal Investigator (s). Informed technical guidance is available.

### **Supervision Given**

May give guidance and direction to short-term contributors including graduate students, undergraduate students, and technical staff in carrying out experiments or technical work. May supervise short-term electrical energy research projects pertaining to the Campus as a Living Lab initiative.

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

Professional judgment is required when designing, testing, and operating high power systems. The impact of incorrect decisions regarding high power system design, installation, and or operation includes project delay, cost overrun, lack of deliverables to industry partners, and personal harm to students, employees, and the public.

Accountability is governed by the general guidelines of the profession, which include but is not limited to: Coordinating and reviewing electrical electronic designs, drawings and schematics produced by industry partners and research teams; Responsible for the electrical integrity of the energy systems installation; Developing reviewing the project schedule milestones and completion, ensuring communication between participants; Determine allocation of space and cost estimate for energy systems installation and operation, and establish comparative information for the selection of specialized equipment for the research educational activities; Exercises judgment in making technical decisions and recommendations towards defining research infrastructure and operation procedures.

### **Qualifications**

Undergraduate degree in Engineering or Applied Science. Master's degree in Engineering or Applied Science is an asset. Currently registered or eligible to register as a Professional Engineer (P. Eng.) in BC. Minimum of one year experience or the equivalent combination of education and experience. Ability to prepare complete, concise, and understandable technical documentation. Ability to read and comprehend technical material. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Currently registered or eligible to register as a Professional Engineer (P. Eng.) in BC. Preparation of equipment and construction specifications. Background in electrical wiring design and electronic equipment maintenance. Project scope definition and electrical electronics project estimation. 'C' programming and microcontroller firmware development. Experience with measurement instrumentation, data-acquisition hardware, and LabView. Experience with CAD-based PCB layout software and PCB population. Experience with electronics design and control automation systems, and design of electric machines for industrial environments.

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### Job Posting

<b>Job ID:</b>	14779		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Scientific Engineering		
<b>Classification Title:</b>	Scientific Eng., Level C	<b>Business Title:</b>	Research Eng. in Image Guided Medical Intervention
<b>Department:</b>	Inst. for Comp,Info&Cogntv Sys		
<b>Salary:</b>	\$60,794.00 - \$72,981.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-01		
<b>Job End Date:</b>	2014-01-31	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Grant Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-14	<b>Available Openings:</b>	1

### Job Summary

The purpose of the position is to provide engineering support to laboratories in ICICS related to research involving the recent CFI LEF equipment acquisitions for the Biomedical Technologies research group addressing Image Guidance in Medical Procedures. The candidate is responsible for the integration, interfacing, operation and maintenance of new, highly advanced, scientific research equipment, and the supervision of graduate students and post-docs working with this equipment that this maintenance and operation entails. Our infrastructure components will be operated together in an integrated manner, and as such the candidate will also operate and maintain the necessary communications protocols between the various pieces of equipment, and will provide coordination and advice to those integrating this equipment with other components designed in-house or available commercially.

### Organizational Status

This position reports to the Professors in the Robotics and Control Laboratory (RCL Lab), namely Prof. Purang Abolmaesumi, Robert Rohling, Mehdi Moradi and Tim Salcudean. The contact person for direct supervision and work assignment will be Professor Salcudean. The person in this position works closely with researchers, post doctoral fellows, and graduate students and interacts with UBC departments and units including IT Services, Supply Management and Plant Operations, as well as with relevant off-campus organizations (e.g. equipment or software suppliers, open-source software organizations, research groups and labs at other universities, etc.).

### Work Performed

Working in the RCL Lab and in support of the researchers in the Anatomical Models for Image Guidance in Medical Procedures Theme, the Research Engineer (RE) will provide recommendations for and participate in the integration, operation, maintenance and support of medical robotics, medical imaging and medical sensing equipment purchased through the ICICS CFI LEF. The RE will support researchers and students in the deployment, integration, and maintenance of this equipment as both an engineering consultant and an implementer.

The equipment to be supported by the RE include: the Intuitive Surgical da Vinci Si and S robots, several ultrasound machines from Ultrasonix and BK Medical, optical (Certus) and electromagnetic (Aurora) medical instrument tracking equipment from Northern Digital, an X-ray fluoroscopy machine still to be acquired, the computing and software infrastructure used to operate this equipment, and the integrated systems employing this equipment.

In conjunction with researchers, the RE will support the set up and integration of this equipment into complex systems that can be



# The University of British Columbia

## Staff Job Postings

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used in a laboratory and clinical environment for research in how medical image acquisition and computing can be used in guiding medical procedures. Such complex systems will include software and hardware components purchased and or developed in-house and or by collaborating institutions.

The RE will be responsible for the deployment and maintenance of software upgrades and associated documentation to allow continued operation of the equipment by students and postdoctoral fellows for the duration of the ICICS CFI LEF project. This will also require the maintenance of the interfaces between the different equipment components, from low-level equipment interface code to high level integration of complex image processing functions and graphical user interfaces. The RE will work with other personnel and students in making sure that the specification and design of mechatronics hardware for the aforementioned complex systems, which may include attachments, jigs and fixtures and electronic instrumentation that are necessary to use the equipment in a clinical application is compatible with the proper operation and maintenance of the equipment.

The RE will support students carrying out research projects in image guided interventions that employs the ICICS CFI LEF equipment. The RE will provide technical operation and maintenance documentation on setups, systems, code, etc. under their purview. The majority of this documentation will be stored on the lab wiki, but may also be requested to provide documentation for technical reports and research papers.

### **Supervision Received**

Works independently; position reports directly to the Professors of the RCL Lab. The assignments will be given in terms of functional requirements and research project objectives. Work is reviewed against requirements objectives.

### **Supervision Given**

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

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

This position is responsible for managing and supporting research equipment valued in excess of \$5M. Work is expected to be at a high level of professional quality to avoid damage to valuable equipment, personal harm, and delays in research. Errors could cause serious consequences for researchers. Decisions on purchases must show sound and practical resource management.

### **Qualifications**

Undergraduate degree in Engineering or Applied Science. Undergraduate degree in Computer Science, Biomedical Engineering, Software Engineering, Electrical and Computer Engineering, Systems Design Engineering, Integrated Engineering or Mechanical Engineering with a specialization in mechatronics. A Master's degree in one of these areas is desirable. A minimum of 5 years of experience or the equivalent combination of education and experience. Demonstrated experience in one of the above areas as well as software development experience, preferably in the area of image analysis and image guided medical interventions.

Basic machine shop, electronics and related fabrication skills are an asset, as is experience with rapid prototyping techniques and software (e.g. SolidWorks). Ability to familiarize him herself with new technologies quickly, both to work with existing equipment at our facility, and to be able to make purchasing recommendations to students and faculty members.

Effective interpersonal and problem solving skills.

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

Ability to work effectively independently and in a team environment.

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

Ability to manage time and prioritize duties.

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

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

Must be sincerely interested in seeing research work lead to an improvement in the treatment of patients.





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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14730		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Scientific Engineering		
<b>Classification Title:</b>	Scientific Eng., Level D	<b>Business Title:</b>	Manager, Technical and Physical Resources
<b>Department:</b>	Chemical&Biological Engineering		
<b>Salary:</b>	\$64,369.00 - \$77,274.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-03-01	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-08	<b>Available Openings:</b>	1

### Job Summary

The Manager, Technical and Physical Resources is responsible for the comprehensive planning, management and operation of the Technical Services (including the machine and electronic workshops) and the Physical Resources (including teaching laboratories, research facilities and equipment) of the Department of Chemical and Biological Engineering. The position is also responsible for the Department's Safety Program. Within these portfolios, the position provides leadership, strategic planning, direction, development, implementation in the areas of human, financial, and academic resources.

### Organizational Status

The Department of Chemical and Biological Engineering at UBC has an established worldwide reputation for its accredited undergraduate degree programs, innovative research and the quality of its graduates and faculty. At present there are 24 faculty, 4 sessional lecturers, 8 post-doctoral fellows, 9 visiting researchers honorary faculty, 7 professors' emeriti, 13 adjunct and associate members, 4 management staff, 5 office staff and 9 technical staff. The Department has a very strong undergraduate teaching laboratory component in our curriculum. There are six courses in years 2, 3 and 4. Each course consists of a number of experiments and each experiment requires its own physical set up located in the 4th floor of the CHBE building, chemicals and instrumentation. In addition, faculty members (research lab supervisors) maintain active research programs in research laboratories located in the CHBE building (5th and 6th floor), at the PPC, AMPEL, CERC, MSL, Gas Gun, and the BERD facility, obtaining about \$6 million annually from national and international government and private sector research granting agencies and employing about 160 student researchers. The undergraduate program has about 310 students and the graduate program about 160 students enrolled in M.Eng, M.A.Sc and Ph.D programs

The position reports directly to the Head of the Department of Chemical and Biological Engineering, in the Faculty of Applied Science and is responsible for management and union staff in different locations. The manager works closely with the manager administration on Human Resource, Financial and overall Departmental matters. The manager interacts regularly with teaching lab instructors, research students and faculty members (research lab supervisors) in the Department; with other UBC units as Building Operations, Risk Management Services, Campus Planning, Financial Services and other campus units as needed, and with external agencies such as NSERC, CFI etc.

### Work Performed

STRATEGIC PLANNING & OPERATION



# The University of British Columbia

## Staff Job Postings

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- Responsible for business planning, operation planning and strategic planning in the area of human resources, academic resources, physical resources and financial resources within the Technical Services & Space and Physical Resources portfolios.
- Based on academic and research needs provides strategic guidance and recommendations to the Department Head regarding business plans, resources, operational goals & objectives in the areas of Technical Services, Space and Physical Resources, and Safety.
- Develops and implements organizational changes to meet the new initiatives and evolving academic and research needs of the Department of Chemical and Biological Engineering and to enhance productivity and streamline laboratory shop processes.
- Leads the development and implementation of innovative programs, practices, policies and procedures to improve day-to-day and long-term value, quality, safety and efficiency.

### TECHNICAL SERVICES

- Directs teaching laboratories, stores and workshop process reviews and re-engineering to effectively implement or enhance operation procedures, workflow and internal controls within the Department.
- Works with teaching lab course instructors to develop selection criteria for updating facilities and equipment in the teaching laboratories and implements decisions in consultation with technical staff and instructors.
- Facilitates interactions between lab instructors and workshop technicians to create detailed designs of new equipment.
- Provides leadership in designing new and or upgrading teaching lab equipment and experiments in keeping with evolving Canadian Engineering Accreditation Requirements -outcomes based assessment.
- Manages the development of an online system to archive all teaching materials sample lab reports and relevant course materials.
- Manages the development and maintenance of a system to keep track of all equipment (teaching lab, research lab, workshop, office equipment) status-purchase dates, repair dates etc.
- Manages the development and update of an efficient inventory control system to ensure sufficient in date chemical supplies are available. Works with the Department's Sustainability club to ensure best practices are followed

### FINANCIAL RESOURCES

- Responsible for strategic planning and implementation of financial resources within the Technical & Physical Resources portfolio.
- Oversees the Department's cost recovery program and manages it to maximize revenues.
- Develops and manages annual capital and operating budget and inventory control.

### SPACE AND PHYSICAL RESOURCES

- Responsible for strategic planning and operation of physical resources. Manages the teaching, research and administrative space in the Department, including space inventory, planning and assignment of space.
- Works closely with the Head to identify space and facility needs, and plan for future requirements; oversees both the maintenance of and renovations to existing facilities.
- Identifies planning activities for required expansions to physical space, proposed renovations and construction. Manages major and minor renovations; works with outside contractors, Campus Planning, Building Operations, UBC IT, Secure Access, and other units as necessary to facilitate successful, timely and cost-effective completion of projects; Identifies and allocates facility, equipment and space utilization to meet academic and research requirements specified by the Department of Chemical and Biological Engineering.
- Oversees and monitors the creation of new office space and occupancy arrangements (faculty offices, research offices and graduate students space).
- Works with Building Operations, UBC IT, and the Centre for Teaching and Learning Technology to facilitate upgrades to teaching space.
- Develops and implements policies and procedures for the acquisition, utilization, maintenance and replacement of furniture, office equipment, research support equipment and supplies. Negotiates leases and purchases of products and services.
- Serves as departmental coordinator for large university wide initiatives such as the UNP, EcoTREK, LabTrek, ClassTrek etc.
- Oversees the decommissioning of laboratories or workstations during renovations, retirement of staff or faculty and departure of any students or personnel who worked in departmental laboratories.
- Oversees security and access to CHBE facilities.

### SAFETY

- Manager oversees the Departmental Safety Program. Ensures that safety and security requirements and modifications are carried out as required. Chairs and coordinates activities of the Departmental Safety Committee. Advises Dept Head and Department Safety



# The University of British Columbia

## Staff Job Postings

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### Committee of non-compliance

- Works closely with research supervisors and teaching lab instructors to ensure all safety policies and procedures are in place and followed.
- Develops and implements laboratory and shop safety policies and manuals in compliance with the Departmental Safety Policy and Program, UBC Risk Management Services, WHMIS, WorkSafe BC policies and federal, provincial and municipal regulations.
- Develops and implements operating procedures of equipment.
- Coordinates safety related plans with Risk Management Services
- Oversees a number of responsibilities within the Safety portfolio
- Review and assessment of departmental safety plans and initiatives to ensure they are in compliance with federal, provincial, municipal and university health and safety regulations.
- Monitoring to ensure departmental compliance with all relevant safety regulatory legislation (WCB, WHMIS, Environmental Protection, etc.) and UBC policy. Advises Dept Head and Department Safety Committee of non-compliance.
- To ensure that employees and students receive adequate safety training both through the Department and their supervisors as required
- Monitoring to ensure departmental compliance with all relevant safety regulatory legislation (WCB, WHMIS, Environmental Protection, etc.) and UBC policy.
- To ensure that employees and students receive adequate safety training both through the Department and their supervisors as required.
- Safety Inspections

### HUMAN RESOURCES - Within the Technical and Physical Resources Portfolio

- Responsible for human resources strategic planning and implementation in the IT, Laboratory and Research Facilities.
- Responsible for development and implementation of strategies and staff training to ensure effective orientation and adequate qualification to execute work.
- Recruits and hires, technical staff (Union and M&P) by researching and assessing needs and establishing action plans to meet these needs.
- Develops overall performance standards and job content and creates position descriptions to meet the requirements.
- Develops and implements strategies and training to ensure effective orientation and adequate qualification to execute work.
- In conjunction with manager administration, disciplines, and terminates staff as necessary. Conducts attendance management meetings.
- Conducts annual performance reviews within the technical and physical resources portfolio.
- Responsible for effective interpretation and administration of Collective and AAPS Agreements.

### GENERAL ADMINISTRATION

- Provides advice and counsel to the Head with both the day-to-day issues and unusual issues that arise in the operation of the Department.
- Attends and participates in faculty meetings of the Department.
- Undertakes special initiatives as required. (e.g. coordinating special projects of the Department)
- Performs other related duties of the position as required.

### Supervision Received

The position reports to the Head of the Department and is expected to work independently. Overall objectives for the administration of the Department's laboratory and research operations are determined in consultation with the Head. Within those guidelines, the Manager determines priorities as necessary.

### Supervision Given

The position directly supervises the Machine Shop technical supervisor (Eng Tech 5 -CUPE 116), the Undergraduate Teaching Labs technician (RA T 4-CUPE 116), the Storeskeeper (RA T 3-CUPE 116), the Safety Program Officer (M&P) and dotted line supervision of the Systems Administrator (M&P). The position indirectly supervises another 6 CUPE 116 staff.



# The University of British Columbia

## Staff Job Postings

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

This position has a significant influence on the effective management of departmental laboratory and research operations specifically in the areas of financial responsibility, labour relations, safety, and facilities. The position must exercise good judgment in order to assess the resources, the facilities, the budget, and the manpower, required to meet the demands of the Department's teaching and research activities. Poor judgment would have a negative impact on the faculty's ability to perform research work, teaching in the laboratories and a safe laboratory environment for students, faculty and staff. Failure to anticipate change and the development of a resource plan to meet change could have a significant impact on Departmental operations, Faculty research, and the Department's and faculty member's reputations, both within and outside the University community

Errors of judgment could damage the teaching and research mission of the Department, the credibility of the Head and the Faculty. This position is a key resource for the Head of the Department and can impact the Head's ability to perform his/her job efficiently and effectively.

### **Qualifications**

University degree in Engineering or Applied Science. BASC degree in Chemical Engineering earned at an Accredited Institution with advanced training in field of specialization and P.Eng status required. Minimum of 10 years experience and Advanced training in field of specialization or the equivalent combination of education and experience. Minimum of 5 years industrial experience is required. Knowledge of WHMIS; WorkSafe BC, UBC, Federal, Provincial, and Municipal policies and regulations including Transportation of Dangerous Goods (TDG);, Special Waste Regulation for environmental and waste management; Knowledge of Risk Hazard assessment, analysis and control protocols and methods; Industrial First Aid certification, or other, an asset; General knowledge of a wide range of lab instrumentation, shop equipment, control and mechanical systems.

Ability to formulate policy and develop and implement new strategies and procedures.

Budget preparation and fiscal management experience.

Strong financial management skills for forecasting, budgeting and control.

Demonstrated ability in managing human resources, space allocation, equipment procurement and management reporting.

Effective planning, leadership, organizational, multi-tasking, problem solving, interpersonal and oral and written communication skills;

Computer proficiency and knowledge at an intermediate level in word processing, e-mail, Internet, spreadsheet and presentation software and applications are required;

Ability to work both independently and within a team environment;

Ability to exercise tact, discretion and judgment;

Ability to resolve resource conflicts and prioritize tasks effectively 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.



# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14851		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Statistical Analysis		
<b>Classification Title:</b>	Statistical Analysis, Level B	<b>Business Title:</b>	Statistician
<b>Department:</b>	Center for Teaching, Learning & Tech		
<b>Salary:</b>	\$56,291.00 - \$67,577.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-03-01		
<b>Job End Date:</b>	2015-02-28	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-01	<b>Available Openings:</b>	1

### Job Summary

The incumbent conducts statistical analysis and provides statistical advice. Designs methodologies for examining complex datasets related to teaching and learning. Facilitates database development and statistical analyses; performs statistical modeling; develops merged core datasets. Responsible for the security and integrity of the databases.

Works in an office environment in the Centre for Teaching, Learning and Technology (with desk and computer).

### Organizational Status

This position works closely with faculty members, associate deans, members of CTLT staff. The position reports to the Senior Manager, Teaching and Learning Technologies.

### Work Performed

#### Statistical Analysis & Modelling

- Designs and develops statistical analysis strategies and integrates feedback from users
- Develops complex statistical models for the analysis of teaching and learning data (e.g., activity data from the Learning Management System) to ascertain whether particular patterns of behaviour predict student success
- Facilitates merging of core datasets; facilitates database development
- Examines, analyzes and reports on trends related to course registration to inform instructional design as well as marketing
- Assists Associate Deans and other Faculty administrators in the development of meaningful statistical reports for ARPT purposes
- Tests assumptions of statistical models
- Develops scripts and computer programs as required to ensure analyses can be performed
- Prepares conference presentations, academic manuscripts and technical reports, as required
- Ensures that data is presented in a meaningful way

#### General

- Ensures that confidentiality of information in all systems is maintained
- Investigates and remains current with relevant research and technology trends
- Analyzes business processes and recommends changes and or systems for improvement
- Other duties as assigned



# The University of British Columbia

## Staff Job Postings

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### Supervision Received

- Works independently under general direction. Work is reviewed in terms of meeting objectives. This position reports to Senior Manager, Teaching and Learning Technologies.

### Supervision Given

- May manage Graduate Student Research Assistants. May manage co-op students and or student employees.

### Consequence of Error/Judgement

Exercises professional judgement and initiative in assessing design and testing approaches. Accountable for the delivery and reliability of work. Some datasets are high stakes; errors in judgment may result in significant impact on faculty members and instructional support staff at UBC, and may seriously impact the reputation of faculty members, the Centre for Teaching, Learning and Technology and the University.

### Qualifications

Post-graduate degree in Statistics. Post graduate degree in statistics or the equivalent combination of education and experience. Minimum of three years experience in research analysis or the equivalent combination of education and experience.

At least 3 years experience in statistical analysis, preferably working in Higher Education.

Experience with statistical software applications such as SPSS, R, SAS, BMDP.

Experience with data management and programming.

Experience with conducting meetings and interviews to determine client needs. High degree of accuracy and attention to detail

Ability to handle multiple projects at a time while meeting deadlines Ability to establish and maintain effective communications

Strong problem solving and analytical skills Ability to work under pressure and with fast changing priorities Demonstrated service

orientation Understands and relates to the academic University environment Ability to work both independently and in a team

environment Ability to communicate technical issues to non-technical audiences is essential Ability to take initiative and to work

with limited direction Ability to be tolerant of uncertainty and ambiguity Effective testing, problem-solving, troubleshooting and

analytical skills Excellent interpersonal skills and ability to exercise diplomacy, tact, and patience Effective relationship,

facilitation, planning and organizational skills Effective oral and written communication skills

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14845  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Security  
**Classification Title:** Security, Level A **Business Title:** Security Communications Coordinator  
**Department:** UBCO - Parking and Security  
**Salary:** \$41,376.00 - \$49,671.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-02-18 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-01-30 **Available Openings:** 1

Please note there is a correction to the above salary . The per annum range for this position is \$56,291.00 to \$62,577.00.

### Job Summary

Communications Coordinators in Security Services monitor alarm systems, access control and Closed Circuit Television (CCTV) in support of campus security and acts as liaison with other University Departments and emergency services. Communications Coordinators efficiently address inquiries in a professional manner, helping to ensure the safety and security of UBC Okanagan campus faculty, staff, students and visitors as well as University property.

### Organizational Status

Reports directly to the Security Coordinators, UBC Okanagan campus Security Services.

### Work Performed

1. Coordinates communication with respect to security activities by:

- Operating and controlling the 24 7 communications network for day-to-day issues which may include, but is not limited to, security, parking, facilities management, Safe Walk, Blue Phone, residences, and all campus buildings and properties.
- Controlling the 24 7 communications network, acting as liaison with local emergency services such as RCMP, Ambulance, Fire Department, and or all University Departments and contacting appropriate UBC authorities and administrators in the event of an emergency.
- Controlling, assessing and analyzing numerous computer databases for information and relaying as needed to the appropriate departments, authorities and persons.
- Conducting regular systems integrity checks according to established protocols and dealing with outcomes.

2. Supervises and oversees the contract security workers ensuring they respond and give proper assistance to the campus as needed by:

- Receiving complaints, dispatching issues to appropriate personnel and documenting in accordance with policies and procedures.
- Investigating complaints, reporting, making recommendations for outcomes and following up on issues.
- Monitoring and operating security systems including CCTV, intrusion alarm systems, Access Control Systems and dispatching Campus Security personnel.

3. Ensures appropriate documentation is completed as per regulations by:

- Coordinating and maintaining logs, various reports (Incident Reports) and other information records.





# The University of British Columbia

## Staff Job Postings

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- Providing direction, training and feedback to contracted security workers with respect to required documentation.

4. Participates in inter-departmental initiatives with an eye to sharing information and ideas from a safe and secure campus perspective.

5. Performs other related duties as required.

### **Supervision Received**

Reports directly and works under the supervision of the Security Coordinator, while working with little direct supervision, is expected to execute mutually agreed to objectives while providing regular process and performance reports.

### **Supervision Given**

Manages the day-to-day operations and provides leadership and direction to the contracted security services. Supervises any delegated task or operational requirement received from the Security Coordinators.

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

Prioritizes and uses judgment related to the communication of information in accordance with established policies and procedures; inappropriate communication may impact service provided by others. Must be able to effectively plan and or problem solve through use of policy and procedures, resolving issues with thoughtful resources using the systems reliability and technologies to conduct operational services to keep the campus users safe and secure.

Precedents and procedures are not always present in the role. While a portion of each task is or may be documented, many unique or exceptional circumstances occur which have to be proactively resolved. It is in these situations where the incumbent must concentrate, and have excellent problem solving skills to complete the task.

Decisions made and actions taken could have adverse affects on the culture, environment and staff morale within campus Security subsequently affecting the overall operations of the department and its relations with other agencies and the UBC Okanagan campus departments.

### **Qualifications**

Undergraduate degree in Criminology, or Psychology or equivalent. An undergraduate degree in Criminology or Psychology or equivalent. A valid Basic Security Training certificate (level I and II), and Occupational First Aid Level I are preferred. Must have a valid class 5 driver's license. Minimum of two years experience in security, training, office and staff management or the equivalent combination of education and experience. A minimum of two (2) years relevant experience or the equivalent combination of education and experience. Ability to work effectively independently and in a team environment. Ability to gather, record, and organize information with accuracy and attention to detail. Effective written communication, including the thorough documentation of incidents through accurate report writing. Ability to respond appropriately to inquiries on the phone and in writing, and make appropriate referrals. Ability to communicate in a clear, attentive, and polite manner. Ability to listen actively and attentively, and obtain clarification as required. Ability to communicate efficiently using a standard security radio system. Ability to provide quality service to members of the community in a courteous, patient manner. Ability to perform word processing and data entry efficiently and effectively. Ability to operate a computerized phone system and other standard office equipment. Ability to determine the nature and urgency of inquiries and issues, and prioritize appropriately. Ability to remain calm, effective, and safe in emergency or crisis situations. Ability to approach interactions with an awareness of sensitive issues and maintain confidentiality as required by statute and policies. This position will work a modified workweek that includes 12 hour shifts with no off-site scheduled breaks.



# **The University of British Columbia**

## **Staff Job Postings**

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14746		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Health Safety & Environment		
<b>Classification Title:</b>	HS&E, Level C2	<b>Business Title:</b>	Manager, Emergency Management & Continuity Planning
<b>Department:</b>	Risk Management Services		
<b>Salary:</b>	\$59,602.00 - \$71,550.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-03-01	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-03	<b>Available Openings:</b>	1

### Job Summary

This position is responsible for developing, promoting and managing diverse and comprehensive University-wide emergency management and continuity programs, including the University's Emergency Management Plan, Pandemic Response Plan, Building Emergency Response Plans and Continuity Plans.

Working closely with the Director, Enterprise Risk Management (ERM) and Continuity Planning (CP), major responsibilities include developing practical emergency preparedness and planning approaches, implementing new management processes, assessing the effectiveness of existing processes, and reporting on the status of initiatives to senior management. This position works with the Director in setting strategic direction. This individual also liaises with government agencies and the community at large. This position acts as the resource for all UBC departments regarding applicable federal, provincial and municipal regulations and UBC policies, and assisting University departments to conform to these criteria. This individual reports on the status of initiatives and projects to various University Steering and Working Committees, and takes an active leadership role during activations of UBC's Emergency Operations Centre.

### Organizational Status

This position reports to the Director, ERM and CP and works closely with senior personnel in UBC administrative groups as well as faculties, departments and ancillary operations. The position is the principal University contact for the BC Provincial Emergency Program and liaises with Metro Vancouver, Vancouver Fire and Rescue Services, RCMP, BC Ambulance Services, UNA, and UEL.

This position takes on a critical role within the Emergency Operations Centre and provides advice to the EOC Director, the EOC Deputy Director, Section Chiefs, and the Policy Group (comprised of the President and the Executive Team). From time to time and during emergencies (or as required), this position will supervise and direct University staff, contract workers and work-study students.

### Work Performed

- Manages the University's emergency preparedness program, including the UBC Emergency Management Plan, Pandemic Response Plan, Building Emergency Response Plans, emergency exercises, RMS's emergency response program, including emergency pager duty.
- Manages the University's continuity planning initiative by facilitating workshops and developing materials to create essential continuity plans.



# The University of British Columbia

## Staff Job Postings

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- Plans and runs emergency response exercises for the University. Provides timely corrective action plans and post-exercise reports to correct deficiencies.
- Leads a critical position in UBC's Emergency Operations Centre (EOC) and the Emergency Planning Steering Committee (EPSC).
- Interacts and consults with senior University administrators (including the Policy Group which is comprised of the President and the Executive Team), administrative heads of unit, departmental managers, and other UBC staff to provide guidance and direction, and advises on appropriate emergency management responses.
- Develops and creates tools and resources to assist UBC staff and faculty to conform to applicable regulations and UBC policies.
- Initiates, oversees or develops training programs, policies, workplace procedures and guidelines related to emergency management.
- Develops and maintains various databases.
- Liaises with UBCO on Emergency Management matters.
- Develops assessment mechanisms for regular reports on emergency management issues for campus faculty, staff, students, and visitors. Researches and writes reports and recommendations for enhancements or changes to existing processes.
- Represents the University on emergency management in public meetings and with community, faculty, staff and students groups.
- Manages the relationship with the Vancouver Fire & Rescue Services regarding provision of first aid services and hazardous materials response on campus; and with other external agencies such as Metro Vancouver, RCMP, BC Ambulance Services, UNA, and UEL.
- Stays up to date with changes to applicable legislation and emerging issues trends in emergency management concepts, and analyses and communicates the impacts to affected UBC groups.
- Manages the recruiting, training, evaluating, and terminating of contract workers and work-study students.
- Acts as a technical resource for RMS.
- Prepares reports for the Board of Governors and or senior executive as directed by the Director, ERM and CP or the Chief Risk Officer (CRO).
- As directed by the Director, ERM and CP, conducts special projects on RMS issues and carries out additional duties as requested.

### **Supervision Received**

Work is performed independently and in full latitude within established program mandate and other guidelines. Work is subjected to review and consultation by the Director, ERM and CP to determine that the quality and quantity of work performed meets established program objectives. The position will keep the Director informed on ongoing activities and will consult with the Director on major problem areas or deviations from established program objectives.

### **Supervision Given**

This position directly supervises, from time to time, contract workers and work-study students, and in emergency situations, provides management and supervision to Emergency Operations Centre members (which includes Heads of Units).

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

This critical position is responsible for ensuring the design and implementation of emergency management systems and continuity planning programs at the University conform to established standards, policies and guidelines. The result of inadequate emergency and continuity plans could result in serious safety, environmental, financial and reputational impacts or damage to the University community. The failure to comply with federal, provincial and municipal legislation could involve the legal accountability of officers and administrators of the University and damage to the due diligence reputation of the University.

### **Qualifications**

- Undergraduate degree in a relevant discipline. -University degree in Emergency Management, Sciences, Arts, Business or Engineering required. A Master's degree is preferred.
- Certification in Emergency Management, Business Continuity Management, Risk Management, Project Management, or Communications desirable.
  - Familiarity with applicable federal, provincial and municipal emergency legislation.
  - Emergency management and business continuity certification designation desirable.



# The University of British Columbia

## Staff Job Postings

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- Knowledge of and experience with budgetary and financial management is an asset.
- Knowledge of University programs, policies and procedures is an asset. Minimum of four years experience and At least 2 years in area of specialization and managerial experience or the equivalent combination of education and experience. -Minimum of four years experience and at least 2 years in fields directly related to emergency preparedness and continuity planning.
- Up-to-date working knowledge of applicable federal, provincial and municipal legislation, especially the BC Workers' Compensation Act and Occupational Health and Safety Regulation and the BC Emergency Program Act and the BC Emergency Program Management Regulation.
- Experience leading and conducting training courses, seminars, task forces, emergency exercises etc.
- Supervisory and project management experience.
- Experience with emergency supplies and equipment, including satellite phones.
- Valid driver's license. -Senior-level report writing, program planning and evaluation skills.
- Ability to lead and motivate a team and resolve technical program and administrative conflicts.
- Excellent public speaking, presentation and training skills.
- Excellent facilitation skills.
- Highly developed oral and interpersonal skills.
- Assertive, self-starter, able to work under limited supervision to meet program goals and deadlines.
- Able to apply regulations and procedures to a wide variety of work situations.
- Ability to make and support technical and organizational decisions (under pressure and during emergency situations).
- Ability to work under extreme pressure and uncertainty.
- Ability to work with diverse academic, administrative and union groups with resolute persistence, stamina and adaptability.
- Must be able to work independently as well as within collaborative groups.
- Excellent computer skills essential.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14818  
**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:** \$56,291.00 - \$67,577.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-03-18  
**Job End Date:** 2015-03-19  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-02-04 **Available Openings:** 1

### Job Summary

Responsible for administering fundraising programs, including research, developing strategy, preparing proposals, stewardship and moving fundraising accounts through the donor cycle and raising an average minimum of \$.75-1.5M annually; or responsible for supporting development related activities of senior university administration by managing complex relationship with multi-unit stakeholders. Participates in comprehensive plans for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Assists in developing strategies for closing gifts.

Annual targets to be set by workplan goals and objectives. If position has direct donor contact, metrics are included. If no direct donor contact, annual targets to be set by workplan goals and objectives.

### Organizational Status

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

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

Supervises: May supervise Development Coordinators, Development Associates and support staff.

### Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the unit;
- Develops and implements a plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors;
- Develops and implements strategies for closing major gift solicitations and coordinates staffing for major gift solicitations;
- Develops and manages a portfolio of major gift prospects (75-125) making face-to-face visits (100-125 annually) for the purpose of discovery, cultivation and solicitation strategies for major gift prospects (a major gift is defined as a donation of \$25,000 or more); or is responsible for supporting development related activities of senior university administration by managing complex relationships with multi-unit stakeholders;
- Develops proposals and works with donors to generate gifts for priority projects, with an expectation to make solicitations (20-25 annually) at the major gift level; or administering fundraising programs, conducting research, developing strategies and



# The University of British Columbia

## Staff Job Postings

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preparing proposals;

- Ensures that appropriate donor recognition, acknowledgment and stewardship programs are in place;
- Generates donor prospect solicitation materials and correspondence;
- Performs other related duties as required.

### **Supervision Received**

Works independently with general direction from manager to achieve objectives. Difficult technical problems and matters non-conforming to UBC policy can be referred to manager.

### **Supervision Given**

May supervise Development Coordinators, Development Associates, and support staff.

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

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

The position shares responsibility for ensuring proper interpretation and implementation of academic and fiscal policies. If inappropriate advice is given, policies are interpreted incorrectly, or erroneous financial information is provided, the University could be in direct violation of stewardship and trusteeship obligations to donors.

The nature of the work involves a high level of judgement and decision-making. The incumbent participates in decisions concerning the planning, organization and utilization of staff, providing input into staff selection and job performance reviews.

### **Qualifications**

Undergraduate degree in a relevant discipline. A degree in commerce, marketing or economics would be an asset. Minimum of three years experience or the equivalent combination of education and experience. Requires UBC wide knowledge and understanding of priorities, projects and opportunities. Thorough knowledge of the university environment and academic structure is preferred. Ability to work independently while exercising good judgement at all times. Computer experience required; MS Windows environment, Microsoft Office preferred. Experience working with a centralized fundraising system an asset. 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.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14836		
<b>Location:</b>	Kelowna - UBC Okanagan		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Development Office		
<b>Classification Title:</b>	Development Office, Level D3	<b>Business Title:</b>	Associate Director
<b>Department:</b>	UBCO - Development		
<b>Salary:</b>	\$65,656.00 - \$78,819.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-03-11	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-26	<b>Available Openings:</b>	1

### Job Summary

This externally-focused position is designed to generate a high level of strategic prospect contact at the major gift level, with minimal administration responsibilities beyond those required to achieve the defined financial and activity goals. The Associate Director works in partnerships with senior university management to facilitate maximum private and public sector support; develops and implements comprehensive and complex plans; and develops and manages a portfolio of major gift prospects, meeting potential prospects on a one-on-one basis. The position ensures appropriate donor recognition, acknowledgment and stewardship programs are in place and oversees the generation of donor prospect solicitation materials and correspondence.

### Organizational Status

Reports to the Director of Development. Works with UBC faculty and staff involved in fundraising including the Associate Vice President of Development, the Deputy Vice Chancellor and Principal, UBC Okanagan campus, the President of the University and other senior administrators as appropriate.

### Work Performed

1. Responsible for securing and recognizing major gifts for the UBC Okanagan campus by:
  - Working in partnership with senior management to facilitate maximum private and public sector support for the University, at a minimum of \$1.5 million per year.
  - Developing and implementing a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Responsible for management of relationships with a portfolio of between 45 and 75 major gift prospects.
  - Generating donor prospect solicitation materials and correspondence.
  - Developing and managing a portfolio of major gift prospects making face-to-face visits for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level (defined as \$25,000 and up). Responsible for coordinating and attending approximately 75 face-to-face prospect donor meetings per year.
  - Developing proposals and working with donors to generate gifts for priority projects.
  - Developing and implementing strategies for closing major gift solicitations, with a minimum expectation of 10 solicitations per year at the major gift level.
  - Ensuring that appropriate donor recognition, acknowledgment and stewardship programs take place.
2. Performs other related duties as required.





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### **Supervision Received**

Reports to the Director of Development. 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**

Normally Associate Directors at the UBC Okanagan campus 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 of \$10 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 \$1.5 million per annum. If inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior University administrators, millions of dollars could be incorrectly administered or unavailable for disbursement. UBC could be in direct violation of stewardship and trusteeship obligations to donors and for funds received through bequests.

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

### **Qualifications**

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 5 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Proven experience in Major-Gift fundraising and skilled in strategy development. Thorough knowledge of the university environment and academic structure is preferred. Ability to work independently while exercising good judgement at all times. Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines. Ability to formulate strategic plans. Effective verbal and written communication skills. 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. 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.



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## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14752		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Business Development		
<b>Classification Title:</b>	Business Development, Level C	<b>Business Title:</b>	Director of Business Acquisition and Development
<b>Department:</b>	The Sauder School of Business		
<b>Salary:</b>	\$64,369.00 - \$77,274.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-04	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Self Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-29	<b>Available Openings:</b>	1

### Job Summary

Responsible for developing and managing the implementation of business strategies to drive local, national and international business acquisition and development for the suite of professional graduate programs within the Robert H. Lee Graduate School at the Sauder School of Business.

Manages the business acquisition and development team, including recruiting and admission managers, communication manager, event manager, and admissions officers. Also provides support to the Engagement Director on student engagement platforms, and to the Market Intelligence and Strategic projects Officer within the Robert H. Lee Graduate School.

Evaluates existing practices, conducts market analysis, researches companies, establishes personal contact with industry employers and associations in local, national, and international markets.

Interacts with the Marketing and Communications team, with Executive Education Business Development Managers, Senior Consultants Program Development Managers in Corporate Services for follow up on opportunities for linking professional graduate programs with customized educational programs, needs analyses and advisory services, as well as with external service providers relevant to the implementation of business acquisition and development strategies.

### Organizational Status

Reports to the Assistant Dean, Robert H. Lee Graduate School.

Externally, this position interacts with local, national and international students and organizations, and industry association representatives ranging from senior level executives to human resources staff. Liaises with UBC campus wide programs and services.

Negotiates and reviews project work with outside suppliers on global business acquisition events.

Internally, this position manages the business acquisition and development team, works closely with the Student Experience Managers, and the Marketing and Communications team, and interacts with students, faculty members, Alumni and External Relations, and Business Career Center.

### Work Performed

#### Leadership and Management

1. Leads the development of the core value proposition for the Robert H. Lee Graduate School program portfolio, market selection, targeting and positioning, to enhance the long-term business success of the various programs within the Robert H. Lee graduate school portfolio.
2. Develops and leads the implementation of short and long-term marketing strategies for student recruitment and strategic



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## Staff Job Postings

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partnerships with key organizations.

3. Sets annual objectives for the team and propose, manages and monitors the key business acquisition dashboard and metrics, as well as the corresponding annual working budget.
4. Supervises staff of the business acquisition and development team, including recruiting and admission managers, communications manager, event manager, and admission officers.
5. Manages the day-to-day operations in this area.

### Business Development

1. Develops business relationships with key local, national, and global organizations through research, personal meetings, and attendance at events to increase knowledge of Robert H. Lee graduate school offerings and program expertise in the market. Work to match portfolio elements (Full-time MBA, Part-time MBA, International MBA, EMBA, MM, Early Career Masters) with potential industry needs. This requires thorough knowledge of the portfolio, as well as industries, the marketplace, and individual organizations.
2. Develops relationships with organizations via personal company visits, assessing needs, helping companies integrate their employee retention strategies with the Robert H. Lee Graduate School and campus-wide programs, events, and opportunities.
3. Maintains relationships with business development managers at other top business schools to explore joint market development in international markets, and by providing opportunities to directly access targeted students (via clubs, student events and conferences, Career Centre skills training workshops, global summer programs).
4. Gathers information on competitors' marketing activities.
5. Develops and initiates surveys in support of creating strategies and developing plans.

### Internal Relations & Marketing

1. Develops and implements comprehensive marketing strategies to communicate effectively with the internal market (current students, faculty and administration, and the faculty advisory board) regarding business recruitment activities
2. Organizes, implements and reports on the progress of business development and marketing efforts to the Assistant Dean and Associate Dean of Professional Graduate programs. Evaluates the effectiveness of the efforts through comprehensive dashboards and metrics
3. Works with the Business Career Center and Alumni teams to ensure co-ordinated activities.
4. Works with the Marketing Communications team to ensure updated content of relevance on the Robert H. Lee Graduate School website
5. Seeks to leverage activities within the suite of MBA programs, MM OR, and Early Career Master students in the coordination and promotion of relevant events, such as networking events with industry representatives
6. Liaises with other University services and programs to promote co-operative and collaborative communications
7. Closely coordinates business development activities with the other business development managers at the Sauder School of Business

### External Marketing

1. Develops and implements comprehensive marketing strategies for the Robert H. Lee Graduate School in local, national and international markets. Identifies target markets, determines appropriate methods of communication and conversion of business pipeline, including travel to international industry events
2. Responds to student, staff and employer leads and inquiries relating to recruitment and long term relationship building.
3. Manages key existing corporate relationships, including keeping external market informed about upcoming events, programs, and opportunities.
4. Develops and designs content and marketing materials in support of promotions for the Robert H. Lee Graduate School portfolio.
5. Coordinates production of materials, communications, articles and information.
6. Forecasts trends and modifies marketing efforts accordingly.
7. Works with relevant parties to support the brand and reputation of the programs and the school locally and globally.

### Supervision Received

Works independently under general guidance from the Assistant Dean, Robert H. Lee Graduate School. Participates in setting goals and objectives with the Assistant Dean, Robert H. Lee Graduate School and other Managers.

### Supervision Given



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Delegates and reviews the work of the three business development managers and one marketing co-ordinator. Hires and supervises staff and student assistant(s). Hires and manages contract work performed by outside suppliers such as market research firms.

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

Makes independent decisions and recommendations in areas of planning, organizing and scheduling of work. Exercises judgement and tact in dealing with prospective students, employers, faculty members and students.

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**

Undergraduate degree in a relevant discipline. Prefer Masters degree in business administration. Minimum of six years experience or the equivalent combination of education and experience. A minimum of 8 years of experience in marketing and business development or the equivalent combination of education and experience. . Excellent interpersonal, communication, research and sales skills with a particular focus on initiating and maintaining relationships with clients. Effective organizational, supervisory, and presentation skills required. Experience in cold calling an asset. Familiarity with universities or business school environments would be an asset. Strong customer services attitude and skills. Computer skills required (Word for Windows, Excel, Internet, database and email).

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



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## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14820		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Facilities Planning & Engineer		
<b>Classification Title:</b>	Facilities Planning, Level C	<b>Business Title:</b>	Manager, Community Planning
<b>Department:</b>	Campus&CommunityPlanning		
<b>Salary:</b>	\$68,731.00 - \$85,915.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-02-25	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-04	<b>Available Openings:</b>	1

### Job Summary

The Manager, Community Planning is responsible for developing plans related to the use and development of the UBC Vancouver Campus. Community and land use planning activities are undertaken to advance UBC's academic mission and discharge responsibilities under the University Act and the Municipalities Enabling and Validating Act. The Manager, Community Planning will coordinate and prepare new land use plans, ensuring compliance with policy and legislation, and will develop amendments to plans as required in order to meet changing conditions. This individual will work closely with the Director, Policy Planning on the development of a variety of long-range, strategic, and housing plans that are consistent with the UBC Land Use Plan (LUP), the Neighbourhood plans and the Vancouver Campus Plan (VCP) for the University and other relevant planning and regulatory frameworks. The Manager, Community Planning will also manage a variety of other planning policy assignments and coordinate various planning processes. This position requires work outside normal hours.

### Organizational Status

This position reports to the Director, Policy Planning. The position supports a variety of advisory bodies including, Advisory Planning Committees, and Technical Advisory Committees for Neighbourhoods Plans. The Manager, Community Planning will maintain good working relationships with other units within Campus & Community Planning and with other related UBC departments and subsidiaries including, Building Operations, Infrastructure Development, Health Safety & Environment, Student Housing and Hospitality Services and UBC Properties Trust. The Community Planner will also contribute to relevant planning policies of the Greater Vancouver Regional District, the City of Kelowna, the City of Vancouver and other government authorities where requested.

### Work Performed

- 1) Develop and coordinate work programs to efficiently and effectively achieve planning program objectives. Develop terms of reference for specific projects. Supervise consultants and staff.
- 2) Conduct research and analysis to develop planning proposals. Prepare draft plans, designs, concepts, and planning policies and provide advice, information and effective interpretation of planning policies and procedures.
- 3) Coordinate the review of draft plans and policies by a wide range of complex interests within the UBC administration, the campus community, the residential and business community, and external interests.



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- 4) Prepare reports on planning programs, planning processes and draft plans for senior university committees and the Board of Governors.
- 5) Participate in the policy aspects of regulatory planning and provide recommendations to ensure compliance of individual development proposals with long-range objectives and approved land use plans.
- 6) Provide direct day-to-day support related to long-term land use, campus plan and neighbourhood plan administration, and carry out neighbourhood and campus plan monitoring and implementation.
- 7) Conduct policy research studies, develop and prepare reports with recommendations on various policies, programs and projects.
- 8) Develop policies and procedures in lieu of by-laws to address the University's needs for municipal administration.
- 9) Collaborate with the Communications group within the department to communicate Campus Planning policy and to design community consultation programs that reach out to a variety of internal and external groups and individuals, including the public, politicians, consultants and staff.
- 10) Provide support to the Manager of Development Services and the Building Siting committee on the appropriate sites for institutional capital planning and non-institutional project planning.
- 11) Act as the department's representative on some municipal and regional steering and working committees if requested, presenting the University's view on planning matters.
- 12) To perform other duties as required.

### **Supervision Received**

Works with a high degree of independence under the general direction of the Director, Policy Planning.

### **Supervision Given**

May supervise professional planners, several resource people and coordinate several issues at any one time. Will manage the work of consultants. Will also coordinate efforts of department staff as required. Must be able to lead projects.

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

The Manager, Community Planning is responsible for planning activities related to the use and development of the UBC campus lands. The incumbent will influence allocation of funding in certain areas within significant project budgets. Errors in this work can cause problems of a financial, legal or political nature, which in turn result in cost and time delays during resolution.

### **Qualifications**

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc..

Eligibility for membership in a professional Institute or Association.

Minimum of six years experience including experience in related technical fields, project coordination and cost control or the equivalent combination of education and experience.

Masters degree in Community or Urban Planning preferred. Membership or eligibility for membership in the Canadian Institute of Planners.



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Progressively responsible planning experience, preferably in a local government setting, in community, long-range, planning.

Additional experience in current planning also an asset.

Familiarity with the Local Government Act and the Greater Vancouver Regional District planning context. Familiarity with the University Act and the Municipalities enabling and Validating Act Part 10 as it relates to UBC would also be an asset.

Ability to deal with a diversity of people in a calm, courteous, and effective manner.

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

Ability to effectively recruit, train, supervise, and motivate employees.

Ability to exercise sound judgment. Ability to handle confidential information.

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

Ability to communicate effectively verbally and in writing.

Ability to write technical reports.

Ability to prioritize and work effectively 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.



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## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14777		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Student Management		
<b>Classification Title:</b>	Student Management, Level C	<b>Business Title:</b>	Student Services Co-ordinator
<b>Department:</b>	Libry Arch & Info Studies, Sch		
<b>Salary:</b>	\$48,261.00 - \$57,935.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-03-18	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-31	<b>Available Openings:</b>	1

### Job Summary

Manages the Admissions Process for the School including marketing strategies to recruit and admit students to our Masters and PhD Programs.

Manages field based internships and is liaison for Co-operative program placements.

Liaises with professional contacts locally, nationally and internationally and develops relationships with professional bodies.

### Organizational Status

Works independently with initiative and considerable autonomy under the general supervision of the Director of SLAIS the iSchool.

The SSC reports to the Director of the School and works collaboratively with the Unit Administration Manager.

### Work Performed

Major Responsibilities are subdivided into several areas:

Admissions and Recruitment:

- Develop and implement marketing plans to attract high calibre candidates for admission to Masters and PhD programs and to increase the overall profile of the School.
- Develop and implement plans for recruiting exceptional domestic and international students including representing the School at conference information sessions, student recruitment events, both nationally and in the US.
- Oversees and manages admissions and scholarship processes for the School
- Conducts first level admissions adjudication and takes forward recommendations to faculty members
- Conducts admissions interviews as necessary.
- Conducts admission surveys and analyzes results, prepares admissions summary reports.
- Analyses student and curriculum statistics and create reports on student trends in admissions.

Field Courses Internships and Co-op Program

- Actively Promotes the professional Experiential Learning Program
- Works actively to promote and expand placement opportunities.
- Oversees student engagement in all field courses, professional experience and archive internships.





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Advises students as to options for experiential learning.  
Matches students with opportunity and monitors progress.  
Acts as Resource person for student and employer.  
Assesses Reports, provides feedback, and determines pass or fail  
Liaises with current contacts and develops network of associates at local, national and international level  
- Liaises with Arts Co-op office to place students appropriately  
Promotes program and recruits students in School for Co-op Program  
Provides advising services and works one-on-one with students  
Conducts site visits and conference calls to monitor progress as needed  
Conducts marketing visits to companies with Arts Co-op Officers

### Communications:

- Builds relationships networks and works effectively with external professional bodies and organizations. Creates and supports local, national and international working relationships.
- Acts as School liaison with Alumni organization.
- Works co-operatively in the development and maintenance of an interactive website.
- Updates program documentation including website, newsletter, social media and news releases.
- Presents Statistical Summaries and Analysis of student enrollment as required.

### Supervision Received

The SSC reports to the Director of the School and works collaboratively with the Unit Administration Manager.

### Supervision Given

Supervises - work of Student Assistant as appropriate and works with Administration Manager in the supervision and delegation of work to the Graduate Program Assistant.

### Consequence of Error/Judgement

#### Level of Judgment

Makes decisions both routine and non-routine on all aspects of admissions and placement

#### Consequence of Error

Errors in judgment or poor performance in this position would affect the reputation and credibility of the School in turn negatively affect the recruitment and retention of students to a Professional School. Errors in decision making have a serious negative effect on the School's ability to carry out its program and service responsibilities.

Incorrect decisions could seriously affect student's future and academic life.

### Qualifications

Undergraduate degree in a relevant discipline. For this position a Master's degree in Library Information Studies or Archival Studies is required plus 2 years field experience. Minimum of three years experience or the equivalent combination of education and experience. Or an equivalent combination of education and experience. Effective oral and written communication and interpersonal skills to liaise and communicate effectively with internal and external contacts to raise the reputation of the School. Strong project management, organizational and software skills including but not limited to Office 2010. Ability to meet strict deadlines.



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



# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14751		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Student Management		
<b>Classification Title:</b>	Student Management, Level D	<b>Business Title:</b>	Aboriginal Student Recruiter - Advisor
<b>Department:</b>	Enrolment Services		
<b>Salary:</b>	\$56,291.00 - \$67,577.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-01-28	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-01-30	<b>Available Openings:</b>	1

### Job Summary

To plan, execute and evaluate strategic recruitment programs and advising services for Aboriginal students, parents and communities for the purpose of encouraging qualified Aboriginal students to seek admission to UBC. Advise students with secondary and post-secondary credentials concerning University admission criteria and specific program requirements for admission to UBC undergraduate programs. This position is located on our Vancouver campus and will work in collaboration with Okanagan campus colleagues.

### Organizational Status

The Aboriginal Recruiter-Advisor reports to the Manager, Student Recruitment & Advising (UBC Vancouver campus) and works in partnership with the Coordinator, Strategic Aboriginal Initiatives in the development of the Aboriginal student recruitment strategy. The position works closely in collaboration with: (a) Student Recruiter-Advisors and Associate Student Recruiter-Advisors (on both campuses), (b) other staff in UBC Enrolment Services and Student Development and Services, (c) the First Nations House of Learning, (d) other faculty-based Aboriginal Coordinators, and (f) other units on campus. Although the primary work location is the Vancouver campus, this position will be required to travel throughout BC, to other Canadian provinces and territories, and on occasion to the United States.

### Work Performed

1. In consultation with the Director, Managers, and the Coordinator, Strategic Aboriginal Initiatives develops and executes an Aboriginal recruitment strategy in support of the university's enrolment goals for Aboriginal enrolment.
2. Track the development of the university's Aboriginal Strategic Plan, and ensures that the Aboriginal student recruitment strategy meets the goals of the wider strategic plan.
3. Reviews Aboriginal student pre-enrolment data and Aboriginal focused recruitment activities from prior years and makes recommendations for future activities.
4. Liaise with Aboriginal communities, groups and bands in British Columbia and across Canada to build stronger relationships between Aboriginal communities and the university. Work collaboratively in identifying issues and developing strategies to encourage Aboriginal students to access post-secondary education. Includes researching issues related to recruitment and retention of Aboriginal undergraduate students.
5. Represent UBC accurately, dynamically, and strategically to prospective high school students, parents, counselors, and Aboriginal communities, through visits to BC and Canadian secondary schools and colleges (both on and off Reserve). Communicates



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information to a broad audience regarding the mission and vision of UBC, admissibility to academic programs, financial support and scholarships, residence and other services which act as major factors in the choice of post-secondary institutions. Organizes and participates in follow-up with Aboriginal applicants to the UBC Vancouver programs, and encourage and assists in application completion and successful recruitment of eligible candidates.

6. Within the wider recruitment strategy, develop a plan to track, engage, and recruit high performing Aboriginal students identified to the university through UBC outreach programs, secondary schools, or by the Aboriginal community.
7. Liaise with key staff, faculty and groups (i.e. First National House of Learning at UBC Vancouver; Undergraduate Admissions Office; Office of Community Affairs; First Nations Service Coordinators within the faculties; Coordinator, Strategic Aboriginal Initiatives) to develop, coordinate and implement strategies and programs for prospective Aboriginal students. Will also liaise with key staff and departments from other post-secondary institutions in BC.
8. Direct responsibility in planning and coordinating off campus recruitment trips throughout BC and Canada, involving liaison with secondary school counselors, Aboriginal groups and communities, colleagues from other post-secondary institutions, and other external parties. Planning includes data analysis, researching issues and coordination of logistics. Events include secondary school visits, post-secondary visits, participation in select education fairs, recruitment events open to the public, and other events as required.
9. Advises prospective students on all aspects of academic program options, application, admission, registration, housing, awards and financial assistance, extracurricular activities, and orientation to UBC. Advising through one-on-one appointments, telephone, email and web-based correspondence with students, their families and guidance counselors and college advisors. Acts as the Recruiter of the Day as part of monthly rotation schedule. Provides follow-up for Aboriginal applicants throughout the admission cycle.
10. Prepares and delivers effective presentations to groups large and small, using multimedia materials and other collateral. Focuses on key messages for the audience and adapts to settings on and off campus. Plans and delivers effective group advising sessions for Aboriginal student visits and events as well as mixed audiences, including Canadian and International secondary and post-secondary students. Conducts appropriate follow up for visits and events with students, parents and counselors in presentation settings, one-on-one interviews, telephone inquiries, and email correspondence.
11. Applies in-depth knowledge and understanding of complex admission requirements and admission policies in responding appropriately to inquiries. Provides students seeking admission to the University with appropriate advice on their admissibility to their choice of program and campus, based on the student's current level of schooling and course work. Seeks advice and consults with Undergraduate Admission as needed. Applies tact, cultural sensitivity and discretion when advising students who do not currently meet the University's admission criteria and offers advice on next steps for seeking future admission.
12. Participates in interactive on-line chat and other types of virtual meetings and social media environments to engage with prospective Aboriginal students, applicants and newly admitted students to encourage their interest in UBC.
13. Provides input and feedback in the development and delivery of promotional print and multimedia materials used for recruitment and advising purposes. Identify key messages or approaches that would be most salient for Aboriginal audiences.
14. Prepare written and multimedia materials for recruitment purposes, with an eye to Aboriginal student focused communications. Includes researching, writing and editing copy for you.ubc.ca or other UBC web content, print and email communications to students and counselors, and other materials as needed.
15. Utilizes the Student Information System, Client Relationship Management system (currently ezRecruit), and other data management systems to obtain information on the status of a student's inquiry or application for advising purposes. Works proficiently with CRM to plan school visits, record data obtained from schools, run reports and communicate with prospects and applicants. Prepares targeted communications through the CRM to proactively communicate with students who have self-identified as Aboriginal students to build relationships and encourage interest in UBC.
16. Works closely with Managers and Undergraduate Admissions to mine data on the progress of Aboriginal students, and to monitor the yield rates by school and region in terms of applications, eligibilities and registrants.
16. May be nominated to sit on some university committees focusing on issues related to Aboriginal students.
17. May participate in the hiring, training and supervision of student staff and Associate Student Recruiter-Advisors.
18. Undertakes other student recruitment and development activities as required, in keeping with the terms of the position. Represent Student Recruitment and Advising on cross-unit committees or University committees.

### Supervision Received

Work independently without direct supervision but within established guidelines, in close consultation with the Manager, Student



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Recruitment and Advising, and the Coordinator, Strategic Aboriginal Initiatives. Work closely and cooperatively with other Student Recruiter-Advisors as well as other staff in Student Recruitment and Advising in the Vancouver and Okanagan campus and within the University to meet the goals and objectives of the unit. Exercise initiative, diplomacy, tact, resourcefulness and sound judgment when representing the University, particularly in settings that are distant from UBC. Must exercise cross-cultural sensitivity and intercultural skills when advising prospective students with different cultural backgrounds. Must employ tact and diplomacy in interactions with prospective students and parents, with counselors and institutional representatives as well as faculty and staff at UBC.

### **Supervision Given**

Participates in the hiring, training and supervising of Associate Student Recruiter-Advisors and student staff as required.

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

Our goal is to support and enhance the participation and success of Aboriginal students. Ineffective work will result in the failure of the University to meet goals set out in the University Strategic Plan (Place and Promise) and in the Aboriginal Strategic Plan. Student progress could be delayed with serious consequences. Ineffective work could damage the relations of UBC with some Aboriginal communities or organizations.

### **Qualifications**

Undergraduate degree in 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. Five or more years full-time experience working with faculty, staff, and students in a post-secondary institution, preferably in a student services role specific to Aboriginal students. Knowledge of Aboriginal culture, history, and socioeconomic issues within British Columbia and Canada. Knowledge of issues regarding Aboriginal students in secondary and post-secondary education, combined with a strong commitment to advancing the educational aspirations of Aboriginal peoples. A sound knowledge of University admission criteria, services and resources for undergraduate students. Knowledge of Canadian secondary educational systems would be an asset. Experience in public relations, student advising, and special event program planning. Demonstrated ability to communicate effectively, orally, in writing and in significant public speaking roles. Excellent interpersonal and diplomacy skills as well as strong intercultural skills. Excellent leadership and organizational skills. Experience using system-wide information systems, and a variety of word processing, database and presentation software applications. Must hold a valid BC driver's license and have access to a vehicle. Must be willing to travel extensively (primarily within Canada). Open to working evenings and weekends.

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



# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14772 (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:** \$56,291.00 - \$67,577.00 (Annual)  
**Full/Part Time:** Part-Time (58%)  
**Desired Start Date:** 2013-01-16 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-01-30 **Available Openings:** 1

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

### Job Summary

The 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;
  - Ensuring that students are aware of graduation and other academic requirements;



# The University of British Columbia

## Staff Job Postings

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- 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.

### 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



# The University of British Columbia

## Staff Job Postings

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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.

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

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



# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14843		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Service Unit Directors		
<b>Job Category:</b>	Athletics & Recreation		
<b>Classification Title:</b>	Director	<b>Business Title:</b>	Managing Director, Athletics
<b>Department:</b>	Athletics and Recreation		
<b>Salary:</b>	\$103,680.00 - \$129,597.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-03-04	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Self Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-16	<b>Available Openings:</b>	1

### Job Summary

Reporting to the Vice President, Students the Managing Director, Athletics provides leadership to the Intercollegiate programs and High Performance Sport programs and Clubs in the Department of Athletics. As a member of the Vice President Students' (VPS) Executive Team, the Director contributes to the development of VPS portfolio-wide strategic priorities, specific intercollegiate sport program objectives, high performance sport program objectives and is responsible for the Intercollegiate and High Performance Sport budget.

The Director is responsible for ensuring the provision of a wide range of high quality, educationally focused intercollegiate programs for UBC students and a select number of high performance opportunities for athletes from the University and the broader community who are striving to reach the highest standards of international competition. In conjunction with this responsibility is the responsibility for the oversight of the effective and efficient hosting of related competitions and events that often show case the University's varsity student-athletes, its programs and facilities. The Director provides sound administrative management instilling best practices, policies, procedures and processes that support the strategic objectives for the athletics and high performance programs.

The intercollegiate sports programs and high performance athletes are highly visible, represent the student body, and attract the attention of senior University officers, the media, alumni and the broader local, provincial, national and international communities. The Director is often the spokesperson for the University and the Department of Athletics at public events and must ensure that the University and Department are viewed in the most positive manner possible.

The Director is responsible for providing skilled leadership and direction in managing substantial and significant internal change intended through a process of re-imagining the Department, and the recommendations of the Think Tank and External Review. The Director is also responsible for building and sustaining excellent relationships with colleagues at sister institutions and is responsible for forging new partnerships that will further the Department's mission and develop programs and facilities to enhance sport opportunities for UBC students and the broader community.

It is necessary that the Director possess the presence and confidence to play a leadership role with alumni, and other external stakeholder groups, and a commitment to playing an active leadership role in the development and stewardship of funds from external sources.

### Organizational Status



# The University of British Columbia

## Staff Job Postings

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Reports to the Vice President, Students.

The Department of Athletics and Recreation has an operating budget of \$20 million, and this position is responsible for 24 administrative and managerial staff and 36 coaching staff, in addition to a variety of positions which report to subordinate managers, coaches, and Associate Directors.

### Work Performed

#### MAJOR ACTIVITIES

##### Leading Change

Proactively identifying and leading process improvement opportunities within the department and through partnering with other UBC Stakeholders for the betterment of the student-athlete experience across the student lifecycle; recruits, students, alumni  
Actively develop leadership capabilities for individual department staff, coaches, student athletes while fostering a culture of excellence and accountability through setting clearly articulated performance expectations, and assist with coaching, individual and team goal setting and performance measurement

Take a leadership role in working closely with the program leaders head coaches and sport model functional leads in developing and implementing team specific, athlete centric strategies and plans to focus efforts and resources toward achieving and sustaining top in class performances, and reflect the tradition, values and success of UBC Athletics and the University.

Have the ability to lead change in an environment requiring extensive collaboration with a broad range of constituents including coaches, athletes, alumni, all Departmental personnel, VP Student Portfolio peer leaders, as well as key campus and community stakeholders.

Responsible for the development of a culture of excellence within the Department, and with the VP Students Executive Team, to initiate and cultivate relationships on campus, locally and nationally (e.g. NSO's, PSO's, the Canadian Sport Institute and Professional Sport Teams), within and outside sport, to enhance the profile and awareness of athletics programs, events, leading practices and activities.

Provide leadership and direction in leading and managing change, intended through re-imagination process at UBC for the department:

- Engaging with Canadian and International sport leaders and experts at the highest level of elite sport to develop and improve partnerships which bring benefit to the UBC community, drive athletic success and support sport development at the highest level where appropriate
- Lead the Department through the required evaluation, re-alignment and redesign of Varsity programs and support structure
- Implement and deliver an expanded footprint for sport clubs and camps at UBC for the benefit of students, staff, faculty, alumni and surrounding UBC community.
- Develop and expand upon UBC wide relationships to raise the profile of UBC athletics and programs, work together to deliver broad based benefits and opportunities across the campus with a focus on inclusion, healthy living and reflective of UBC values and Canadian Sport for Life objectives.
- Working within and leveraging fully the University Advancement capability, raise the engagement level of the UBC alumni locally, provincially, nationally and internationally for the mutual benefit of the Department, the University and our valued alumni.
- Be a leading partner in delivery of the Wellbeing initiative underway at UBC as we strive to become the healthiest campus on earth.
- Continue to work with faculty, admissions, registration, and academic support staff to support the UBC mandate to view student-athletes holistically pursuing excellence as defined by the student and the University during and after their time at UBC.
- Developing a sport support model; programs, services, performance focused culture where coaches, athletes and teams are appropriately supported in their pursuit of excellence.

##### Strategic Leadership



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Actively contributes as a member of the VPS Executive Team in the portfolio strategic planning process.

Articulates the vision, purpose and values of the VPS Portfolio, clearly communicating the priorities that drive the planning, implementation, monitoring and evaluation of the Intercollegiate Athletics programs and High Performance Sport.

Provides leadership to the development and implementation of learning outcomes for all intercollegiate and high performance sport programs; ensuring the design, promotion and delivery of leading edge programs meet the needs and diversity of the University community while respecting the traditions associated with intercollegiate sport.

Develops and ensures the implementation of specific systems for monitoring and evaluation of all intercollegiate and high performance sport programs and events.

Responsible for the effective and efficient hosting of intercollegiate and high performance events.

Provides guidance, coaching and assistance to coaches and program managers in response to leadership opportunities within national, provincial and local organizations related to athletics and high performance sport.

Forges strategic partnerships with the Director of Wellbeing and with the University Neighbourhood Association to ensure a collaborative coordination and consistency to policies and programs related to intercollegiate and high performance sport.

Champions equity and diversity initiatives and instills a culture of equity and fairness throughout the intercollegiate and high performance sport programs.

Ensures that staff training addresses all aspects of equity, particularly gender equity, sexual diversity, universal accessibility and ethno cultural inclusion.

Actively promotes and supports the on-going training for full and part-time coaches in the areas of drug testing, athlete centered performance training and care, academic success for student athletes and anti-harassment and anti-hazing policies and reporting procedures.

Develops policy recommendations regarding intercollegiate athletics and high performance sport programs, after consultation and input from relevant groups and individuals. Presents recommendations to the Vice President, Students and the University Athletic Association.

Prepares policy briefs and recommendations for the Vice President, Students regarding matters impacting intercollegiate or high performance sport in the Department and or across the country.

Works actively to identify and strengthen synergies between research and high performance sport programs.

Provides expert advice and or acts as a project committee member on major facility renovations and or construction projects related to athletics and high performance. Maintains a current knowledge of trends and best practices for intercollegiate and high performance sport facilities and equipment.

### Program Management Athletics and High Performance Sport Programs

Oversees the operational policies and initiatives relating to student-athletes, coaches and to the general administration of athletics and high performance programs.

In collaboration with the Associate Director, Athletics, responsible for the development of program objectives - including learning objectives, performance objectives, financial, staff development - and coordinates the overall annual action plans for the athletics and high performance sport programs ensuring that mechanisms are in place to monitor and evaluate results and provide feedback for continuous improvement.



# The University of British Columbia

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Explores and recommends new and creative program approaches and opportunities based on demographic information of student athletes and athletes in the broader community, research and trends and best practices at sister institutions in the area of student athlete focused sport programs.

Oversees the administration of student athlete eligibility in accordance with established league policies and procedures and

### **Supervision Received**

Reports to the Vice President, Students.

### **Supervision Given**

Positions Managed Directly:

Associate Director, Athletics  
Associate Director, Facilities  
Associate Director, Development  
Full-time Head Varsity Coaches  
Associate Director, Finance  
Office Manager, EA

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

As this position is overseeing an operating budget with significant fee-recovery as well as alumni donations to the University, failure to deliver on the full scope of this position may result in adverse financial outcomes for the Department and the University as a whole. In addition, the high public profile of student athletics and the public face of a variety of programs and facilities results in significant reputational risks.

### **Qualifications**

Masters degree in Kinesiology, Physical and Health Education or MBA preferred, or an equivalent combination of education and experience. . Current knowledge of University physical activity and recreation programs, trends and services.

- a substantial record of progressive and relevant experience
- minimum of ten years experience in a senior management capacity managing a large Athletics Department or equivalent
- a demonstration of commitment to inclusion, diversity, and equity
- the ability and experience to develop leaders and high performing teams
- the capacity to lead comprehensive planning, fund-raising, budget management, and total athletic success
- a demonstration of commitment to academic and fiscal integrity
- a record of distinguished leadership in administration and strategic planning
- an exemplary record of interpersonal and communication skills
- an ability to recruit and hire outstanding coaches and staff
- an understanding of and commitment to the primary purpose of maintaining intercollegiate athletics as an integral part of the educational program and the student-athlete as an integral part of the student body
- background and experience to be able to provide operational leadership within an organization of an equivalent scope in terms of staffing and budgeting.
- an understanding of contemporary issues in athletic administration
- an ability to shape and build the department's on-campus and national reputation. Exemplary leadership and decision making skills; demonstrated political astuteness and tact; demonstrated negotiation skills; superior communication (oral and written), well developed interpersonal skills with broad and diverse groups. Sensitivity to equity and diversity and demonstrated skill to act on issues problems initiatives involving equity and diversity matters in the culture and environment of sport. Results oriented and well developed collaborative management style. Strong conflict resolution skills and the ability to maintain



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## Staff Job Postings

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professional decorum and make sound judgments under pressure; ability to frequently adjust priorities; great attention to detail and able to handle matters of a confidential and sensitive nature.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14858  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 1      **Business Title:** Research Asst/Tech 1  
**Department:** Fisheries Centre  
**Salary:** \$36,844.00 - \$38,647.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2013-02-01  
**Job End Date:** 2013-04-30      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-02-01      **Available Openings:** 1

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

### Job Summary

To assist in the fisheries catch reconstruction work for selected countries as determined by Sea Around Us Project

### Organizational Status

Reports to Dr. Dirk Zeller, works with Sarah Harper, and will also assist the Principal Investigator, Dr. Daniel Pauly if the need arises.

### Work Performed

Tasks:

1. Conduct computer- and library-based literature searches of journals (e.g., using ASFA and other science, as well as social science databases), reports, governmental and inter-governmental organizations (including where appropriate UN, FAO, UNEO, UNESCO and Regional Fisheries Management Organizations), websites of non-governmental organizations etc. with emphasis on fisheries historic and fisheries science related information and data for a variety of countries around the world.
2. Assist in gathering information with country- and regional-specific experts on fisheries data.
3. Assist in catch reconstructions for selected countries based on the available information and data.
4. Assist in assembly of data and information into coherent time series of national fisheries catches in preparation for fisheries catch reconstruction.
5. Document the fisheries catch reconstruction approaches and strategies used and implemented, and document the data, information sources, and associated references.
6. Assist in creating Excel spreadsheets for agreed data and information for the reconstructed fisheries catches.



# The University of British Columbia

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7. Assist Sea Around Us project personnel in the assembling of publications as part of the overall Sea Around Us scientific publication efforts in the Fisheries Centre Research Reports series and, if applicable, in scientific journals.

8. Meet other Sea Around Us Project research needs, for example literature research, photocopying, and basic data entry in existing databases.

### **Supervision Received**

Reports to Dr. Dirk Zeller on day-to-day issues

### **Supervision Given**

None

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

Overall database reliability, product and output accuracy, and correctness of database products are crucial. Failure to provide reliability, accuracy, and timeliness will lead to loss of scientific and community support, and loss in trust in project outputs.

### **Qualifications**

High School graduation. The preferred candidate will have a High School diploma (Bachelor in Science preferred). Minimum of 1 year of related experience or the equivalent combination of education and experience. - Knowledge of the sources of global fishing datasets

- Organizational and time management skills
- Experience with spreadsheet or database software
- Experience in using large datasets
- Able to work as a team member
- Willingness to assist others as needed

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





# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14857  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 1      **Business Title:** Research Asst/Tech 1  
**Department:** Fisheries Centre  
**Salary:** \$36,844.00 - \$38,647.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-03-01  
**Job End Date:** 2013-08-31      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-02-01      **Available Openings:** 1

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

### Job Summary

To assist in the fisheries catch reconstruction work for selected countries as determined by Sea Around Us Project

### Organizational Status

Reports to Dr. Dirk Zeller, works with Sarah Harper, and will also assist the Principal Investigator, Dr. Daniel Pauly if the need arises.

### Work Performed

Tasks:

1. Conduct computer- and library-based literature searches of journals (e.g., using ASFA and other science, as well as social science databases), reports, governmental and inter-governmental organizations (including where appropriate UN, FAO, UNEO, UNESCO and Regional Fisheries Management Organizations), websites of non-governmental organizations etc. with emphasis on fisheries historic and fisheries science related information and data for a variety of countries around the world.
2. Assist in gathering information with country- and regional-specific experts on fisheries data.
3. Assist in catch reconstructions for selected countries based on the available information and data.
4. Assist in assembly of data and information into coherent time series of national fisheries catches in preparation for fisheries catch reconstruction.
5. Document the fisheries catch reconstruction approaches and strategies used and implemented, and document the data, information sources, and associated references.
6. Assist in creating Excel spreadsheets for agreed data and information for the reconstructed fisheries catches.



# The University of British Columbia

## Staff Job Postings

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7. Assist Sea Around Us project personnel in the assembling of publications as part of the overall Sea Around Us scientific publication efforts in the Fisheries Centre Research Reports series and, if applicable, in scientific journals.

8. Meet other Sea Around Us Project research needs, for example literature research, photocopying, and basic data entry in existing databases.

### **Supervision Received**

Reports to Dr. Dirk Zeller on day-to-day issues

### **Supervision Given**

None

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

Overall database reliability, product and output accuracy, and correctness of database products are crucial. Failure to provide reliability, accuracy, and timeliness will lead to loss of scientific and community support, and loss in trust in project outputs.

### **Qualifications**

High School graduation. The preferred candidate will have a High School diploma (Bachelor in Science preferred). Minimum of 1 year of related experience or the equivalent combination of education and experience. - Knowledge of the sources of global fishing datasets

- Organizational and time management skills
- Experience with spreadsheet or database software
- Experience in using large datasets
- Able to work as a team member
- Willingness to assist others as needed

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



# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14846  
**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:** Psychiatry  
**Salary:** \$38,878.00 - \$42,604.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-03-31  
**Job End Date:** 2013-12-31 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-01-31 **Available Openings:** 1

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

### Job Summary

To assist with research and developing policy applications for projects whose purpose is to evaluate the neuroethical issues involved with the introduction of cognitive enhancers to society.

### Organizational Status

This position works with the principal investigator and other research personnel in the lab. Most work direction is provided by the PI. In the course of performing duties, there will also be contact with other researchers and study participants.

### Work Performed

Data collection, processing and entry;  
Assisting with experiments using contrastive vignettes and other survey techniques;  
Familiarity with ethical literature to search, read, and report on articles in neuroethics;  
Coordinating participant recruitment and consent processes;  
Providing content to the writing of research papers under supervision  
Acting as a liaison between the research team and stakeholders;  
Organizing and scheduling team meetings  
Coordination of meetings with international collaborators;  
Other related duties

### Supervision Received

Works under general supervision. This position reports firstly to the principal investigator, and as required, to senior members of the research group.

### Supervision Given

None.



# The University of British Columbia

## Staff Job Postings

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

The person needs to be reliable and collaborative. Any errors in data recording and entry, breaches in confidentiality will tarnish the project and research group's reputations and could lead to loss of data and damage to the experiments. Professionalism is of utmost importance.

Works within well-established guidelines and procedures, but exercises judgment in carry out work and prioritizing.

### **Qualifications**

High School graduation. University degree in Philosophy, neuroscience, policy studies or a related field with coursework relevant to the field of neuroethics (i.e.: philosophy of mind, research methods, policy studies, and the like). Minimum of 2 years related experience or the equivalent combination of education and experience. Documented interest in and experience with the field of neuroethics will be considered an important qualification for this position.

Experience in developing policy applications in neuroethics for regulatory or legislative purposes is preferred. Demonstrated skill and interest in academic writing as well as sharing scientific and ethical concepts with the general public.

Computer experience required (word processing, spreadsheet, internet and electronic mail applications preferred).

Effective oral and written communication, interpersonal, and organizational skills.

Accuracy and attention to detail.

Ability to multi-task and prioritize work to meet deadlines.

Ability to work both independently and within a team environment.

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



# The University of British Columbia

## Staff Job Postings

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### Job Posting

<b>Job ID:</b>	14847		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Technicians & Research Assists		
<b>Job Category:</b>	Research/Technical - Non Union		
<b>Classification Title:</b>	Research Asst/Tech 2	<b>Business Title:</b>	Research Asst/Tech 2
<b>Department:</b>	Family Practice		
<b>Salary:</b>	\$38,878.00 - \$42,604.00 (Annual)		
<b>Full/Part Time:</b>	Part-Time (60%)		
<b>Desired Start Date:</b>	2013-02-15		
<b>Job End Date:</b>	2013-08-15	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-02-01	<b>Available Openings:</b>	1

### Job Summary

The primary focus of the Research Assistant is to provide assistance to the Principal Investigator, Dr. Ruth Elwood Martin (Department of Family Practice) with all activities related to the community-based participatory research projects at the Collaborating Centre for Prison Health and Education. The incumbent will work closely with the Project Coordinators and will provide general support to the project team. S he will assist with the coordination, implementation, evaluation, and dissemination of multi-phase research projects with men and women in BC communities with lived incarceration experience. Excellent interpersonal skills, as well as a high degree of motivation, enthusiasm, and initiative are required. For more information about this project, please visit [www.ccphe.familymed.ubc.ca](http://www.ccphe.familymed.ubc.ca).

### Organizational Status

The Research Assistant will report directly to the Project Coordinators. The incumbent may also report to, and receive direction from, the Principal Investigator as required.

### Work Performed

Assists with inviting and consenting of study participants

Assists in analyzing and interpreting research data by performing tasks, such as, assembly, compilation and summary of statistical and other data.

Assists with conducting research work by administering questionnaires and recording and or coding data.

Assists with the organization and facilitation of the monthly workshops. Summarizes main points and key ideas from the workshop discussion.

Transcribes workshop, focus group and or interview audio-files.

Works collaboratively with the Research Team to meet the objectives of the research project.

Ensures timely notification to Project Coordinator of issues or problems related to the research project.

Prepares and circulates minutes from meetings.

Assists with writing a variety of documents, including project reports and the How-to Manual.

Assists with coordination of project meetings, events, and the upcoming CCPHE national forum - this will include communication with team members, organization, room bookings, agenda preparation, and on-site logistics.

Performs other related duties as required



# The University of British Columbia

## Staff Job Postings

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### **Supervision Received**

The Research Assistant position will work under general direction of the Project Coordinators, as well as some supervision from the Principal Investigator. It is expected that the Research Assistant will demonstrate the ability to work independently once training has been provided. The Research Assistant will be required to problem solve on a limited basis.

### **Supervision Given**

N A.

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

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

### **Qualifications**

High School graduation. Minimum of 2 years related experience or the equivalent combination of education and experience. Work or volunteer experience in community-based participatory research projects an asset. Work, volunteer, and or lived experience with corrections populations an asset. Ability to identify and summarize key focus group information into a written document. Attentive to detail with excellent organizational and interpersonal skills. A high degree of motivation, enthusiasm and initiative. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise sound judgement, responsibility, and maintain confidentiality. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Familiarity with database management programs and or analysis software or willingness to learn new software programs and skills.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14837  
**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:** \$38,878.00 - \$42,604.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-02-04  
**Job End Date:** 2014-02-03  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-01-29      **Available Openings:** 1

### Job Summary

This position's primary purpose in the lab will be to provide technical research support for projects related to the behavioral characterization of mouse models of Huntington Disease and the pre-clinical testing of novel therapeutics.

### Organizational Status

This position will play a role in the Hayden lab, and will be reporting directly to the research fellow who leads the project, Dr. Amber Southwell. 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 planning and designing of experiments;
- . Conducting behavioral characterization experiments, analyzing and compiling data and study report preparation;
- . Data entry and analysis
- . Performing, analyzing and scoring animal behavior experiments
- . Preparing and administering treatments to mice
- . Performing animal procedures including intraperitoneal and subcutaneous injections and saphenous vein blood collection
- . 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 fellow in the lab. 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



# The University of British Columbia

## Staff Job Postings

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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 2 years 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) Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines.

Excellent organizational and time management skills and ability to learn new skills quickly. Effective oral and written communication, analytical, and interpersonal skills. Proven ability to multitask in a deadline oriented environment with minimal supervision. Ability to work effectively independently and in a team environment. Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens).

Knowledge and understanding of animal handling and husbandry an asset.

Knowledge and understanding of mouse behavioral procedures an asset.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14829  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3 **Business Title:** Tech 3 Breeding  
**Department:** Centre for Disease Modeling  
**Salary:** \$40,994.00 - \$44,706.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-16  
**Job End Date:** 2014-05-31  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-01-28 **Available Openings:** 1

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

### Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

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

### Organizational Status

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

### Work Performed

Under general supervision provides daily care of laboratory mice and rats and ensures the health and cleanliness for research animals and their housing facilities; the incumbent will also provide skilled technical services and assistance and Interact with technical staff, UBC researchers, and veterinarians.

Duties include:

- Performing major surgeries including but not limited to Sterotaxic Surgery and Adrenalectomy
- Lead CDM's core services programs, such as the Irradiation fee for service program
- Delegation of daily duties to junior positions
- Assist with Developing new policies and procedures in consultation with supervisors
- Managing breeding colonies (under general supervision)
- Performing minor surgeries and techniques, including: tissue collection and organs, blood collection, surgical implantations, tumor implantations, injections, embryo manipulations, vessel cannulation.
- Performing laboratory techniques such as media preparation, cell culture, hormone preparation as required



# The University of British Columbia

## Staff Job Postings

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- Identify, report and treat sick animals.
- Demonstrating and explaining T3 duties and tasks
- Assisting CDM Staff and Users
- Animal handling, feeding, watering and health monitoring
- Daily census recording
- Maintaining records
- Maintaining inventory
- Assisting in sample collection
- Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general - -
- Participating in continuing education program
- Shipping and receiving of animals
  
- Operation of rack and tunnel washers
- Cleaning of cages, accessories, bottles, carts, and racks
- General Housekeeping, including:
  - Preparation and use of disinfectants and detergents
- Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
- Removal of waste
- Cleaning and general facility upkeep
- Assemble clean caging units
- Perform minor maintenance tasks on facility related equipment
- Performing other related duties

### **Supervision Received**

Receives instruction during orientation, on subsequent new assignments, on changes in procedures, and on unusual problems or matters which are not covered under established SOP's and policies.

### **Supervision Given**

The incumbent may distribute work assignments to employees at lower classification levels and initiate new employees into routines, procedures, and operation of equipment. They will be expected to share expert technical knowledge and occasionally teach techniques to others. They may oversee and direct the work of one or two employees at lower classifications in which case, they are responsible for the accuracy, production, and control of the work unit

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

This person must be willing to pay attention to details, be aware of pitfalls and willing to repeat tasks if necessary. Most of the procedures will require following a protocol already in place, however there is room for innovative thinking to improve upon existing protocols and provide input into the direction of the project. Incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. AHT or RLAT Preferred. Knowledge in the Canadian Council on Animal Care Guidelines required. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience in an animal care facility required. Initiative and the ability to master new techniques. Good manual dexterity, eyesight, accuracy and attention to detail are required. Computer skills required. Effective oral and written communication, interpersonal and organizational skills. Ability to work independently and within a team environment. Initiative and the ability to master new techniques; Ability to maintain accuracy and attention to detail; Ability to effectively use the normal range of programs at an advanced 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 work effectively independently



# The University of British Columbia

## Staff Job Postings

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and in a team environment and the ability to be aware of pitfalls and be willing to repeat tasks if necessary. Good interpersonal skills, the ability to work accurately under pressure and excellent time management and organizational skills are also required for this position. The ability to lift 20 kg and the willingness to maintain and upgrade training.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14821  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4  
**Department:** Centre for Disease Modeling  
**Salary:** \$46,923.00 - \$51,020.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-16  
**Job End Date:** 2014-05-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-01-28 **Available Openings:** 1

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

### Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This key position serves as an area supervisor within the CDM Facility. The incumbent will assist with day to day facility management and operations. They will also provide skilled technical services and assistance. The incumbent will be responsible for, under minimal supervision, providing daily care of laboratory mice and rats and ensuring the health and cleanliness for research animals and their housing facilities; As well as Interacting and liaising with technical staff, UBC researchers, and veterinarians.

### 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

#### Supervisory

- Delegation and management of day to day operational tasks and requirements
- Supervises and trains staff and may make recommendations with respect to hiring and providing input into staff performance
- Responsible for monitoring the accuracy and completion of facility tasks
- Monitoring and reporting staff attendance and scheduling coordination
- Training, guidance, and support to Lab Assistants, Research Assistant T1, T2, and T3 positions
- Monitoring and reporting any staff or facility issues

#### Operations

- Assist senior staff, researchers, and veterinarians with facility operations



# The University of British Columbia

## Staff Job Postings

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- Develops and writes novel protocols and safety procedures
- Animal handling and manipulations (IV, IP, IM, SQ, per os)
- Animal observation and maintenance
- Maintaining inventory and equipment
- Troubleshoots complex equipment and systems problems
- Operates and maintains highly specialized equipment requiring extensive training
- Develops operating procedures and makes recommendation on workflow improvements
- Oversees the progress of projects and participates in complex research activities
- Provides instruction and training in the use of specialized techniques and equipment
- Assist or perform surgical procedures, testing, and collection of tissue samples
- Monitoring of physiological parameters and animal well being
- Maintaining computerized records and completing reports
- Researches and determines the applicability of new technology and systems related to work
- Assist in general care and husbandry of mice and rats
- General housekeeping and maintenance of the facility and equipment
- Answering emergency calls as assigned
- Participating in continuing education programs
- Performing other related duties

### **Supervision Received**

The incumbent will work closely with CDM Management to ensure operational success; once properly trained they will work largely independently and under limited supervision; work will be reviewed by objectives.

### **Supervision Given**

The incumbent will be responsible for the day to day supervision of zone staff members. The position includes delegation of duties, review of assigned tasks, attendance management and the first point of contact for facility inquiries.

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

Ineffective management and decision making could affect the operational success of the facility. The incumbent will be depended upon to ensure the smooth, efficient, and effective daily operation of their assigned area. Incorrect decisions could result in deterioration of animal health and or disruption or ruin of a research study.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. AHT, VT or BSc degree. Certification at the CALAS Registered Laboratory Animal Technician (RLAT) level desired. Minimum of 4 years of related experience or the equivalent combination of education and experience. Knowledge in the Canadian Council on Animal Care guidelines. Supervisory experience required, preferably in an animal care facility. Initiative and the ability to master new techniques. Ability to maintain accuracy and attention to detail. Ability to effectively use the normal range of programs at an advanced 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 work effectively independently and in a team environment. Ability to be aware of pitfalls and be willing to repeat tasks if necessary.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14819  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4  
**Department:** Centre for Disease Modeling  
**Salary:** \$46,923.00 - \$51,020.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-16  
**Job End Date:** 2014-05-31  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-01-28 **Available Openings:** 1

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

### Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This key position serves as an area (zone) floor supervisor within the CDM Facility. The incumbent will assist with day to day facility management and operations. They will also provide skilled technical services and assistance. The incumbent will be responsible for, under minimal supervision, providing daily care of laboratory mice and rats and ensuring the health and cleanliness for research animals and their housing facilities; As well as Interacting and liaising with technical staff, UBC researchers, and veterinarians.

### 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

#### Supervisory

- Delegation and management of day to day operational tasks and requirements
- Supervises and trains staff and may make recommendations with respect to hiring and providing input into staff performance
- Responsible for monitoring the accuracy and completion of facility tasks
- Monitoring and reporting staff attendance and scheduling coordination
- Training, guidance, and support to Lab Assistants, Research Assistant T1, T2, and T3 positions
- Monitoring and reporting any staff or facility issues

#### Operations

- Assist senior staff, researchers, and veterinarians with facility operations



# The University of British Columbia

## Staff Job Postings

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- Develops and writes novel protocols and safety procedures
- Animal handling and manipulations (IV, IP, IM, SQ, per os)
- Animal observation and maintenance
- Maintaining inventory and equipment
- Troubleshoots complex equipment and systems problems
- Operates and maintains highly specialized equipment requiring extensive training
- Develops operating procedures and makes recommendation on workflow improvements
- Oversees the progress of projects and participates in complex research activities
- Provides instruction and training in the use of specialized techniques and equipment
- Assist or perform surgical procedures, testing, and collection of tissue samples
- Monitoring of physiological parameters and animal well being
- Maintaining computerized records and completing reports
- Researches and determines the applicability of new technology and systems related to work
- Assist in general care and husbandry of mice and rats
- General housekeeping and maintenance of the facility and equipment
- Answering emergency calls as assigned
- Participating in continuing education programs
- Performing other related duties

### **Supervision Received**

The incumbent will work closely with CDM Management to ensure operational success; once properly trained they will work largely independently and under limited supervision; work will be reviewed by objectives.

### **Supervision Given**

The incumbent will be responsible for the day to day supervision of CDM Technical staff. The position includes delegation of duties, review of assigned tasks, attendance management and the first point of contact for facility inquiries.

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

Ineffective management and decision making could affect the operational success of the facility. The incumbent will be depended upon to ensure the smooth, efficient, and effective daily operation of their assigned area. Incorrect decisions could result in deterioration of animal health and or disruption or ruin of a research study.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. AHT, VT or BSc degree. Certification at the CALAS Registered Laboratory Animal Technician (RLAT) level desired. Minimum of 4 years of related experience or the equivalent combination of education and experience. Knowledge in the Canadian Council on Animal Care guidelines. Supervisory experience required, preferably in an animal care facility. Initiative and the ability to master new techniques. Ability to maintain accuracy and attention to detail. Ability to effectively use the normal range of programs at an advanced 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 work effectively independently and in a team environment. Ability to be aware of pitfalls and be willing to repeat tasks if necessary.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14817  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4  
**Department:** Animal Care Services  
**Salary:** \$46,923.00 - \$51,020.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-16  
**Job End Date:** 2014-01-31  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-01-28 **Available Openings:** 1

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

### Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This key position serves as an area supervisor within the barrier facility. The incumbent will assist with day to day facility management and operations. They will also provide skilled technical services and assistance. The incumbent will be responsible for, under minimal supervision, providing daily care of laboratory mice and rats and ensuring the health and cleanliness for research animals and their housing facilities; As well as Interacting and liaising with technical staff, UBC researchers, and veterinarians.

### 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

#### Supervisory

- Delegation and management of day to day operational tasks and requirements
- Supervises and trains staff and may make recommendations with respect to hiring and providing input into staff performance
- Responsible for monitoring the accuracy and completion of facility tasks
- Monitoring and reporting staff attendance and scheduling coordination
- Training, guidance, and support to Lab Assistants, Research Assistant T1, T2, and T3 positions
- Monitoring and reporting any staff or facility issues

#### Operations

- Assist senior staff, researchers, and veterinarians with facility operations





# The University of British Columbia

## Staff Job Postings

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- Develops and writes novel protocols and safety procedures
- Animal handling and manipulations (IV, IP, IM, SQ, per os)
- Animal observation and maintenance
- Maintaining inventory and equipment
- Troubleshoots complex equipment and systems problems
- Operates and maintains highly specialized equipment requiring extensive training
- Develops operating procedures and makes recommendation on workflow improvements
- Oversees the progress of projects and participates in complex research activities
- Provides instruction and training in the use of specialized techniques and equipment
- Assist or perform surgical procedures, testing, and collection of tissue samples
- Monitoring of physiological parameters and animal well being
- Maintaining computerized records and completing reports
- Researches and determines the applicability of new technology and systems related to work
- Assist in general care and husbandry of mice and rats
- General housekeeping and maintenance of the facility and equipment
- Answering emergency calls as assigned
- Participating in continuing education programs
- Performing other related duties

### **Supervision Received**

The incumbent will work closely with CDM Management to ensure operational success; once properly trained they will work largely independently and under limited supervision; work will be reviewed by objectives.

### **Supervision Given**

The incumbent will be responsible for the day to day supervision of technical staff. The position includes delegation of duties, review of assigned tasks, attendance management and the first point of contact for facility inquiries.

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

Ineffective management and decision making could affect the operational success of the facility. The incumbent will be depended upon to ensure the smooth, efficient, and effective daily operation of their assigned area. Incorrect decisions could result in deterioration of animal health and or disruption or ruin of a research study.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. AHT, VT or BSc degree. Certification at the CALAS Registered Laboratory Animal Technician (RLAT) level desired. Minimum of 4 years of related experience or the equivalent combination of education and experience. Knowledge in the Canadian Council on Animal Care guidelines. Supervisory experience required, preferably in an animal care facility. Initiative and the ability to master new techniques. Ability to maintain accuracy and attention to detail. Ability to effectively use the normal range of programs at an advanced 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 work effectively independently and in a team environment. Ability to be aware of pitfalls and be willing to repeat tasks if necessary. All applicants must be willing to work weekends.

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 14824  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4  
**Department:** Devlpmtl Neurosci&Child Health  
**Salary:** \$46,923.00 - \$51,020.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2013-04-01  
**Job End Date:** 2014-03-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-01-28 **Available Openings:** 1

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

### Job Summary

The Canada Northwest FASD Research Network is attempting to link data collection from all clinics across Canada that routinely perform FASD assessments. In this PHAC funded study we will organize as many of the clinics as are willing (approximately 50 in Canada) to provide information on diagnosis, functional diagnosis and treatment recommendations. The Research Assistant will work directly with the volunteering clinics to coordinate ethics review needs, data analysis and reporting.

### Organizational Status

The Research Assistant will interact with the Principal Investigator and will report directly to the Principal Investigator. Interact and liaise with approximately 50 Clinical Programs in Canada (BC, SK, MN, ON & NB).

### Work Performed

- Communicates with new volunteering clinics to identify a route to ethic approval. This requires multiple phone calls and emails to agencies.
- Oversees and prepares ethics applications, renewals and amendments for volunteering clinics.
- Interacts regularly with each site during data collection to ensure accurate completion of all appropriate forms. This requires one to two phone calls or emails a week for each site.
- Performs data analysis using the SPSS format.
- Maintains communication with clinics that have not yet enrolled in the study to examine their policies and ethics review needs.
- Develops new grant applications for continuation of the project.
- Develops a work plan and timeline for tasks.
- Creates regular reports and interprets data for the provinces that are working in the system. (Each agency has its own data format)
- Responds to phone calls from potential subjects who might have questions about the study.
- Assists with preparing the final manuscript.
- Assists Principle Investigator as needed.

### Supervision Received



# The University of British Columbia

## Staff Job Postings

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The CEO of the Canada NW FASD Research Network who is the PI on this cooperative agreement will supervise. The Research Assistant will be expected to develop a work plan and timelines and to exercise good judgment and initiative in his/her responsibilities.

### **Supervision Given**

May provide assistance to support staff to ensure that project goals are met in a timely and efficient manner.

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

Errors made could influence the implementation of the project and its stated goals of delivery. It also could influence the ability of the program to meet critical deadlines and therefore impact the credibility of the Principal Investigator and delay the advancement of the eventual goal of regular national data collection on those with FASD.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A candidate with University degree in a related field or relevant post secondary training is preferred. Minimum of 4 years of related experience or the equivalent combination of education and experience. Experience with any aspect of research into FASD and knowledge of medical ethics review applications is preferred. Ability to effectively use MS Word, Access, and Excel and/or equivalent spreadsheet applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively with minimal supervision. Excellent social skills with professionals and parents. Ability to identify and relate to concerns of others and to exercise judgement when resolving difficulties. Ability to communicate effectively verbally and in writing. Willingness to work on some weekends and holidays. Ability to learn new software. A valid BC Driver's License is required. Physical ability to perform the duties of the job.

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.